

SOUTH LAKELAND DISTRICT COUNCIL

South Lakeland House, Kendal, Cumbria LA9 4UQ

www.southlakeland.gov.uk



You are requested to attend a virtual meeting of the Human Resources Committee on Tuesday, 10 November 2020, at 2.00 p.m.

Please note that this meeting will be conducted remotely via Microsoft Teams Live Events and in accordance with Section 78 of the Coronavirus Act 2020. Access details will be provided to Committee Members prior to the meeting. Members of the public will be able to access the live broadcast of the meeting [here](#).

For those using an Apple Device to access the meeting, please note that Safari is not compatible with Microsoft Teams, so you will not be able to watch the meeting using this web browser. If you wish to watch a virtual meeting on any Apple device (iPad, iPhone or Mac) you will need to download the Microsoft Teams App from the App Store, then click the link on the relevant SLDC webpage or Agenda and follow the instructions on screen.

Agendas are divided into two parts, with Part I items being considered in the presence of the press and public. Part II Items, if any, will be considered in the absence of the press and public for the reasons indicated on the Agenda and relevant reports.

It should be noted that discussions held in Part I are recorded and that the recordings are uploaded to the Council's Website.

Committee Membership

Councillors

Pat Bell
Roger Bingham
Philip Dixon
Rachael Hogg (Chairman)
Dave Khan
Brian Rendell
Matt Severn
Janet Willis (Vice-Chairman)
Mark Wilson

Note – Where relevant, agendas for Members are labelled “Private Document Pack” and contain exempt information within the papers. Any relevant pages are marked as restricted within Agendas labelled “Public Document Pack”.

Monday, 2 November 2020

Linda Fisher, Legal, Governance and Democracy Lead Specialist (Monitoring Officer)

For all enquiries, please contact:-

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AGENDA

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PART I

1 APOLOGIES

To receive apologies for absence, if any.

2 MINUTES

To authorise the Chairman to sign, as a correct record, the minutes of the meeting of the Committee held on 11 February 2020 (copy attached).

7 - 10

3 MINUTES OF APPEALS SUB-COMMITTEE

To receive the minutes of the meeting of the Appeals Sub-Committee held on 13 May 2020 (copy attached) and for the Chairman of the appropriate Sub-Committee to sign, as a correct record.

11 - 12

4 EMERGENCY NON-EXECUTIVE DECISIONS

To note the following Emergency Non-Executive Decisions taken by the Chief Executive in accordance with Part 3 of the Council's Constitution 3. (B 1) (1.1) and to note any spending outside any budgetary provision:-

13 - 34

- a 04 03-04-20 Special Leave Policy
- b 05 17-04-20 HR Flexible Retirement 01-2020
- c 06 17-04-20 HR Flexible Retirement 02-2020
- d 11 21-05-20 HR Flexible Retirement 03-2020
- e 15 02-09-20 HR Flexible Retirement 04-2020

5 DECLARATIONS OF INTEREST

To receive declarations by Members of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)

Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the Monitoring Officer at least 24 hours in advance of the meeting.

6 LOCAL GOVERNMENT ACT 1972 - EXCLUDED ITEMS

To consider whether the items in Part II of the Agenda should be considered in the presence of the press and public.

7	HUMAN RESOURCES POLICY REVIEW	35 - 94
	To consider the reviews of a number of the Council's Policies:-	
	Acceptable Standard of Appearance at Work Policy	
	Access to Personnel Files Policy	
	Adoption Leave and Pay Policy	
	Adverse Weather Policy	
	Career Break Policy	
	Career Break Application Form	
	Carry-forward of Annual Leave Guidance	
	Claim for Additional Hours Guidelines	
	Disclosure and Barring Service (DBS)	
	Disciplinary Policy	
	Procedure for Appeal Panel (Dismissal) Disciplinary Policy	
8	ANNUAL REPORT ON EMPLOYEE SICKNESS ABSENCE	95 - 106
	To consider the Annual Sickness Absence Report for the period 1 April 2019 to 31 March 2020.	
9	PUBLIC SECTOR EXIT PAY REFORMS	
	To consider a verbal update on the Public Sector Exit Pay Reforms.	
	<u>PART II</u>	
	Private Section (exempt reasons under Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, specified by way of paragraph number)	
10	JOINT CONSULTATIVE PANEL	107 - 110
	- <i>Paragraph 4 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.</i>	
	To receive the notes of the meeting of the Joint Consultative Panel held on 11 February 2020.	
11	HEALTH, SAFETY AND WELLBEING COMMITTEE	111 - 122
	- <i>Paragraph 2 - Information which is likely to reveal the identity of an individual.</i>	
	To receive the minutes of the meetings of the Health, Safety and Wellbeing Committee held on 23 June 2020 and 15 September 2020.	

12 ORGANISATIONAL ESTABLISHMENT UPDATE

123 - 158

- *Paragraph 1 - Information relating to any individual.*
- *Paragraph 2 - Information which is likely to reveal the identity of an individual.*
- *Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)*
- *Paragraph 4 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.*
- *Paragraph 5 - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.*
- *Paragraph 6a - Information which reveals that the authority proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person*
- *Paragraph 6b - Information which reveals that the authority proposes to make an order or direction under any enactment.*
- *Paragraph 7 - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.*

To consider the updated Organisational Establishment List.

13 COVID AND STAFF WELLBEING

- *Paragraph 2 - Information which is likely to reveal the identity of an individual.*
- *Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)*
- *Paragraph 4 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.*

To consider a verbal update regarding the Council's response to COVID and staff wellbeing.