

## HUMAN RESOURCES COMMITTEE

Minutes of the proceedings at a meeting of the Human Resources Committee held in the Georgian Room, Kendal Town Hall, on Tuesday, 10 July 2018, at 3.00 p.m.

Present

Councillors

Rachael Hogg (Chairman)

Roger Bingham  
Dave Khan

Matt Severn  
Peter Thornton

Apologies for absence were received from Councillors Andrew Butcher, Philip Dixon (Vice-Chairman) and Mark Wilson.

Officers

Una Bell	Assistant Committee Services Officer
Dawn Bradley	Human Resources Advisor
Lawrence Conway	Chief Executive
Jim Maguire	Community and Leisure Manager
Debbie Storr	Director of Policy and Resources (Monitoring Officer)
David Sykes	Director People and Places
Sion Thomas	Corporate Asset Manager
Kerry Wallace	Human Resources Manager

### **HR/10 MINUTES**

RESOLVED – That the Chairman be authorised to sign, as a correct record, the minutes of the meeting of the Committee held on 19 June 2018.

### **HR/11 DECLARATIONS OF INTEREST**

RESOLVED – That it be noted that no declarations of interest were raised.

### **HR/12 LOCAL GOVERNMENT ACT 1972 - EXCLUDED ITEMS**

RESOLVED – That the items in Part II of the Agenda be dealt with following the exclusion of the press and public.

### **HR/13 REDUNDANCY POLICY**

The Human Resources Manager presented a report which set out South Lakeland District Council's (SLDC) approach to managing redundancies in accordance with employment best practice. The report outlined the methodology for the amalgamation of three existing policies into one policy, which would result in a more user friendly resource for Officers to manage any emerging redundancy situations in the future. Members were advised that

SLDC had worked in partnership with Trade Union colleagues who had jointly participated in the development of the new policy.

The Human Resources Manager responded to a number of questions raised by Members and advised that the proposed policy was less prescriptive and therefore more flexible.

Members agreed that it was refreshing to see three policies amalgamated into one policy and welcomed the involvement of the Trade Unions.

RESOLVED – That the Redundancy Policy be approved for implementation with immediate effect.

#### **HR/14 ANNUAL HEALTH AND SAFETY REPORT**

The Corporate Asset Manager presented the Annual Health and Safety Report 2017/18. He informed the Committee that South Lakeland District Council's (SLDC) approach to safety and health had been revitalised and the branding reviewed. Overall there had been a steady improvement and a positive impact on SLDC's performance and the recent staff survey had seen an increased response rate and positive feedback. The report outlined health and safety developments, in particular the reduction in Street Scene reversing manoeuvres, investment in new work stations and noise risk assessments. The report covered measures undertaken to reduce risks arising from contractors being engaged to undertake work and the Corporate Asset Manager informed Members that site audits were now being carried out, with the Kendal Town Hall project being highlighted as an excellent example of how a large risk project could be managed through good planning. IOSH (Institute of Occupational Safety and Health) Working Safely e-learning courses had been introduced and continued to meet the demands of operational services. The importance of recognising and reporting near miss incidents and safety observations was highlighted and Members were informed that future priorities would include an accident investigation and reporting workshop and an audit of safety management systems would be undertaken by a third party.

Members thanked the Corporate Asset Manager and commended Officers for the work carried out on the reverse manoeuvre project and on the achievement of zero accidents on the Town Hall project.

RESOLVED – That the Annual Health and Safety Report 2017/18 be noted.

#### **HR/15 PRESS AND PUBLIC**

RESOLVED - That, under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12 A of the Act as amended by the Local Government (Access to Information) (Variation) Order 2006 by virtue of the paragraphs indicated.

#### **HR/16 JOINT CONSULTATIVE PANEL**

- *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.*

RESOLVED – That the minutes of the meeting of the Joint Consultative Panel held on 5 June 2018 be received.

## **HR/17 ORGANISATIONAL ESTABLISHMENT UPDATE**

- *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.*

The Director of Policy and Resources (Monitoring Officer) presented a report outlining an updated Organisational Establishment List and interim Change Management arrangements for Customer Connect. The report provided details of the establishment as it stood prior to implementation of Customer Connect and she explained that following approval of the business case, to be considered by Council in July, a new operating model with a revised structure would be designed.

The Director of Policy and Resources (Monitoring Officer) outlined the proposed financial changes within Street Scene, which were subject to budget approval by Council, and responded to questions from Members.

RESOLVED – That

- (1) the changes, as detailed in the report be noted, subject to budget approval by Council;
- (2) the interim change management arrangements for Customer Connect be noted; and
- (3) the updated Establishment List be received.

## **HR/18 CUSTOMER CONNECT HR RESTRUCTURE PRINCIPLES REPORT**

- *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.*

The Human Resources Manager presented a report on Customer Connect HR Restructure Principles. She provided an overview of the principles which underpinned the Customer Connect transformation project and advised Members that total business transformation would be achieved through inclusive employee and stakeholder engagement and in addition all HR policies would be reviewed and updated in line with service redesign and the new operating model.

The Human Resources Manager, the Chief Executive and the Director People and Places responded to a number of questions raised by Members.

10.07.2018

Human Resources Committee

RESOLVED – That

- (1) the general HR restructure principles as detailed within the report be noted; and
- (2) the change, engagement and transformational approach be noted and endorsed.

**HR/19**

**RE-ADMISSION OF PRESS AND PUBLIC**

RESOLVED – That the press and public be re-admitted to the meeting.

The meeting ended at 3.53 p.m.