

**Minutes of a Meeting of the
Employment Committee held on 30
March 2023**

+ Cllr Stuart Black (Chairman)
+ Cllr Cliff Betton (Vice Chairman)

- Cllr Colin Dougan	+ Cllr Alan McClafferty
+ Cllr Sharon Galliford	+ Cllr Graham Tapper
+ Cllr Mark Gordon	* Cllr Victoria Wheeler
+ Cllr Josephine Hawkins	

+ Present
- Apologies for absence presented
* In attendance virtually

Officers Present: Sally Kipping, Julie Simmonds, Rachel Whillis.

28/EC Minutes

The minutes of the meeting held on 16 February 2023 were confirmed and signed by the Chairman.

29/EC Family Friendly Policies

The Committee considered a revised Family Friendly Policy and Procedure. The Policy had been updated and included the following changes:

- An increase to the contractual maternity and adoption pay from the statutory requirements currently offered;
- Amendments to the allowances which may be paid during leave, for example car allowance; and
- An increase of benefit for Paternity Leave so it would now be paid as opposed to unpaid leave.

In addition to the changes included in the agenda report, it was agreed to incorporate the Government's updated definition of kinship carers in the Policy.

RESOLVED that the revised Family Friendly Policy and Procedure, as attached at Annex A to the agenda report, as amended, be adopted.

30/EC Sickness Absence Policy

The Committee considered revisions to the Sickness Absence Policy. A number of changes had been proposed to the Policy which sought to balance the Council's responsibilities in delivering its services with providing support to employees. The changes included:

- amending the recognition of long term sickness from 5 weeks to 4 weeks or more; and

- amending the sickness trigger points from 10 days absence to 8 days and 5 periods of absence to 3 periods of absence.

It was noted that the Policy would be renamed the Absence Policy and Procedure and agreed that any outstanding references in the policy to its former name would be updated. It was also agreed that paragraph 14.1 would be updated to state: “If an employee becomes sick or injured during the working day and has to leave work before their normal finishing time they must, **if they are able**....”

RESOLVED that the revised Sickness Absence Policy and Procedure, as attached at Annex A to the agenda report, be adopted.

31/EC Staff Terms and Conditions

The Committee considered proposed changes to Staff Terms and Conditions, which included:

- amending the authorisation process for staff wishing to take on another role alongside their Council role;
- the addition of wording around staff benefits to clarify they were not contractual so could be changed; and
- inclusion of Support of Professional Membership fee in Staff Terms and Conditions, whereas previously it had been within the Expenses Policy.

In addition to the changes proposed in the agenda report, it was agreed to make the following amendments:

- updating paragraph 2.3 by replacing “efficient Wi-Fi access” with “appropriate internet access”;
- clarifying wording at paragraph 2.7 to state that the total employment time should not exceed 48 hours;
- changing paragraph 5.7 to give line managers the authority to decide whether any outstanding leave for a member of staff leaving must be taken during their notice period or paid to the employee; and
- inserting a new clause providing for members of staff to repay any monies due to the Council through an agreed payment plan, where they were unable to pay it in a lump sum.

RESOLVED that the revised Staff Terms and Conditions Policy and Procedure, as attached at Annex A to this report, be agreed.

32/EC Safeguarding Policy

Following discussions on the appropriate governance procedures for approving revisions to the Safeguarding Policy it was agreed to defer the item pending further clarification on this matter.

RESOLVED that consideration of this item be deferred.

33/EC Work Programme 2023/24

The Committee considered the draft Work Programme for 2023/24. It was agreed that, as they did not fall within the suite of Human Resources policies, further consideration would be given to whether this was the appropriate committee to consider the Data Breaches Policies policy, Data Protection Policy, and Information Security Policy. If necessary, the Work Programme would be updated and the Committee advised accordingly.

RESOLVED that, subject to clarification on including the Data Breaches Policies policy, Data Protection Policy, and Information Security Policy on the agenda for June 2023, the work programme for the 2023/24 municipal year, as set out at Annex A to the agenda report, be agreed.

Chairman