



Employment Panel

Date: Tuesday, 14 September 2021

Time: 10:00

Venue: Slupsk Room

Chair: Councillor Gareth Ellis

Present: Councillor Gareth Ellis, Councillor Colin Glover, Councillor John Mallinson,
Councillor Michael Mitchelson

Officers: Deputy Chief Executive
HR Manager
Legal Services Manager

EMP.10/21 APPOINTMENT OF CHAIR

Nominations with regard to the appointment of the Chair for the Panel were sought.

It was moved and seconded that Councillor Ellis be appointed Chair of the Employment Panel for the Municipal Year 2021/22.

RESOLVED - That Councillor Ellis be appointed Chair of the Employment Panel for the Municipal Year 2021/22.

Councillor Ellis took the Chair.

EMP.11/21 APPOINTMENT OF VICE CHAIR

It was moved and seconded that Councillor J Mallinson be appointed Vice Chair of the Employment Panel for the Municipal Year 2021/22.

RESOLVED - That Councillor J Mallinson be appointed Vice Chair of the Employment Panel for the Municipal year 2021/22.

EMP.12/21 APOLOGIES FOR ABSENCE

Apologies for absence were submitted by Councillor Atkinson (subbed by Councillor Birks) and Councillor Dr Davison.

EMP.13/21 DECLARATIONS OF INTEREST

There were no declarations of interest submitted.

EMP.14/21 PUBLIC AND PRESS

RESOLVED - That the Agenda be agreed as circulated.

EMP.15/21 MINUTES OF PREVIOUS MEETINGS

RESOLVED - It was noted that Council, at its meeting on 27 April 2021, received and adopted the minutes of the meeting held on 4 February 2021. The Minutes were signed by the Chair.

EMP.16/21 ATTENDANCE MANAGEMENT POLICY AND PROCEDURE

The HR Manager submitted the new Improving Attendance Policy (CS.36/21).

The HR Manager reported that the Business and Transformation Scrutiny Panel had, at its meeting on 13 February 2021, resolved that a Task and Finish Group be established to assist the HR Manager in reviewing the Council's Attendance Management Policy with the aim of improving attendance through the provision of a more transparent and tighter policy.

The Task and Finish Group prepared a draft Policy which was subject to staff and Trade Union consultation. The Policy had been rewritten and renamed to affirm the purpose of the Policy which was to support staff to improve and sustain a good level of attendance at work. The key changes had been summarised in section 2.2 of the report.

The HR Manager informed the Panel that the Council's auditor had undertaken an audit of 'absence management' in March 2020 and several of the recommendation made related to the absence management policy. The recommendations which related to the policy had been addressed as part of the review and an update on the audit would be presented to the Audit Committee on 24 September 2021.

It was proposed that the new Policy, if approved, would be implemented from 22 September 2021. Details of how the implementation would impact staff who were currently subject to the formal absence management process was detailed in section 2.5 of the report.

In response to questions a Member of the Task and Finish Group confirmed that issues raised within the consultation had been considered and included in the final document. The HR Manager confirmed that staff were able to declare whether they have a disability at any point in their employment, if they so wish. In respect to any sickness absence management, to ensure appropriate support is provided to employees, consideration is always made on whether or not the employee may have a disability and particularly where advice is sought from our occupational health provider.

RESOLVED - That the Improving Attendance Policy be adopted, to replace the Attendance Management Sickness Absence Policy, to the Council's suite of employment policies with effect from 22 September 2021.

The Meeting ended at: 10:08