

HR Policy Committee

Minutes of a meeting of the HR Policy Committee held on Monday 30 April 2018 at 14:00 in the Luttrell Room, County Hall, Taunton.

Committee members present:

Cllr Groskop (Chair)

Cllr Chilcott

Cllr P Ham

Cllr Leyshon

Cllr Loveridge (Substitute) for Cllr Redman

Other Members present:

Officers present: Director of Human Resources & Organisational Development; Strategic Manager HR Business Relations; Service Manager Health and Safety; and the Scrutiny Manager.

17 Declarations of Interest – agenda item 2

17.0 Cllr Leyshon declared a personal interest in respect of agenda item 6 as she received an occupational pension administered by Peninsula Pensions.

Cllr Loveridge declared a personal interest in respect of agenda item 5 as a Board Member of Homes in Sedgemoor.

18 Minutes of the previous meeting – agenda item 3

18.0 The Committee agreed the minutes of the previous meeting were accurate and the Chair signed them.

19 Public Question Time – agenda item 4

19.0 There were no members of the public present, and hence no questions asked, statements/comments made or petitions presented.

20 Health and Safety Policy – agenda item 5

20.0 The Committee considered this report which set out that it was a statutory requirement for every employer that employees 5 or more employees to have a written H&S Policy to comply with Section 2 of the Health and Safety at Work Act 1974.

20.1 To comply with Health and Safety at work Act 1974, Section 2 it was a legal requirement to have a written H&S Policy. Failure to have this written Policy could lead to enforcement action by the Health and Safety Executive. In the past this policy had been reviewed annually but has been taken direct to the CEO and Leader to agree and sign.

20.2 It is a legal requirement for the Council to have in place a written H&S Policy which should be available:

- for all employees to read
- as anyone within the enforcing authorities
- sharing with contractors and partners.

20.3 There was a brief discussion about the dates on the signed policy and it was explained that these were related to the when Cllr Fothergill became the Leader of Council.

20.4 The Committee agreed that it was important for the Council's Health and Safety Policy to be reviewed and refreshed each year and approved the recommendation that it policy be signed by the Council's Chief Executive and the Leader of Council.

21 Discretions Policy: The local Government Pension Scheme Regulations 2013 and the Local Government Pension Scheme (Transitional Provisions & Savings) Regulations 2014 – agenda item 6

21.0 The Committee had the benefit of advance consideration of a proposed change to the Discretions Policy, which it was reported would now be an item for consideration at the next meeting.

21.1 A document was tabled to aid the Committee's understanding of this complex issue and a brief overview of the proposed changes and the implications was provided.

21.2 There was a brief discussion, with the officer giving further explanations and answers being provided to questions asked. The Chair noted that it had been helpful to explain this issue before the Committee considered this item at its next meeting.

22 The Equalities Report – agenda item 7

22.0 The Committee considered this information report that provided the Committee with an overview of the Council's workforce equalities report. It was explained that the document was available on the Council's website. It was noted that as an overall percentage the number of female employees was a higher proportion than male employees and stood at 73%.

22.1 There was a discussion of the information contained within the report and it was noted that the majority of employees were within the 30-56 years age bracket and programmes such as on-going graduate recruitment and the apprenticeships and pathways to employment schemes would help the Council to attract a younger workforce.

22.2 The Committee heard about a number of projects and initiatives, that included staff surveys, that were designed to ascertain the views of staff and keep them informed of a number of developments. It was explained that the Council was focused on being a supportive and flexible employer and had introduced policies to improve adoption arrangements and maternity and paternity leave. The report was accepted.

23 Any other urgent items of business – agenda item 8

- 23.0 The Chair of the Committee invited the Human Resources and Organisational Development Director to provide an overview of HR issues which covered a range of topics not limited to but including: Gender pay gap; Pay update 2018; General Data Protection Rules (GDPR) update; Workforce Equalities; Young People strategy; Apprenticeships; Work Experience; Pathway to Employment; Trade taster week; and Graduates.
- 23.1 There was a brief discussion following the Directors presentation with further explanations and answers being provided. The Committee agreed they had found the presentation to be very interesting and informative.
- 23.2 The Chair of the Committee thanked all those present for attending the meeting.

The meeting closed at 15:13.

Cllr Anna Groskop
Chair, HR Policy Committee