

VIRTUAL WORKSHOP OF THE HR POLICY COMMITTEE MEMBERS

Tuesday 18 January 2022

2.00 pm

Virtual workshop via Microsoft teams



To: The members of the HR Policy Committee

Cllr M Chilcott (Chairman), Cllr A Groskop, Cllr P Ham, Cllr W Wallace, Cllr A Kendall and Cllr L Redman

All Somerset County Council Members are invited to attend.

Issued By Scott Wooldridge, Strategic Manager - Governance and Democratic Services - 10 January 2022

For further information about the meeting, please contact Neil Milne on 01823 359045 or ndmilne@somerset.gov.uk or or Laura Rose (Democratic Service Officer) on 01823 356151 or lxrose@somerset.gov.uk

This meeting will be open to the public and press, subject to the passing of any resolution under Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

This agenda and the attached reports and background papers are available on request prior to the meeting in large print, Braille, audio tape & disc and can be translated into different languages. They can also be accessed via the council's website on www.somerset.gov.uk/agendasandpapers

Are you considering how your conversation today and the actions you propose to take contribute towards making Somerset Carbon Neutral by 2030?



RNID typetalk

AGENDA

Item HR Policy Committee - 2.00 pm Tuesday 18 January 2022

*** Public Guidance notes contained in agenda annexe ***

1 Apologies for Absence

To receive apologies for absence.

2 Declarations of Interest

Details of all Members' interests in District, Town and Parish Councils can be viewed on the Council Website at [County Councillors membership of Town, City, Parish or District Councils](#) and this will be displayed in the meeting room (Where relevant).

The Statutory Register of Member's Interests can be inspected via request to the Democratic Service Team.

3 Minutes from the previous meeting 20th April 2021 (Pages 7 - 10)

The Committee is asked to confirm the minutes are accurate.

4 Public Question Time

The Chair will allow members of the public to present a petition on any matter within the Committee's remit. Questions or statements about any matter on the agenda for this meeting will be taken at the time when each matter is considered.

5 Pay Policy Statement- to follow

To consider the report and make a recommendation to the Chief Executive.

6 Any other urgent items of business

The Chair may raise any items of urgent business.

General Guidance notes for Somerset County Council virtual committee meetings

1. Virtual Council Public Meetings

Please be advised that this an Advisory Board meeting and as a consultative meeting without any decisions to be made is not subject to the 1972 Local Government Act and therefore can take place virtually.

2. Inspection of Papers

Any person wishing to inspect minutes, reports, or the background papers for any item on the agenda should contact Democratic Services at democraticservices@somerset.gov.uk or telephone 01823 357628. They can also be accessed via the council's website on www.somerset.gov.uk/agendasandpapers.

3. Members' Code of Conduct requirements

When considering the declaration of interests and their actions as a councillor, Members are reminded of the requirements of the Members' Code of Conduct and the underpinning Principles of Public Life: Honesty; Integrity; Selflessness; Objectivity; Accountability; Openness; Leadership. The Code of Conduct can be viewed on the council website at [Code of Conduct](#).

4. Minutes of the Meeting

Details of the issues discussed, and recommendations made at the meeting will be set out in the minutes, which the Committee will be asked to approve as a correct record at its next meeting.

5. Public Question Time

If you wish to speak, please contact Democratic Services by 5pm 3 clear working days before the meeting. Email democraticservices@somerset.gov.uk or telephone 01823 357628.

A slot for Public Question Time is set aside near the beginning of the meeting, after the minutes of the previous meeting have been agreed. However, questions or statements about any matter on the agenda for this meeting may be taken at the time when each matter is considered.

At the Chair's invitation you may ask questions and/or make statements or comments about any matter on the Committee's agenda – providing you have given the required notice. You may also present a petition on any matter within the Committee's remit. The length of public question time will be no more than 20 minutes in total.

You must direct your questions and comments through the Chair. You may not take a direct part in the debate. The Chair will decide when public participation is to finish.

If there are many people present at the meeting for one particular item, the Chair may adjourn the meeting to allow views to be expressed more freely. If an item on the agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group.

An issue will not be deferred just because you cannot be present for the meeting. Remember that the amount of time you speak will be restricted, to three minutes only.

In line with the council's procedural rules, if any member of the public interrupts a meeting the Chair will warn them accordingly.

If that person continues to interrupt or disrupt proceedings the Chair can ask the Democratic Services Officer to remove them as a participant from the meeting.

6. **Meeting Etiquette**

- Mute your microphone when you are not talking.
- Switch off video if you are not speaking.
- Only speak when invited to do so by the Chair.
- Speak clearly (if you are not using video then please state your name)
- If you're referring to a specific page, mention the page number.
- Switch off your video and microphone after you have spoken.
- There is a facility in Microsoft Teams under the ellipsis button called turn on live captions which provides subtitles on the screen.

7. **Recording of meetings**

The Council supports the principles of openness and transparency. It allows filming, recording and taking photographs at its meetings that are open to the public - providing this is done in a non-disruptive manner. Members of the public may use Facebook and Twitter or other forms of social media to report on proceedings. No filming or recording may take place when the press and public are excluded for that part of the meeting. As a matter of courtesy to the public, anyone wishing to film or record proceedings is asked to provide reasonable notice to the Committee Administrator so that the relevant Chair can inform those present at the start of the meeting.

We would ask that, as far as possible, members of the public aren't

filmed unless they are playing an active role such as speaking within a meeting and there may be occasions when speaking members of the public request not to be filmed.

A copy of the Council's Recording of Meetings Protocol is available from the Committee Administrator for the meeting.

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Minutes of a virtual Meeting of the HR Policy Committee held at 2pm on

Tuesday 20 April 2021

PRESENT

Cllr M Chilcott (in the Chair)

Cllr A Groskop

Cllr A Kendall

Cllr L Redman

Cllr W Wallace

Other Members Present:

Cllr M Keating, Cllr T Munt.

Officers Present:

Chris Squire - Director of HR & Organisational Development

Vicky Hayter - Strategic Manager, HR Business Relations

44 Apologies for Absence - Agenda item 1

Cllr P Ham.

45 Declarations of Interest - Agenda item 2

Reference was made to the following personal interests of the Members of the HR Policy Committee, published in the Register of Members' Interests, which was available for public inspection via the Committee Clerk:

Cllr Philip Ham – Mendip District Council

Cllrs Groskop and Wallace declared a personal interest by virtue of receiving a local government pension.

46 Minutes - Agenda item 3

The Minutes of the meeting held on 19 January 2021 were signed as a correct record.

47 Public Question Time (PQT) - Agenda item 4

There were no public questions, statements or petitions.

48 Covid-19 Vaccinations Policy - Agenda item 5

The Committee considered a report on the Covid-19 Vaccination policy outlining the Council's stance on employee's being vaccinated against COVID-19. This report included manager and employee responsibilities, considerations when undertaking risk assessments and paid time off provision to attend vaccination appointments.

Vicky Hayter, the Strategic Manager - HR Business Relations, presented the report, highlighting; the ongoing national debate regarding mandatory Covid-19 vaccinations for individuals occupying certain job roles; that due to the high-profile nature of the vaccination programme, the policy had been published on the HR site, under the understanding that the policy would be republished should any amendments be recommended by the HR Policy Committee.

The HR Policy Committee discussed the following points: the importance of recognition of individual decision, the consideration of introduction of a register or record of vaccinated staff; the treatment of personal information in regard to receiving the vaccine; insurance information and corporate liability view and advice; the formal adoption of any future changes to the policy.

The Director of HR & Organisational Development, Chris Squire in response to points raised, advised that it was early days for the vaccination programme with many unknowns i.e. variants and reflection would be needed on the national position and developments in regard to care homes. Furthermore, assured the HR Policy Committee that colleagues will be treated with dignity, respect and fully supported, in addition highlighted the health and safety of all staff and the duty of care to residents and colleagues, which would involve risk assessments and the situation monitored over the next few months. The Director of HR & Organisational Development advised that should the Government choose to make the vaccine mandatory for Health and Care workers, there would be potential variations to the policy.

The Committee Resolved:

To agree to the implementation of the Covid 19 Vaccination Policy.

49 Any other urgent items of business - Agenda item 7

The Chair, HR Policy Committee, Cllr Mandy Chilcott requested that the following items be reported at the next meeting of the HR Policy Committee:

- Creation and circulation of minor changes in general policy and legislation report (not requiring HR Policy Committee formal adoption).
 - Action - Vicky Hayter to create a table of policy changes, including when and why the changes were made.
- Update on the support available and in place for Senior Managers following the long period of remote working.
- Update and analysis of the most recent staff survey.
- The HR workforce programme in regard to supporting the central role within the unitary proposal.

(The meeting ended at 2.31pm)

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