



## Employment and Appeals Committee Minutes

The minutes of the Employment and Appeals Committee meeting of Wyre Borough Council held on Monday, 12 July 2021 at the Council Chamber - Civic Centre, Poulton-le-Fylde.

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### **Employment and Appeals Committee members present:**

Councillors Armstrong, Baxter and P Ellison

### **Apologies for absence:**

Councillors A Turner, Webster, Lady D Atkins, Fairbanks, Holden, Swales and A Vincent

### **Officers present:**

Jane Collier, Human Resources Manager and Deputy Monitoring Officer

Marc Whittaker

Marianne Unwin, Democratic Services Officer

Daphne Courtenage, Assistant Democratic Services Officer

No members of the public or press attended the meeting.

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### **1 Election of Chairman**

The meeting was at a quorate of three members; therefore, the committee agreed to elect a Chairman for the current meeting and deferred the election of Chairman and Vice Chairman of the Employment and Appeals Committee for the municipal year 2021/22 until the next ordinary meeting.

Councillor Callum Baxter was elected as the Chairman for the meeting.

### **2 Declarations of interest**

None.

### **3 Confirmation of Minutes**

The minutes of the meeting of the Employment and Appeals Committee held on Monday 22 February 2021 were confirmed as correct record.

### **4 Policy Review**

The Human Resources Manager and Deputy Monitoring Officer, Jane Collier,

submitted a report presenting seven of the council's existing Human Resources policies and procedures that had been reviewed and updated.

Mrs Collier, introduce the report and provided members with a brief overview of the proposed policy amendments. She explained that all the policies are existing and they are before the committee due to Human Resources three yearly review.

(a) Capability Policy and Procedure

The Human Resources Manager and Deputy Monitoring Officer, Jane Collier, introduced this item and highlighted the minor updates addressed in the report.

(b) Drugs Alcohol Workplace Policy

Mrs Collier presented this policy and explained that there had been no significant changes apart from an update to appendix C of the policy.

(c) Long Service Award

The Human Resources Manager explained to members that this policy had been slightly amended to provide clarification to who was eligible for the award. She added that, as of 1 January 2022, the 10 year limit for employees to receive the 40 year service award would be removed and that all awards would now be paid as a gift or a redeemable voucher.

Members asked about the amount of people who have worked for Wyre over 20 years and the process of annual leave calculation.

(d) Shared Parental Leave and Notification Procedure

Jane Collier introduced this policy, expressed that it was very much in line with government legislation, and only included minor amendments. She explained that the government may review this policy in the future and if that was the case, the policy would come back to committee to reflect said review.

Members asked questions, and received answers, surrounding the inclusion of employees who adopt children and the numbers who have used this policy.

(e) Managing Stress in the Workplace

The Human Resources Manager explained that this policy had been reviewed to bring it up to date with the current practice and services the council offers. She draw particular light to the adoption of Wellbeing Champions and the success of the newly commissioned listening service.

Councillors asked about the particular statistics regarding employee sick days due to stress and a report of the most recent staff survey. Mrs Collier stated that once she had this information she would provide it to Democratic Services for distribution to members. It was also asked about the confidentiality of the listening service.

- (f) Redundancy Policy and Selection
- (g) Managing Restructures and Changes to Terms and Conditions

Jane Collier introduced both items 6F and 6G of the agenda. She explained that the policies had been updated following feedback from employees and managers.

- (h) Maternity, Paternity and Adoption

The Human Resources Manager updated the committee on the changes to this policy following questions raised at the last Employment and Appeals meeting in February. The unions advised the council to consider some additions to the Maternity, Paternity and Adoption Policy as laid out in The Smallest Things Best Employer Charter. This had been agreed by the Corporate Management Team.

Councillors **agreed** to include this wording into the policy.

- (i) Volunteer Policy

Again following comments made by the committee as their last meeting, Mrs Collier explained that there has been a slight change to the Volunteer Policy to reflect CMT's approval of increasing paid leave for volunteering activities to two days under the Wellbeing Champion Scheme. Members welcomed this.

## 5 Decision taken

Following discussion, the committee **approved** all the of the following reviewed and amended Human Resources policies and procedures:

- Capability Policy and Procedure
- Drugs and Alcohol Workplace Policy
- Long Service Award
- Shared Parental Leave and Notification Procedure
- Managing Stress in the Workplace
- Redundancy Policy and Selection
- Managing Restructures and Changes to Terms and Conditions
- Maternity, Paternity and Adoption Policy
- Volunteer Policy

The meeting started at 6.10 pm and finished at 6.30 pm.

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