

Minutes of a Meeting of the **REVIEW SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **THURSDAY, 19TH NOVEMBER 2015 at 6.00 p.m.**

PRESENT **Councillor M. Iveson (Chairman)** and
W.M. Blenkinsopp, A.M. Chandran, R.S. Fleming, B. Hall,
J.P. Hillary, Mrs. W.P. Hillary and C. Wheeler.

OFFICERS Mr. A. Bailey (Town Clerk)
Mrs. C. Walton (Corporate and Policy Officer)
Miss A. Donald (Town Clerk's PA)

29. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors J. Atkinson, Mrs. M. Dalton and Mrs. S.J. Iveson.

30. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

31. **MINUTES**

The minutes of the meeting of the Review Sub-Committee, held on the 7th October 2015, were circulated for consideration.

It was proposed by Councillor R.S. Fleming, seconded by Councillor A.M. Chandran and

RESOLVED – that the minutes of the 7th October 2015 be accepted as a correct record prior to being forwarded to the Policy and Resources Committee for consideration.

32. **REVIEW OF POLICIES**

The following policies had been chosen for review at the last meeting of the Review Sub-Committee as part of the rolling programme of reviewing all of the Council's policies.

- Recruitment
- Equality and Diversity
- Disclosure and Barring Services
- Sickness and Absence Notification
- Sickness Absence

RESOLVED – that it be recommended that the following amendments be made to the policies:-

(i) Recruitment –

That the first two sentences of paragraph four be amended slightly with the insertion of the word 'usually' to allow greater flexibility in the recruitment process. The sentences to read:

'A closing date will usually be set for two weeks after the advert has been published. Short listing will usually take place one week after the closing date'.

Similarly, the first sentence of the fifth paragraph to read:

'Interviews will usually be held within two weeks after the short listing'.

Standing Order 22 - Appointments

Further consideration should be given to the Council's Standing Order No. 22 – Appointments (a) Procedure on Appointments, item (v). It was agreed that the Chairman and Vice Chairman of the Review Sub-Committee would meet with the Town Clerk to consider the composition of personnel interview panels and the staff grade above which it would be appropriate for interviews and appointments to be carried out by Members.

Members felt it was inappropriate for the Personnel Committee to interview the Golf Manager (Professional) as this position is not an employee of the Council but is a contracted service position. The Town Clerk was asked to amend the Standing Order appropriately.

Standing Order 22 (b) item 4 – probationary period, in reference to continuous local government service, to be checked with Mr G. Brown, HR Consultant.

Recommendations would then be made to the Council for consideration.

- (ii) Equality and Diversity –
That the policy be accepted.
- (iii) Disclosure and Barring Services –
That the policy be accepted.
- (iv) Sickness and Absence Notification –
That the policy be removed and added as an appendix to the Sickness Absence Policy.
- (v) Sickness Absence –
6.1 – add that you must also inform your manager.

6.4 – that this sentence to be checked by the Council's HR Consultant.

Sickness Control Procedure – it was felt that the trigger points for the Second Stage and Third Stage required clarification. This to be checked with the Council's HR Consultant.

Sickness and absence notification procedure – it was recommended to add that text or e-mail notification of absence would not be an acceptable method.

33. **COUNCIL POLICIES**

To carry on with the rolling programme of reviewing all of the Council's policies, it was proposed that the following policies be considered at the next meeting of the Review Sub-Committee.

- Maternity Leave
- Paternity Leave
- Adoption Leave
- Parental Leave
- Shared Parental Leave

RESOLVED – that the above five policies be subject to a review at the next meeting of the Review Sub-Committee.

CHAIRMAN.