

**MINUTES OF THE MEETING OF THE PERSONNEL PANEL  
HELD AT FOLLATON HOUSE, TOTNES ON MONDAY, 29 JUNE 2009**

**MEMBERS**

\* Cllr M F Saltern - Chairman

\* Cllr J A Westacott - Vice-Chairman

\* Cllr R F Croad

\* Cllr R J Tucker

\* Cllr T J Hewitt

\* Denotes attendance

Officers in attendance:

All Agenda Items: Chief Executive, Strategic Director (Resources), Head of Human Resources, Personnel Manager and Member Support Services Manager.

Also in attendance:

Item 5 (Minute PP.8/09 below refers): Cllr Howarth

PP.6/09      **MINUTES**

The minutes of the meeting of the Panel held on 11 June 2009 were confirmed as a correct record and signed by the Chairman.

PP.7/09      **DECLARATIONS OF INTEREST**

Members were invited to declare any interests in the items of business to be considered during the course of the meeting but none were made.

PP.8/09      **REVIEW AND UPDATE OF PERSONNEL POLICIES AND PROCEDURES**

The Panel considered a report which informed Members of the proposed amendments to some personnel policies and procedures.

Regarding the Return to Work interview (in relation to the Managing Attendance Policy), the Panel felt that it should be emphasised in the policy that the Sickness Declaration Form must be signed by both the employee and line manager. Furthermore, it was concluded that reference should also be made to what happened to the Form once it had been signed off.

It was then:

**RESOLVED**

1. That the proposed amendments to the procedures (as outlined in the presented report and appendices) be approved.

That Council be **RECOMMENDED** that:-

2. the Scheme of Delegations be amended in order that the Head of Human Resources be given delegated authority to make minor amendments to these policies, which may arise from referred to job or committee title changes e.g. due to shared services and management teams, restructures, or similar changes.

PP.9/09 **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED**

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following items of business as the likely disclosure of exempt information as defined in paragraph 1 of Schedule 12A to the Act is involved.

PP.10/09 **SINGLE STATUS UPDATE**

Consideration was given to an exempt report which provided the Panel with a progress update on the Single Status project.

The Personnel Manager proceeded to introduce the report and advised that guidance was sought from the Panel on the following issues:-

- the way forward for the Single Status project;
- the implementation of the Single Status HR policies; and
- the matters relating to Tone Leisure in connection with the Single Status project.

Following a lengthy debate (during which each issue and option was individually considered), it was then:-

**RECOMMENDED**

That the Executive be **RECOMMENDED** that:-

1. Option C (as detailed at paragraph 6.1 of the presented report) be the current preferred way forward for the Single Status project;
2. officers present the Single Status HR policies back to the Trade Unions, with the clear message that the Personnel Panel wishes for them to be implemented in their current format; and
3. Option B (as outlined at paragraph 6.3 of the presented report) be the preferred way forward in relation to Tone Leisure and the Single Status project, on the basis that support should not be given to the proposal as described in paragraph 6.3.1 of the presented report.

(Meeting commenced at 9.00 am and concluded at 10.40 am).

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Chairman