

# PERSONNEL COMMITTEE

## MINUTES OF THE MEETING HELD ON FRIDAY, 28 MAY 2010

**Councillors Present:** Tony Linden, Keith Lock (Vice-Chairman) and Quentin Webb

**Also Present:** Sally Johnson, Katie Penlington and Moira Fraser

**Apologies:** Councillor Paul Bryant and Councillor Adrian Edwards

### PART I

#### 4. Apologies for Absence

*Councillor Keith Lock in the Chair.*

Apologies for inability to attend the meeting were received from Councillors Paul Bryant and Adrian Edwards.

#### 5. Minutes

The Minutes of the meetings held on 26 February 2010 and 11 May 2010 were approved as a true and correct record and signed by the Chairman.

#### 6. Declarations of Interest

There were no declarations of interest received.

#### 7. Learning and Development Policy and Procedure (PC2029)

The Committee considered a report (Agenda Item 4) concerning approval for the draft Learning and Development Policy which set out the Council's approach to the training and development of its employees.

Sally Johnson and Katie Penlington in introducing the item reported that this document would replace the now defunct Training handbook. While the process was ongoing no formal documentation was in place. This policy sought to bring together current best practice and make it easier for staff and managers to locate the information.

The document also clarified costs that employees would have to repay should they leave the Council within two years of having received a Council funded qualification. The policy proposed a sliding scale and also set out some exceptions when the Council would not seek repayment e.g. when staff were made redundant, had to leave the Council on the grounds of ill health or were asked to undertake the qualification in order for the Council to achieve national targets.

Councillor Quentin Webb asked that the document should clarify whether or not the sliding scale would be applied to staff that were dismissed for disciplinary reasons within two years of receiving a qualification. Officers agreed to amend the protocol to clarify this and circulate a note to the Members of the Committee setting out the revised wording.

Katie Penlington also noted that the revised protocol would give managers greater flexibility as to what they spent their training budgets on but stressed that this would have to come from existing budgets. The document also set out standards for training, induction training and information on sources of training. Officers explained that the document had been widely consulted on prior to bringing it to Members. It did however

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require some minor amendments to reflect recent changes including the Council regaining IIP accreditation and the recent introduction of e-learning facilities.

**RESOLVED** that the policy be approved subject to the minor amendments set out above.

**8. Date of Next Meeting**

The Committee agreed to hold the next meeting on 02 July 2010 at 2pm.

Councillor Quentin Webb requested that Officers be asked to attend a future meeting to give members a brief demonstration of the way HR records were now retained. It was agreed that as Councillor Webb was unable to attend this meeting it be held over to a future meeting.

*(The meeting commenced at 2.00 pm and closed at 2.25 pm)*

**CHAIRMAN** .....

**Date of Signature** .....