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PERSONNEL PANEL AGENDA

Venue: The Solway Hall, Whitehaven Civic Hall, Lowther Street,
Whitehaven. CA28 7SH
Date: Thursday, 6th October, 2016
Time: 10.00 am
Contact Officer: Clive Willoughby Tel: 01946 598328

1. **Apologies for Absence**
2. **Declarations of Interests in Agenda Items**
3. **Minutes of the Meeting held on 8 September 2016** 1 - 2
4. **Date and Time of Next Meeting**
5. **Exempt Information**

The Chair to move:

That under Section 100 (a) (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item on the grounds that, if they were present, there could be disclosed to them exempt information as defined in the relevant paragraphs of Schedule 12A of the Act.

6. **Support Services Service Review - To Follow**

Membership: Councillors Martin Barbour, Gwynneth Everett, Bob Kelly (Deputy Chair), Michael McVeigh, Sam Meteer, Alistair Norwood and Paul Whalley (Chair)

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Public Document Pack Agenda Item 3

PERSONNEL PANEL

MINUTES OF MEETING HELD ON THURSDAY, 8 SEPTEMBER 2016

Present: Councillors Martin Barbour, Gwynneth Everett, Bob Kelly, Michael McVeigh, Sam Meteer, Alistair Norwood and Paul Whalley.

Officers: Clive Willoughby (Member Services Technical Support Officer & Interim Scrutiny Officer), Fiona Rooney (Director of Resources and Strategic Commissioning), Clinton Boyce (Legal Services Manager) and Jo McLeod (HR Support).

PER1 Appointment of Chair

It was moved by Councillor Michael McVeigh, duly seconded and

RESOLVED – That Councillor Paul Whalley be appointed Chair of the Personnel Panel for the 2016/17 Municipal year.

PER2 Apologies for Absence

There were no apologies for absence.

PER3 Declarations of Interests

Councillor Sam Meteer declared a personal interest in the agenda, due to having a relative working for the authority.

PER4 Appointment of Deputy Chair

It was moved by Councillor Michael McVeigh, duly seconded and

RESOLVED – That Councillor Bob Kelly be appointed Deputy Chair of the Personnel Panel for the 2016/17 Municipal year.

PER5 Terms of Reference

Members received from the Legal Services Manager, an overview of the Terms of Reference as set out in the agenda and were reminded that any alteration would require the approval of Full Council.

RESOLVED:- that the Terms of Reference, as set out in the agenda, be noted.

PER6 Change Programme

Members were introduced to the 'Managing Change – HR Policy and Procedures' by the Legal Services Manager and Interim Director of Commercial and Corporate Resources.

Members were reminded that they should be familiar with this document for the purposes of considering the Support Services Review at the next meeting of this Panel.

Jo McLeod, HR Support, then went through the Managing Change – HR Policy and Procedures in detail.

During the discussion that followed, Members asked questions for clarification.

It was requested that a note clarifying the minimum consultation period be circulated to the Panel members.

RESOLVED:- that

- a) the 'Managing Change – HR Policy and Procedures' document, as set out in the agenda, be noted, and
- b) a note clarifying the minimum consultation period be circulated to the Panel members.

PER7 Date and Time of Next Meeting:

The next meeting of the Personnel Panel will be held on Thursday 6 October 2016 at 10.00am at the Solway Hall, Whitehaven Civic Hall, Lowther Street, Whitehaven.

The Meeting closed at 2.55 pm.

Chair.