



# Rutland County Council

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Minutes of a Meeting of the **EMPLOYMENT AND APPEALS COMMITTEE** held in the Council Chamber, Catmose, Oakham, Rutland on **Wednesday 28 October 2015** at 7.00pm.

PRESENT: Mr K A Bool (Chairman, in the Chair)  
Mr E Baines  
Mr A Stewart

ABSENT: Mrs D MacDuff

OFFICERS Miss C Snell Head of Human Resources  
PRESENT: Miss S Croad Corporate Support Officer

APOLOGIES: Mr S Asplin  
Mr R Foster  
Mr A Walters

## **323 DECLARATIONS OF INTEREST**

There were no declarations of interest in respect of items on the agenda.

## **324 MINUTES**

The Minutes of the Employment and Appeals Committee held on 14 July 2015, copies of which had been previously circulated, were confirmed and signed by the Chairman.

## **325 PETITIONS, DEPUTATIONS AND QUESTIONS**

No petitions, deputations or questions from members of the public had been received.

## **326 HR POLICIES**

Report No 187/2015 from the Director for Resources was received the purpose of which was to see approval for HR Policies with regard to No Smoking and the Employee Supported Volunteering.

During the discussion the following points were noted:

- i. There is currently no written policy for No Smoking and this only appears in employees contracts;
- ii. The Head of Human Resources explained to the Committee that The No Smoking policy fits in with the Health and Wellbeing agenda;

- iii. Rutland County Council have the responsibility to be consistent and fair to all staff;
- iv. The lead in time on the No Smoking policy will be 1<sup>st</sup> January 2016;
- v. The No Smoking policy includes an implementation plan which will include activities and support aids;
- vi. Members raised concerns in regards to the wording in Paragraph 3.7. It was requested that the Head of Human Resources remove the last sentence, 'Staff should inform their line manager of anyone who fails to comply with the policy';
- vii. Members requested that The Head of Human Resources clarify Paragraph 3.2 in regards to employees smoking in the public view;
- viii. The Employer Supported Volunteering Policy and Procedure fits in with the Health and Wellbeing agenda;
- ix. The Head of Human Resources explained to the Committee that the employee would not have to take one whole day but could split this into two half days;
- x. Members requested that the Local Community within the policy be more defined on area, ie. within Rutland, to fit with the Council's strategic aims and objectives;
- xi. Members requested that all of the applications be retained and the policy be revisited in one year's time.

### **RESOLVED**

That subject to the agreed removal of wording the No Smoking policy be **APPROVED**.

That subject to a one year review the Employer Supported Volunteering Policy and Procedure be **APPROVED**.

### **327 STAFF SURVEY UPDATE**

Report No 186/2015 from the Director for Resources was received the purpose of which was to update the Employment and Appeals Committee on the progress made in respect to feedback from the staff survey in February 2015 and in particular the programme of work being led by four working groups.

During the discussion the following points were noted:

- i. Four post survey action teams had been created comprising staff and managers from across the organisation;
- ii. Members asked if new shower facilities would be introduced. The Head of Human Resources stated that this was being looked at and locations were being considered;
- iii. The Head of Human Resources informed the Committee that a mental health first aid course had been offered to staff of which 30 officers had signed up;
- iv. Internal communication was voiced strongly within the survey. A Communications group had been established for this purpose;
- v. The survey would be re-run in February 2017;
- vi. Members requested a 1 year review.

**RESOLVED**

The Committee **NOTED** the contents of the report.

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The Chairman declared the meeting closed at 8.00pm

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