

Minutes of the meeting of Employment panel held at Committee Room 1, Shire Hall, St. Peter's Square, Hereford on Monday 21 May 2018 at 10.00 am

Present: Councillor AW Johnson (Chairman)
Councillors: H Bramer, PE Crockett and AJW Powers

Officers: Julie Davies and Tracey Sampson

42. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor RI Matthews and Councillor RJ Phillips.

43. NAMED SUBSTITUTES (IF ANY)

Councillor PE Crockett attended the meeting as a substitute member for Councillor RI Matthews.

44. DECLARATIONS OF INTEREST

There were no declarations of interest

45. MINUTES

It was agreed that the head of HR and organisational development would circulate the definition of interim to members of the committee.

Resolved that:

the minutes of the meeting of 19 March 2018 be approved as a correct record and signed by the chairman.

46. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public.

47. QUESTIONS FROM COUNCILLORS

There were no questions from councillors.

48. CODE OF CONDUCT POLICY - SCHOOLS

The head of HR and organisation development and HR services manager presented the report. It was noted that internal audit had recommended that there was a specific code of conduct for schools and that historically the schools code of conduct was based on a 2010 council policy.

During the discussion, it was noted that:

- there were minor typographical errors which would need to be corrected;

- the welfare of students is paramount but the code should also encompass the welfare of staff. The HR services manager agreed to include examples within the document;
- under 5.6, the term “smart and professional attire” should be explicit;
- under 5.6 the reference to male staff needed to be equitable to female staff. The head of HR and organisation development explained that national guidance on dress code had been released recently and the statement would be removed. The code would also be cross referenced to the guidance;
- it would be difficult to restrict contact details. To this end the panel suggested that the wording be re-considered to either never provide mobile numbers or only in exceptional circumstances. The HR services manager agreed to look at revising the wording;
- on page 31 of the agenda pack at 5.23, the HR services manager agreed to liaise with the schools to establish how much of a child’s safeguarding information is shared with teachers in order to see if the wording in the code could tie in more with schools safeguarding policies;
- the policy is reviewed in 12 months’ time to check that it was being effective; and
- wording around parental responsibility would be included. This was specifically aimed at the situation where the parent / carer of a child was a teacher at their school.

Following a suggestion from a member of the committee, it was agreed that the members and role of the working group would be included within the document.

Resolved

That subject to the amendments suggested above, the panel endorse the proposals to approve the code of conduct - schools.

The meeting ended at 10.32 am

Chairman