

## **Personnel Committee**

### **Minutes of the meeting held on 18 November 2009**

**Present:** Councillor Priest - In the Chair.  
Councillors Amesbury, Andrews, Ashley, Cowell, Evans, Grant, S. Murphy, S. Newman, Ramsbottom, Shannon, Smith, Stevens and Wheale.

#### **PER/09/29            Minutes**

##### **Decision**

To approve as a correct record the Minutes of the meeting held on 21 October 2009.

#### **PER/09/30            Race Equality in Manchester – Workforce Monitoring and Action Planning report 2008/09**

A report was submitted presenting the 'Race Equality in Manchester – Workforce Monitoring and Action Planning Report 2008/9, and seeking approval for the report to be published as the City Council's response to the requirements of the Race Relations Amendment Act, 2000.

##### **Decision**

1. To approve the content of the Race Equality in Manchester Workforce Monitoring and Action Plan, 2008/9.
2. To note the progress made from the previous report to deliver the initiatives contained in the Action Plan for 2008/09 and approve the actions for 2009/10 as detailed in the report.
3. To agree to the publication of the report in accordance with the requirements of the Race Relations Amendment Act.

#### **PER/09/31            Proposed Revised Management of Attendance Policy and Procedure and Revised Special Leave Provisions**

A report was submitted setting out proposals for the introduction of a revised Management of Attendance Policy and Procedure and revised Special Leave Provisions.

The Head of Corporate Personnel introduced the report informing the Committee the Trade Unions had agreed the document in principle and subject to their endorsement would be submitted to the Joint consultative Committee for final approval.

In discussion members welcomed the report and acknowledged the amount of effort undertaken by all parties to bring the report before them.

In considering the report, members made comments in relation to:

- Some of the wording in the report needing to be strengthened
- The number of days considered as long term sick should be reduced
- The Working Group to be established to monitor absence levels and the performance of managers and evaluate the effectiveness of the Revised Policy and Procedure
- Rewording of the detail concerning Attendance Monitoring Reviews
- A consistent approach by all Managers in relation to sickness absence
- The Role of the Occupational Health Unit

Members agreed that the Head of Corporate Personnel should take back their comments for discussion with relevant trades unions, and submit a revised report to the next meeting of the Committee on 16 December 2009.

### **Decision**

To defer a decision on the revised policies and to request the Head of Corporate Personnel to report back to the next meeting of the Committee as outlined above.