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24 April 2018

Dear Councillor

I am now able to enclose, for consideration at the meeting of the **GENERAL PURPOSES COMMITTEE** on Wednesday 25 April 2018 at 3.00 pm, the following reports that were unavailable when the agenda was printed.

4 **MINUTES** (Pages 2 - 3)

To confirm the Minutes of the meeting of the Committee held on 12 March 2018.

Yours sincerely

A handwritten signature in black ink, appearing to be "Nicky", is written over the text "Chief Executive". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chief Executive

Minutes of the meeting of the **GENERAL PURPOSES COMMITTEE** held at the Council Offices, Whitfield on Monday, 12 March 2018 at 2.30 pm.

Present:

Chairman: Councillor S M Le Chevalier

Councillors: P M Brivio
M D Conolly
P S Le Chevalier (as substitute for Councillor D P Murphy)
P Walker (as substitute for Councillor M R Eddy)

Officers: Chief Executive
Head of Legal Services
HR Business Partner
Democratic Services Manager

8 APOLOGIES

Apologies for absence were received from Councillors M R Eddy and D P Murphy.

9 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, Councillors P S Le Chevalier and P Walker were appointed as substitute members for Councillors D P Murphy and M R Eddy respectively.

10 DECLARATIONS OF INTEREST

There were no declarations of interest declared by Members.

11 MINUTES

The Minutes of the meeting held on 9 October 2017 were approved as a correct record and signed by the Chairman.

12 REVISED APPRENTICESHIP POLICY

The Head of Legal Services presented the Revised Apprenticeship Policy.

The Apprenticeship, Graduate Placement and Work Experience Scheme and its policies had been reviewed to ensure that they were compliant with the new Government Apprenticeship scheme which had been introduced in May 2017. Following the review it was recommended that a new Apprenticeship Policy be adopted to sit alongside the existing policies in the Apprenticeship, Graduate Placement and Work Experience Scheme.

Members welcomed the changes and in particular the extension of the range of apprenticeships and the revised apprenticeships pay scale.

- RESOLVED: (a) That the terms and conditions for apprenticeship placements remain unchanged other than in relation to the pay policy for apprentices.
- (b) That the Apprenticeship Pay Structure linked to the Government's Apprenticeship scheme as detailed in Option 2 of Appendix 4 be adopted.
- (c) That the Head of Paid Service or Director of Governance be authorised to approve any contracts or agreements that may be necessary to give effect to the revised arrangement.

13 DRIVING AT WORK AND DRUG AND ALCOHOL POLICIES

The Head of Legal Services presented the Driving at Work and Drug and Alcohol Policies.

The policies had been designed and written to provide clarity around the Council's position in respect of driving at work and drugs and alcohol to ensure that the application of these policies was both fair and consistent. The policies applied to all Council employees and consultation had been undertaken with the recognised trade unions.

- RESOLVED: (a) That the two policies, as set out in Appendices A and B, be approved for introduction from 12 March 2018.
- (b) That the Director of Governance be authorised to make any associated adjustments to the Employee Handbook, Statement of Particulars and any other associated Condition of Service documents.

14 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor M D Conolly, duly seconded and

RESOLVED: That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the items to be considered involve the likely disclosure of exempt information as defined in paragraph 4 of Part I of Schedule 12A of the Act.

15 PAY AWARD 2018

The Chief Executive presented the report on the Pay Award 2018.

RESOLVED: That a pay award of 2% or £500 whichever is the higher on the base salary of all staff from 1 April 2018 be approved and that the car and fuel allowances for affected staff are increased by the same amount.

The meeting ended at 2.54 pm.