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Minutes of the meeting of the **GENERAL PURPOSES COMMITTEE** held at the Council Offices, Whitfield on Monday, 5 December 2016 at 3.00 pm.

Present:

Chairman: Councillor S M Le Chevalier

Councillors: M R Eddy  
D P Murphy  
P Walker

Officers: Director of Governance  
Head of Legal Services  
HR Advisor  
Corporate Services Officer  
Team Leader – Democratic Support

## 1 APOLOGIES

An apology for absence was received from Councillor M D Conolly.

## 2 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that no substitute members were appointed.

## 3 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

## 4 MINUTES

The Minutes of the meeting held on 10 March 2016 were approved as a correct record and signed by the Chairman.

## 5 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor M R Eddy, 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.

## 6 OFFICERS' TERMS AND CONDITIONS OF SERVICE

The Director of Governance introduced the report outlining the changes to the Terms and Conditions of Service of officers.

Members were advised that the changes to the Employee Handbook, Statement of Particulars and associated policies resulted from updates in legislation, the job evaluation process, alignment with East Kent partner authorities and a need to make the policies more accessible. The changes had been made in consultation with the Trade Unions.

The Director of Governance requested that in addition to the recommendations set out in the report that he be authorised to agree associated procedures for the policies.

Members discussed the documents and Councillor M R Eddy proposed that changes be made to reflect the Council's commitment to development of its staff.

RESOLVED: (a) That the Employee Handbook, Statement of Particulars and associated policies at Appendices 2 to 4 be approved for implementation from 1 January 2017.

(b) That the Director of Governance be authorised to make any future minor changes or amendments to the Employee Handbook, the Statement of Particulars and associated policies that form the Officers' terms and conditions of employment providing that these changes do not change the substance of any of the policies.

(c) That the Director of Governance be authorised to adopt the associated procedures for Disciplinary and Performance, Grievance and Absence Management from 1 January 2017.

(d) That the first paragraph of the Learning and Development section (Page 31) of the 'Handbook for Dover District Council employees' be amended to read as followed:

*"Learning is important for everyone. Dover District Council is committed to the maximum development of its staff wherever practicable and as As an employee of Dover District Council you have many opportunities to learn new relevant skills and develop your career. The information below sets out a number of options that are available to you."*

The meeting ended at 3.33 pm.