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Minutes of the meeting of the **GENERAL PURPOSES COMMITTEE** held at the Council Offices, Whitfield on Monday, 11 December 2023 at 3.00 pm

Present:

Chairman: Councillor J L Pout

Councillors: P M Brivio
M P Porter (as substitute for Councillor D P Murphy)
L M Wright (as substitute for Councillor C D Zosseder)

Officers: Strategic Director (Corporate and Regulatory)
HR Manager
Democratic Services Officer

1 APOLOGIES

There were apologies for absence received from Councillors D P Murphy and C D Zosseder.

2 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, Councillor M P Porter and L M Wright had been appointed as substitute members for Councillors D P Murphy and C D Zosseder respectively.

3 DECLARATIONS OF INTEREST

There were no declarations of interest made.

4 MINUTES

The Minutes of the meeting held on 13 March 2023 were approved as a correct record for signing by the Chairman.

5 MENOPAUSE POLICY

The Strategic Director (Corporate and Regulatory) presented the Menopause Policy report to the Committee. The report sought to adopt a new policy applicable to all Dover District Council (DDC) employees, workers and volunteers that would raise awareness of the menopause, encourage open conversations between managers and staff with support from HR and provide a consistent approach in the delivery of the policy across the organisation.

Members asked officers to explore the provision of a training course from an organisation that specifically delivered menopause training for management. Officers offered to look into the specialist training options available and advised that training would be delivered alongside the Employee Assistance Programme (EAP) already in place and the Well-Being at Work pages of the Staff Hub which staff had access to. Members discussed the possible need for support for management following sensitive conversations with staff and were advised that management would be able to approach HR and the Managers' Forum for support and advice.

RESOLVED: That the new Menopause Policy be approved to take effect from 1 January 2024.

6 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by Councillor J L Pout, 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 involved the likely disclosure of exempt information as defined in paragraphs 1, 2 and 4 of Part I of Schedule 12A of the Act.

7 HYBRID WORKING POLICY

The Strategic Director (Corporate and Regulatory) presented the Hybrid Working Policy to the Committee and advised that an amendment to the implementation date of the policy from 1 January 2024 to 1 February 2024 was required.

Members considered the current Remote Working policy, feedback from staff consultations and the benefits and implications of the proposed policy.

RESOLVED: That the new Hybrid Working Policy, which replaced the Council's Remote Working Policy, be approved to take effect from 1 February 2024.

The meeting ended at 3.28 pm.