

## **EMPLOYMENT PANEL**

**MONDAY 20 JANUARY 2014 AT 4.00PM**

**PRESENT:** Councillor Glover (Chairman), Councillors P Atkinson, J Mallinson, Mitchelson, Stothard and Weber.

**OFFICERS:** Financial Services & HR Manager  
H.R Advisory Service Team Leader

### **EMP.01/14 APOLOGIES FOR ABSENCE**

No apologies for absence were submitted at the meeting.

### **EMP.02/14 DECLARATIONS OF INTEREST**

There were no declarations of interest affecting the business to be transacted at the meeting.

### **EMP.03/14 MINUTES OF PREVIOUS MEETINGS**

**RESOLVED** – That the minutes of the meetings held on 12 November 2013 be agreed as a correct record of the meetings and signed by the Chairman.

### **EMP.04/14 POLICY STATEMENT ON SENIOR OFFICERS PAY**

The Financial Services & HR Manager presented report RD.76/13 containing the Policy Statement on Pay for Senior Officers.

The Financial Services & HR Manager reported that Section 38 (1) of the Localism Act 2011 required English and Welsh Authorities to produce a pay policy statement for the Chief Executive and Chief Officers by 31 March 2012 and to review it annually. She reminded the Panel that the Council had agreed the pay policy statement for 2013/14 in February 2013.

The Statement attached to the report detailed the pay and associated benefits for Chief Officers and the Chief Executive and had been amended where necessary for 2014/15 which was subject to the approval of full Council.

In response to Members questions the HR Advisory Service Team Leader reminded the Panel that they had previously approved the principal of the living wage and amended the Council's Grade A salary scale in line with the increase. In November 2013 the Living Wage Foundation increased the Living Wage, and through an Officers Decision, the City Council increased its Grade A Salary Band in November 2013 to reflect this. The increase in the Living Wage made a marginal change to the ratio to median pay and ratio to lowest paid staff as set out in the report.

**RESOLVED** – That the amended 2014/15 Policy Statement on Senior Officers Pay be recommended to Council for approval.

### **EMP.05/14 REVIEW OF HR POLICIES – DISCIPLINARY POLICY**

The H.R Advisory Service Team Leader presented report RD.77/13 outlining proposed amendments to the City Council's Disciplinary Policy.

The H.R Advisory Service Team Leader reported that a number of HR policies required updating due to minor legislative changes. All HR policies were under review with minor changes identified and amendments made, some of which would required approval by the Employment Panel.

The first policy to be reviewed was the Disciplinary Policy which had been developed in line with the ACAS Code of Practice and represented a modern approach to dealing with conduct and potential disciplinary matters. Due to the reduction in size of the Senior Management Team on some occasions it had been difficult to access the appropriate level of manager to handle disciplinary issues. Managers working at level 'L' and above had the appropriate skill and experience to manage the disciplinary process to include dismissal and suspension with HR support.

The proposed changes were outlined in the report and included additional delegation of responsibilities which would release pressure on SMT members and reflect the seniority level of managers within the Council and changes to some terminology to mirror the terminology set out in the ACAS Code of Practice.

The Panel supported the changes, in particular the delegation of some responsibilities to senior members of staff and the clarification of the term 'investigation' for disciplinary purposes.

RESOLVED – That the adoption of the proposed changes to the Disciplinary Policy as set out in report RD.77/13 be approved for consultation purposes with both Union representatives and employees.

(The meeting finished at 4.13pm)