

EMPLOYMENT PANEL

MONDAY 24 JULY 2017 AT 10.00AM

PRESENT: Councillor Glover (Chairman) Councillors Bloxham, Mrs Bowman (as substitute for Councillor J Mallinson), Mitchelson, Stothard and Dr Tickner.

OFFICERS: Legal Services Manager
HR Advisory Services Team Leader

EMP.08/17 APPOINTMENT OF VICE-CHAIRMAN

The Chairman sought nominations with regard to the appointment of a Vice-Chairman for the Panel for the Municipal Year 2017/18.

It was moved and seconded that Councillor Dr Tickner be appointed Vice-Chairman of the Employment Panel for the Municipal Year 2017/18.

It was further moved and seconded that Councillor J Mallinson be appointed Vice-Chairman of the Employment Panel for the Municipal Year 2017/18.

Following voting thereon, the votes were tied. The Chairman used his casting vote and it was

RESOLVED – That Councillor Dr Tickner be appointed Vice-Chairman of the Employment Panel for the Municipal Year 2017/18.

EMP.09/17 APOLOGIES FOR ABSENCE

An apology for absence was submitted on behalf of Councillor J Mallinson.

EMP.10/17 DECLARATIONS OF INTEREST

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

EMP.11/17 PUBLIC AND PRESS

It was agreed that the items of business in Part A be dealt with in public and the items of business in Part B be dealt with when the public and press were excluded.

EMP.12/17 MINUTES OF PREVIOUS MEETINGS

RESOLVED – That the minutes of the meeting held on 1 February 2017 which had been approved by Council on 7 March 2017 be signed by the Chairman.

EMP.13/17 ENGAGEMENT POLICY

The HR Advisory Services Team Leader submitted report RD.07/17 which detailed the review of the Council's Probation Policy and its replacement with the Engagement Policy.

At their meeting on 1 February 2017 the Panel had approved the draft Engagement Policy for consultation purposes. Formal consultation, which provided details of the proposed policy and its effect on staff, had taken place with all staff and Union representatives and a presentation had been given at Management Briefing.

Consultation had ended on 13 March 2017 and 8 responses had been received and considered by SMT who were supportive of the proposed updated policy as attached to the report.

The HR Advisory Services Team Leader drew Members' attention to section 2 of the report which detailed the feedback received and the proposals for the policy.

The Panel discussed the proposed Policy and considered the amendments following the consultation period. Clarification on the 'settling period' for both new employees and employees with continuous service was sought along with details of tailored support which would be set out in the new employee's Development Plan.

The Panel drew attention to some sections of the Policy which required clarity in the statements and asked that the following amendments be made:

- That references to the length of the settling in periods on pages 8 and 11 of the Engagement Policy be in a consistent format
- That the final sentence of section 2.3.1, 3rd paragraph be amended to clarify that any extension to the settling in period would also be confirmed verbally with the Employee.

RESOLVED – That the Engagement Policy, as set out in report RD.07/17, be agreed subject to the following amendments:

- That references to the settling in periods on pages 8 and 11 of the Engagement Policy be in a consistent format;
- That the final sentence of section 2.3.1, 3rd paragraph be amended to read:
“If an extension to the 'settling in' period is agreed, the organisation will confirm the terms of the extension verbally and in writing to the employee, including:”

(The meeting finished at 10.25am.)