

Minutes of Previous Meeting

EMPLOYMENT PANEL

THURSDAY 1 OCTOBER 2015 AT 10.00AM

PRESENT: Councillor Glover (Chairman), Councillors Bloxham (as substitute for Councillor J Mallinson) Burns, Mitchelson and Ms Quilter.

OFFICERS: Financial Services and HR Manager
HR Advisor

EMP.18/15 APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf Councillors Mallinson J and Stothard.

EMP.19/15 DECLARATIONS OF INTEREST

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

EMP.20/15 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.21/15 MINUTES OF PREVIOUS MEETINGS

RESOLVED – That the minutes of the meeting held on 1 October 2015 be agreed as a correct record of the meetings and signed by the Chairman.

EMP.22/15 REVIEW OF HR POLICIES – GRIEVANCE POLICY

The HR Advisor submitted the amended draft Grievance Policy and outcomes of the consultation process. (RD.43/15).

The Chairman reminded the Panel that the draft Grievance Policy had been considered by the Panel at their meeting on 1 October 2015. The Panel had approved the Grievance Policy for consultation purposes with Union representatives and employees and asked that the Policy and the consultation responses be considered by the Panel for final approval.

The consultation had closed on 6 November 2015 and no responses had been received from the Trade Unions. Two responses had been received from staff and they had been included in the report.

The Panel had considered the option of a trial period in addition to the agreed changes in the Policy. This may provide time for reflection for assessment of any impact on the changes, however this could prove difficult with regard to consistency of approach and the period may need to be over a period of years to allow for a diverse range of grievances to occur.

The HR Advisor added that the removal of Members from the appeal process under the Grievance Policy did not change the fact that any appeal against dismissal under, for example, the Disciplinary Policy would still be dealt with by a Member Appeal Panel.

At their meeting on 1 October the Panel asked for details of the number of staff grievances that had been completed at stage one, stage two and Members Appeals Panels. Details of employee grievances for 2014 – 2015 had been included in the report and Members were reminded that not all grievances which were resolved informally were reported to HR.

The Panel discussed the consultation results and the possibility of a trial period. The Panel did not feel that a trial period would be beneficial given that there had been no Members Appeals Panels to consider staff grievances in the last two years and the lack of comments from staff during the consultation period.

RESOLVED – 1) That the Grievance Policy consultation feedback be noted;

2) That the amended Grievance Policy as set out in Report RD.43/15 be agreed.

3) That details of the number of staff grievances received be reported to the Employment Panel on an annual basis.

EMP.23/15 PAY POLICY STATEMENT 2016/17

The Financial Services and HR Manager presented report RD.42/15 containing the Pay Policy Statement 2016/17 for Chief Officers.

The Financial Services and HR Manager reported that Section 38(1) of the Localism Act 2011 required all English and Welsh Authorities to produce a pay policy statement for the Chief Executive and Chief Officers for 2012/13 and for each subsequent financial year.

The Statement attached to the report detailed the pay and associated benefits for Chief Officers and had been amended where necessary for 2016/17 and was subject to the approval of full Council. The salary for all Chief Officers had been amended to reflect the Chief Officers Pay Agreement 2014/16 which was announced in early 2015 and equated to a 2% increase effective from 1 January 2015.

RESOLVED – That the amended Pay Policy Statement 2016/17 for Chief Officers be recommended to Council for approval.

(The meeting finished at 2.26pm)