

At a meeting of the HUMAN RESOURCES COMMITTEE held in the CIVIC CENTRE (COMMITTEE ROOM NO. 2) on THURSDAY 21 FEBRUARY 2013 AT 5.30 PM.

Present:

Councillor P. Watson in the Chair

Councillors Gofton, Mordey, Speding, D. Trueman, H. Trueman, S. Watson, Wakefield, A. Wilson, Wood and T. Wright.

Apologies for Absence

An apology for absence was submitted to the meeting on behalf of Councillor Errington.

Declarations of Interest

There were no declarations of interest.

Minutes of the Last Meeting of the Committee, Part I held on 15 November 2012

6. RESOLVED that the minutes of the last meeting of the Committee held on 15 November, 2012, Part I (copy circulated) be confirmed and signed as a correct record.

Localism Act 2011- Pay Policy Statement

The Director of Human Resources and Organisational Development submitted a report recommending approval of the draft Pay Policy Statement 2013-2014, for subsequent adoption by Council and publication by 31 March 2013.

The Deputy Director of Human Resources and Organisational Development reminded the committee that the provisions of the Localism Act 2011 came into force on 15 January 2012. Section 38 of the Act required English and

Welsh local authorities to produce an annual pay policy statement, setting out councils' policies for the financial year in relation to the remuneration of their senior staff/chief officers, the remuneration of their lowest-paid employees, and the relationship between the pay of chief officers and that of other employees.

Members noted that the policy needed to be updated and published for 2013-2014.

The Deputy Director referred Members to the proposed draft Pay Policy Statement 2013-2014, which was appended to the report. He explained that the amendments were minimal, particularly as there had been a freeze in pay increases. Changes were confined to dates, replacing references to Personnel Committee with Human Resources Committee and deleting references to posts that had been deleted. Members acknowledged that the amendments were in line with organisational changes and reflected the fact the establishment was now smaller and one Directorate had been deleted. There was however, no new content.

In response to a question from Councillor Wood, the Deputy Director confirmed that no comments had been received from the Trade Unions.

Councillor Wood referred to the lowest paid employees (Grade A spinal column point 4 - £12,145 per annum) and asked how this equated to the Living Wage. The Deputy Director explained that this was the minimum point on the local government national pay spine. It was above the national minimum wage however below the Living Wage.

7. RESOLVED that the Human Resources Committee formally agreed the draft Pay Policy Statement 2013-2014 for recommendation to Cabinet and adoption by Council and publication by 31 March 2013.

Review of Employment Policy Appeals Arrangements

The Director of Human Resources and Organisational development submitted a report to provide options on alternative appeals mechanisms.

The Deputy Director of Human Resources and Organisational Development reminded the Committee that following the new Executive and Committee arrangements as approved at Annual Council on 16 May 2012, new appeal arrangements were implemented.

It was now proposed that these revised arrangements be implemented in respect of grievance and disciplinary appeals and that other employee related appeals against delegated decisions be heard by panels drawn from the Appeals Committee. Appeals for refusal of applications under the recent severance scheme were also referred to these panels.

Referring to section 4.2 of the report, members noted that Personnel Committee, at its meeting on 26 April 2012, considered and approved a revised 2 stage grievance procedure. In particular, that these be heard by a representative from HR and OD in consultation with a Cabinet Member. This therefore retained Member involvement in the process.

The Deputy Director explained that as it was considered that appeals should be owned by Directorates, the new appeals arrangements strengthen this ownership whilst retaining Member involvement. Consequently it was proposed that grievance and dismissal appeals be heard and determined by the Chief Officer (or their authorised officer), after consultation with a Cabinet Member, and advised by the Director of Human Resources and Organisational Development (or their authorised officer).

Councillor Speding suggested that the process be amended to retain member involvement and proposed that appeals be heard by a panel comprising two Cabinet members and a Member of the Opposition Party, advised by the Director of Human Resources and Organisational Development (or their authorised officer). Councillor Gofton commented that there was a need to take into account the many demands on Cabinet members' time.

Officers agreed to amend the proposal, following advice from Eversheds who were advising on aspects of updating the council's constitution and to resubmit a report to the meeting on 15 March 2013.

8. RESOLVED that a revised proposal be submitted to the next meeting of the Human Resources Committee.

Disciplinary, Capability Procedures and Attendance Management Policy

The Director of Human Resources and Organisational development submitted a report to propose a new disciplinary and capability procedure and an attendance management policy.

The Deputy Director of Human Resources and Organisational Development advised that as this policy included an appeals process similar to that proposed above, this policy would also be amended and resubmitted to the next meeting.

9. RESOLVED that a revised proposal be submitted to the next meeting of the Human Resources Committee.

Local Government (Access to Information) (Variation Order) 2006

10. RESOLVED that in accordance with Section 100(A)4 of the Local Government Act 1972, the public be excluded during consideration of the remaining business as it was considered to involve a likely disclosure of

exempt information relating to any individual or information which is likely to reveal the identity of an individual or information relating to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matters arising between the Authority. (Local Government Act 1972, Schedule 12A, Part I, Paragraphs 1, 2 and 4).

(Signed) P. WATSON,
Chairman.

Note:-

The above minutes comprise only those relating to items during which the meeting was open to the public.

Additional minutes in respect of other items are included in Part II.