

# Personnel and Development Committee Minutes

Date: 6 July 2015

Time: 7.00 - 7.40 pm

**PRESENT:** Councillor M Harris (In the Chair)

Councillors: G C Hall, Maz Hussain, Mrs W J Mallen, G Peart, S K Raja and L Wood

Also Present: Cllr Ms S Adoh.

In Attendance: John McMillan, Jo Whiteley and Iram Malik.

## **38 APOLOGIES**

There were no apologies for absence

## **39 MINUTES**

***RESOLVED:** That the minutes of the meeting of the Committee held on 9 March 2015 be approved as a true record and signed by the Chairman.*

## **40 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **41 CHAIRMAN'S WELCOME**

The Chairman welcomed all those present to the first meeting of the municipal year, and requested that each person briefly introduce themselves around the table.

## **42 INTRODUCTION TO THE PERSONNEL AND DEVELOPMENT COMMITTEE**

Members were provided with a brief background on the work of the Committee, its role and responsibilities, relevant issues considered as part of its workload in the previous year and forthcoming issues scheduled for consideration in the current year.

It was reported that the Council currently employed some 302 people 264 of which were on a full time basis. National agreements were followed for terms and conditions of employment, cost of living awards, hours of work, holiday entitlements and sickness absence. All other terms and conditions were dealt with on a local basis.

Members were also informed that as the Parent Committee of the Joint Staff Committee, (the Councils formal staff consultative body) recommendations could be

made directly to Full Council following referrals from Joint Staff regarding implementation of major policy changes. However wherever minor amendments to policy were required to be made, the Personnel and Development Committee did have the delegated authority to do so.

The Presenting Officer reported that some of the issues considered in 2014/2015 had included a review of the Disciplinary Policy and Procedure, which took place at least every three years, review of HR policies supporting new ways of working and review of the Reorganisation and Redundancy Policy. In addition the Shared Parental Leave Policy and the implementation of a Reward and Recognition Scheme had also been considered.

It was reported that future issues for consideration for the 2015/16 municipal year would include the Refreshed Workforce Strategy Action Plan, Maternity guidelines, Recruitment Policy and review of Performance Management and Leadership.

**RESOLVED:** *That the Briefing Document be noted.*

#### **43 NEW STATUTORY DISMISSAL PROCEDURES FOR STATUTORY OFFICERS**

A report was considered which recommended that the new LGA model process be implemented in relation to the new statutory dismissal procedures for the Council's 3 protected Officers. (This was attached at Appendix A). The officers concerned consisted of the Head of Paid Service, Monitoring Officer and the S151 Financial Monitoring Officer.

The report stated that the changes to be brought about were as a consequence of the local Authorities (Standing Orders) (England) (Amendment) Regulations 2015, which superseded the 2001 regulations.

The key elements of the new process were detailed in paragraph 5 of the report, which included 3 main changes. (a) the removal of the statutory requirement for a Designated Independent Person (DIP) to take disciplinary action in respect of a protected officer. (b) the approval for the dismissal of a protected officer by the JNC Staffing Matters Committee, subject to having taken into account all relevant considerations. (c) The creation of an Independent Panel to consider recommendations of the JNC Staffing Matters Committee where dismissal was recommended. The case would then finally be reviewed and voted upon at Full Council.

The presenting officer specified that the reason behind the change was in order to implement greater local accountability for the decisions taken, which could be better achieved through the proposed new system.

It was reported that the changes would require an amendment to the Council's Standing Orders within the Constitution (S.O. 28.16 and 28.17), which were set out at Appendix B.

Members were accepting of the forthcoming changes in process and agreed that the proposed recommendation be endorsed by Council.

***RECOMMENDED:*** *That the LGA model process for the new statutory dismissal procedures for the 3 protected officers, namely the Head of Paid service, Monitoring Officer and the S151 Financial Monitoring Officer be approved and adopted.*

#### **44 JOINT STAFF COMMITTEE MINUTES**

The minutes of the meeting of the Joint Staff Committee held on 10 June 2015 were tabled for information.

***RESOLVED:*** *That the minutes of the Joint Staff Committee held on 10 June 2015 be received.*

#### **45 DATE OF NEXT MEETING**

The date of the next Personnel & Development Committee meeting was scheduled for Monday 28 September at 7pm.

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Chairman