



Rutland County Council

Catmose Oakham Rutland LE15 6HP

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Minutes of a Meeting of the **EMPLOYMENT AND APPEALS COMMITTEE** held in the Council Chamber, Catmose, Oakham, Rutland on **Tuesday 17 July 2012** at 7.00pm.

PRESENT: Mr M D A Pocock – in the Chair
Mr D C Hollis
Mr J Munton
Miss G Waller

OFFICERS Mrs D Mogg Strategic Director for Resources
PRESENT: Miss T D Stokes Democratic Services Manager

APOLOGIES: Mr K A Bool, Mrs C Emmett and Mr N M Wainwright

178 DECLARATIONS OF INTEREST

In accordance with the Regulations, Members were invited to declare any interests under the Code of Conduct in respect of items on the Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applied to them. No such declarations were received.

179 MINUTES

The minutes of the Employment and Appeals Committee held on 19 July 2011, copies of which had been previously circulated, were confirmed by members and signed by the Chairman.

RESOLVED

That the Minutes of the Employment and Appeals Committee held on 19 July 2011, copies of which had been previously circulated, be confirmed.

180 PETITIONS, DEPUTATIONS AND QUESTIONS

No petitions, deputations or questions from members of the public had been received.

181 TERMS OF REFERENCE FOR THE EMPLOYMENT AND APPEALS COMMITTEE

RESOLVED

The Terms of Reference for the Employment and Appeals Committee and Scheme of Delegation to Officers as approved at the Annual Council Meeting on 14 May 2012, included in the Council's Constitution at Part 8, be NOTED.

182 APPEALS PANELS – PROCESS AND HEARING PROCEDURE

Referring to the process and procedure for conducting appeal panel hearings which were approved by the Committee in 2009, it was noted that these required reviewing to give more flexibility for each type of appeal hearing and to ensure they complied with current legislation. It was requested that the following be included in the review:-

- i) documentation should be submitted in appropriate hard copy and electronic formats;
- ii) provision to enable appeals of the same nature to be heard together; and
- iii) flexibility in respect of the order in which the appellant and management cases were presented.

The review would be conducted by officers and the revised process and procedures would be brought back to the Committee for consideration and approval.

RESOLVED

That officers review the process and procedures for appeals panel hearings and that the revised documents be presented to the Committee for consideration and approval.

183 APPEALS PANELS HELD SINCE THE LAST MEETING OF THE EMPLOYMENT AND APPEALS COMMITTEE AND THE FINAL OUTCOME OF CASES

Report No 139/2012 from the Strategic Director of Resources which provided a summary of the appeals panels held since the last meeting of the Committee (19 July 2011), was received.

Members noted that 2011/12 was an unusual year in terms of the number of appeal panel hearings conducted. This was due to the organisational re-structure and changes to employees' terms and conditions. Issues arising from the panel hearings had been acted upon, for example, improved consultation and training for managers in applying HR procedures thus reducing the number of issues progressing to the appeal stage. In addition, standardised HR documentation for managers was being considered.

RESOLVED

That the summary of appeals panels held since the last meeting of the Committee (Appendix A to Report No 139/2012) be noted.

184 ANY OTHER URGENT BUSINESS

No items of urgent business had been previously notified to the person presiding.

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The Chairman declared the meeting closed at 7.15pm.

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