



# Rutland County Council

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Minutes of a Meeting of the **EMPLOYMENT AND APPEALS COMMITTEE** held in the Council Chamber, Catmose, Oakham, Rutland on **Tuesday 28 October 2014** at 7.00pm.

PRESENT: Mr M D A Pocock Chair  
Mr J R Munton  
Mr K A Bool  
Miss G Waller

OFFICERS Miss C Snell Head of Human Resources  
PRESENT: Miss S Bingham Governance Coordinator  
Miss S Croad Corporate Support Officer

APOLOGIES: Mr N W Wainwright  
Mr A S Walters  
Mrs C Emmett

The Chair introduced Stacey Croad as the new Clerk for the Employment and Appeals Committee meetings. Stacey previously worked in the Planning department and has joined the Corporate Support Team as a Corporate Support Officer clerking for Employment and Appeals Committee and Resources Scrutiny Panel.

## **414 DECLARATIONS OF INTEREST**

There were no declarations of interest in respect of items on the agenda.

## **415 MINUTES**

The Minutes of the Employment and Appeals Committee held on 6 May 2014, copies of which had been previously circulated, were confirmed and signed by the Chairman.

## **416 PETITIONS, DEPUTATIONS AND QUESTIONS**

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

## **417 HUMAN RESOURCES POLICIES**

Report No 225/2014 from the Director for Resources, which presented an update on the progress to date for developing and updating Human Resources (HR) policies, to outline the programme for the remainder of 2014-15 and for 2015-16 and to highlight pending changes to employment legislation and regulations that will have an impact on current HR policies was received.

During the discussion the following points were noted:

- i. It was confirmed that Appendix A gave a breakdown of the work that has already been achieved within the Human Resource Policy Review.
- ii. Page 3, paragraph 2.1(b) indicates the policies to be reviewed by end March 2015. This will bring the Policy Review Schedule started in 2012 to an end.
- iii. The new shared Parental Leave Policy will become legislation on 1<sup>st</sup> December 2014 but would only be effective for children born after the 5<sup>th</sup> April 2015.
- iv. The Violence at Work Policy will be reviewed after the Smoking Policy due to there being no policy in place for Smoking currently, therefore this will take priority.
- v. Miss Snell briefed the Committee on the potential changes to holiday payment for overtime worked and covered the following:
  - There is currently a tribunal challenge. The result of which may result in a potential change to the interpretation of the Working Time Regulations
  - Miss Snell has attended briefings on this subject so that we have the most up to date information.
  - EEF (Human Resources Legal support) provide regular updates to the Human Resources team on this matter.
  - This could result in further budget pressures as payments may have to be backdated to staff members.
  - No formal discussion has taken place with the Union on this matter.
- vi. Miss Snell gave the Committee a brief update on the use of EEF (Human Resources Legal support) which covered the following:
  - Rutland County Council (RCC) are still using Peterborough City Council (PCC) for an ongoing employment tribunal that started prior to the contract commencing with EEF.
  - Miss Snell is pleased with the service received by EEF and the availability of advice and support on an ad hoc basis (7 days a week).
  - Monthly case review meetings are held with the Human Resources Advisers.
  - EEF will be carrying out some project work for RCC on current employee contracts.
  - EEF offer insurance if a tribunal is lost. This is not included in the current contract, however, will be considered next year when agreeing the new contract.
- vii. Miss Snell gave the Committee an update on the progress of upskilling Managers in Human Resource matters. The following points were covered:
  - Managers has been invited to attend the following briefings:

- All revised Policies
  - Training day on Disciplinary
  - Recruitment and Selection
  - In 2015 the HR team will develop a new Leadership Development Programme which will incorporate Hr management .
  - New e-learning pool modules to be developed for management training. This can be monitored and made mandatory for Managers to complete.
- viii. Internal audits have taken place of the Recruitment and Selection and Absence Management policies with nothing untoward being raised.
- ix. It was confirmed that the oldest un-reviewed policy is Subscriptions. This was last reviewed in 2000, however it is still fit for purpose and will be reviewed as part of the Policy Review Schedule in 2015-16.

During the discussion the following points were raised:

- i. Concern was raised regarding potential implications regarding changes to holiday pay for overtime worked. The Committee asked to be kept up to date on this matter when necessary.
- ii. Concern was raised regarding the wording used in the report for delegated powers to be given to the Head of Human Resources. Change to the wording was recommended for approval with a widened scope to cover all HR policies that have previously been approved by Committee and which require update following employment law/regulation changes.
- iii. The Committee welcomed the potential review of the EEF contract in 2015 to include insurance.
- iv. The Committee requested an updated report on Managers Development progress at the Employment & Appeals Committee meeting on 27 January 2014.

## **RESOLVED**

1. The Committee acknowledged the progress to date in updating and developing Human Resources and the plan for the remainder of this year and 2015-16.
2. The Committee agreed to authorise the Head of Human Resources to amend and update policies with the following change to the wording:

The Committee authorises the Head of Human Resources to amend and update any policies in line with changes to employment legislation/ regulation and where this happens Members of the Employment and Appeals Committee are advised in writing. This applies to policies and procedures that Members have previously approved.

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The Chairman declared the meeting closed at 7.28pm.

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