



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 27 January 2015** at 7.00pm.

PRESENT: Mr M D A Pocock (Chairman, in the Chair)
Mr K A Bool
Mrs C Emmett
Mr J R Munton
Miss G Waller

OFFICERS Miss C Snell Head of Human Resources
PRESENT: Miss S Bingham Governance Coordinator

APOLOGIES: Mr A S Walters
Mr N W Wainwright

678 DECLARATIONS OF INTEREST

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

679 MINUTES

The Minutes of the Employment and Appeals Committee held on 28 October 2014, copies of which had been previously circulated, were confirmed and signed by the Chairman.

680 PETITIONS, DEPUTATIONS AND QUESTIONS

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

681 HR POLICIES

Report No 05/2015 from the Director for Resources was received the purpose of which was to present an updated Human Resources Policy, to present some amendments to the agreed Recruitment Policy and to update Members on action to upskill managers in people management.

During the discussion the following points were noted:

- i. 2.1(a) (page 3) – The Committee were informed that the Trade Unions have now responded and have approved the amended Additional Responsibility and Acting Up Policy.
- ii. 3.9 (page 5) – The Head of Human Resources confirmed that mandatory and essential e-learning training modules can be monitored for completion.
- iii. 2.5 (page 9) – Clarification was given that ‘work which is undertaken of a like nature to the individuals existing job description’ is related to

- salary grade. The wording in the report will be changed to include the 'grade' to clarify this point.
- iv. 3.3(d) (page 10) – The Head of Human Resources clarified that significant organisation or service pressure relates to departments going through restructures or service reviews where there may be capacity issues. The word 'organisation' will be corrected to 're-organisation'.
 - v. 3.4 (page 4) – The wording 'mixed panel' covers gender and/or race. This will be amended to 'Diverse'. The wording for 3.4(b) to be amended to '2 panel members as a minimum'.
 - vi. The Head of Human Resources confirmed the PDR process will identify when refresher training is required.
 - vii. The Acting Up and Additional Responsibility Allowance Policy is not retrospective.
 - viii. Only staff requiring a secure confidential to confidential email account now have GCSX email accounts. A Basic Criminal Record Bureau check (CRB) check is carried out for these staff members. This check is at a lower cost of a full Disclosure and Barring Services (DBS) check and is carried out by Disclosure Scotland. Staff who already have a DBS check as part of their role, do not undertake a further Basic CRB check.

During the discussion the following points were raised:

- i. 3.8 - Concern was raised that the numbers of attendees of the briefings and training sessions varied significantly. In addition, it was agreed that the Head of Human Resources would provide a further report to Committee to illustrate the effectiveness of training and briefing to include (a) attendance vs. numbers that should attend and (b) commentary regarding levels of grievances, absence levels turnover.

RESOLVED

2.1 a and b – Approved with the amendments below:

- 2.5 (page 9) - The wording in the report will be changed to include the 'grade' to clarify this point.
- 3.3(d) (page 10) – The word 'organisation' will be corrected to 're-organisation'.
- 3.4a (page 4) – The wording 'mixed panel' covers gender and/or race. This will be amended to 'Diverse'.
- 3.4b (page 4) – The wording to be amended to '2 panel members as a minimum'.

2.2 – The Committee acknowledged that training in people management skills is being given to managers.

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The Chairman declared the meeting closed at 7.24pm

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