



Rutland County Council

Catmose Oakham Rutland LE15 6HP
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Minutes of the **MEETING of the EMPLOYMENT AND APPEALS COMMITTEE** held in the Council Chamber, Catmose, Oakham, Rutland, LE15 6HP on Wednesday, 16th March, 2016 at 7.00 pm

PRESENT: Mr K Bool (Chairman, in the chair)
Mr E Baines
Mr G Conde (Substitute for Mrs D MacDuff)
Mr R Foster
Mr A Stewart
Miss G Waller (Substitute for Mr K Thomas)

ABSENT: Mr A Walters

OFFICERS	Miss C Snell	Head of Human Resources
PRESENT:	Miss N Lee	Human Resources Advisor
	Miss S Croad	Corporate Support Officer
APOLOGIES	Mrs D MacDuff	
	Mr K Thomas	

695 DECLARATIONS OF INTEREST

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

696 MINUTES

The Minutes of the Employment and Appeals Committee held on 28 October 2015, copies of which had been previously circulated, were confirmed and signed by the Chairman.

697 PETITIONS, DEPUTATIONS AND QUESTIONS

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

698 HR POLICIES

Report No 33/2016 from the Director for Resources was received the purpose of which was to see approval of the updated HR Policies, Restructure Policy and Disciplinary Policy.

During the discussion, the following points were noted:

- i. Members asked what the outcome had been with regard to the consultation process with the recognised Trade Unions as contained within paragraph 4.1.

- The Head of Human Resources stated that the policies had been approved and that Members would be updated of this in the future;
- ii. Members requested that the wording within paragraph 1.3 on page 11 be amended to clarify the definition of 'management nominated by the Director'. The Head of Human Resources confirmed that the wording would be amended to ensure it reflected appropriate levels of decision making and, in particular that Directors would be approving the overall proposal;
 - iii. The Manager nominated by the Director as stated within paragraph 1.3 on page 11 would be a Head of Service or equivalent;
 - iv. Members requested that the wording in paragraph 1.5 on page 12 be amended to show that the policy did not apply to schools;
 - v. Rutland County Council had an employer responsibility as a Council to the maintained schools within Rutland. If the Policies were adopted by the Schools these would not cover School/College employees in totality and would only cover non-teaching staff. Education Personnel Management (EPM) provided HR services to Schools;
 - vi. Members requested that the following wording within paragraph 1.1 of the Disciplinary Policy on page 37, 'employees to achieve and maintain standards of conduct' be amended to 'employees to achieve and maintain appropriate standards of conduct';
 - vii. Members asked how a grievance would be resolved if the grievance was made towards a Manager. The Head of Human Resources stated that this would be dealt with by a third party – words to this effect would be added and cross-referenced to the Council's Grievance Policy;
 - viii. In regards to paragraph 7.6 on page 47, would appeals be heard by the Employment and Appeals Committee in its entirety. The Head of Human Resources informed Members that the Terms of Reference would be checked within the Constitution;
 - ix. Within Appendix 6 on page 55, Members asked what measures would be taken if serious incapability through alcohol or illegal drugs was subject to a mental health condition. The Head of Human Resources stated that this would be recognised through the investigation process and a different Policy could be followed to reflect this;
 - x. Members asked if they could instigate or would take part in Disciplinary proceedings with officers. The Head of Human resources stated that this would be the responsibility of the Head of Paid Service and that Members themselves were covered by separate policies and procedures;
 - xi. Members requested that any changes to future policies be highlighted within the document.

RESOLVED

To approve the following HR Policies:

- (a) Restructure Policy, subject to the agreed amending of words within paragraphs 1.3 and 1.5.
- (b) Disciplinary Policy, subject to the wording within paragraph 1.1 on page 37 being amended to 'employees to achieve and maintain appropriate standards of conduct'.

None

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The Chairman declared the meeting closed at 7.48 pm.

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