

## EMPLOYMENT AND APPEALS COMMITTEE

18 July 2017

### ANNUAL REPORT OF EMPLOYMENT AND APPEALS COMMITTEE

#### Report of the Chair of Employment and Appeals Committee

Strategic Aim:	Sound Financial and Workforce Planning	
Exempt Information	No	
Cabinet Member(s) Responsible:	N/A	
Contact Officer(s):	Cllr KA Bool, Chair of Employment and Appeals Committee	N/A
Ward Councillors	N/A	

#### DECISION RECOMMENDATIONS

That the Committee approves the annual report of the Committee

#### 1 PURPOSE OF THE REPORT

- 1.1 To set out the work of the Committee for 2016/17, in an annual report in line with best practice.

#### 2 TERMS OF REFERENCE OF THE COMMITTEE

- 2.1 The Employment and Appeals Committee is a Committee of the Council, with powers delegated to it by the Council as set out in its Terms of Reference. The terms of reference were updated at Annual Council in May 2017, but for the municipal year 2016/17 were as set out below:
1. To consider employee procedures, including dismissal procedures, and make Recommendations to Council.
  2. To hear, consider and determine appeals against dismissal by employees.
  3. To hear, consider and determine any other appeals made under a statutory appeals process and/or where no other appeals body has been established for the specific purpose. This will include:-
    - a. Access to Personal Files
    - b. Approved Marriage Premises
    - c. Curriculum Complaints

- d. Home to School Transport
- e. Housing Improvement Renovation or Repair Grants
- f. Discretionary Rate Relief (NNDR)
- g. Children's Social Services Complaints

**Note: Panels hearing items at g should comprise two elected members and an independent chair.**

4. The constitution of any special human resources panels or working parties as may be required from time to time.
5. The discharge of such human resources functions that cannot be delegated under statute to the Cabinet or have not been delegated to officers, as may be delegated by the Council from time to time.
6. To consider and approve HR policies (this requires two thirds voting members present to approve a policy subject to its financial impact not exceeding the virement threshold of the Director for Resources). If this cannot be achieved the policy in question will be referred to Full Council for further consideration and determination).

### **3 ACTIVITY DURING 2016/17**

3.1 The Committee used its delegated powers to approve the following HR Policies during the year (Employment and Appeals Committee 27 February 2017). These were all part of our ongoing review programme and therefore replace policies that have been in place for some time/previously approved:

- Standby Policy – all provisions for standby are now brought together into an overarching corporate policy for clarity and equity. Standby provisions are aligned to a business need to maintain service delivery 'out of hours' and provide for a consolidated payment to staff dependent on frequency and level of accountability. The model presents no additional cost to the Council. Of note, Children's Social Care Duty cover is provided by Leicestershire County Council.
- Professional Development Policy – this policy outlines the Council's commitment to providing staff the opportunity and support to gain further qualifications or formal training. It contains provisions to reclaim costs if an employee leaves the Council's employment within 2 years. In addition, the Council will be making use of the Apprentice Levy as a framework of funding and delivery of professional development training wherever possible and available.
- Secondment Policy – secondments provide opportunities for staff to undertake a temporary transfer to either a new role or a specific piece of work/project – thus providing development in skills, knowledge and experience. The updated policy reflected some point of clarity regarding the treatment of allowances, a minimum time period (6 months) and impact on pension provisions.
- Four further policies had no/minor amendments – Umbrella Flexible Working, Capability, Umbrella Leave, Grievance. The review by the Head

of Human Resources concluded that these had all 'stood the test of time' and required no or minimum amendments. These Policies had been brought to the Committee as part of the review process and would allow a new review date to be applied to each Policy.

3.2 The Head of Human Resources also provided an update to the Committee on the current review of the NJC (Green Book) pay scale. The negotiations are being led by the Local Government Association . The Committee noted the upcoming review of the NJC Green Book pay.

3.3 No policies were referred to Full Council for consideration.

3.4 It was not necessary for the Committee to hear any dismissal appeals during the year.

3.5 There were no other appeal panels during the municipal year.

#### **4 CONSULTATION**

4.1 No formal consultation is required.

#### **5 ALTERNATIVE OPTIONS**

5.1 The Committee can support the annual report or ask for amendments.

#### **6 FINANCIAL IMPLICATIONS**

6.1 There are no direct financial implications arising from this report.

#### **7 LEGAL AND GOVERNANCE CONSIDERATIONS**

7.1 The Employment and Appeals Committee is not formally required in the Constitution to produce an annual report, however it is good practice to do so.

7.2 In accordance with Procedure Rule 31, the Committee can report any matter to Council, so could take the annual report to Council or inform other members that it is available to review in the agenda to this meeting.

#### **8 EQUALITY IMPACT ASSESSMENT**

8.1 An Equality Impact Assessment (EqIA) has not been completed.

#### **9 COMMUNITY SAFETY IMPLICATIONS**

9.1 There are no community safety implications.

#### **10 HEALTH AND WELLBEING IMPLICATIONS**

10.1 There are no health and wellbeing implications.

#### **11 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS**

11.1 To summarise the work of the Committee in an annual report in line with best practice.

## **12 BACKGROUND PAPERS**

12.1 There are no additional background papers to the report.

**A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.**