

EMPLOYMENT AND GENERAL COMMITTEE

Monday, 10th April, 2017

Present:-

Councillor Elliott (Chair)

Councillors Simmons
Blank

Councillors J Innes
Davenport

*Matters dealt with under the Delegation Scheme

**18 DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Wall.

20 MINUTES

RESOLVED –

That the Minutes of the meeting of the Committee held on 9 February, 2017 be approved as a correct record and signed by the Chair.

21 REVISED DISCIPLINARY AND GRIEVANCE POLICIES

The HR Officer submitted a report seeking approval for the implementation of a revised Disciplinary Policy and Grievance Policy.

The report noted that both policies were overdue for renewal and had been revised in accordance with employment law, Advisory, Conciliation and Arbitration Service (ACAS) guidelines and best practice.

The main changes to the Disciplinary Policy related to:

- the rights for employees sanctioned for disciplinary matters;
- grievances raised during the appeals process;

- levels and durations of warnings;
- frequency of suspension reviews;
- appointment of a case investigator;
- statutory duties relating to inclusion on the Disclosure and Barring List;
- rights of representation at the informal stage;
- levels of decision making;
- reference to previous disciplinary record;
- removal of all references to capability action.

Only minor changes had been made to the Grievance Policy.

Training and guidance would be provided to managers to support the implementation of the revised policies. Both policies had been submitted to the Employer/Trade Union Committee and any amendments had been incorporated into the policies.

Members supported the revised policies subject to an amendment to Appendix 1 of the Disciplinary Policy; Members agreed that being under the influence of drink and other intoxicants sufficient to affect work performance should be defined as gross misconduct and reference to the Drug and Alcohol Misuse Policy should be included within the policy.

***RESOLVED –**

1. That the revised Disciplinary Policy and Grievance Policy be approved subject to the amendments agreed by the Committee.

22 REVISED WORK EXPERIENCE AND LEAVE POLICIES

The HR Officer submitted a report seeking approval for the implementation of a revised Work Experience Policy and Leave Policy

The report noted that both policies were overdue for renewal and had been revised in accordance with employment law, ACAS guidelines and best practice.

The Work Experience Policy had been revised to provide a simplified process for the placement of work experience students and ensured that there was a well-managed, consistent approach to providing work experience placements. The updated policy contained clear guidance on risk assessments, DBS checks and Working Time Directive, and clarified

the application process and the role of the responsible officer. The policy also included an outline and checklist for the induction process, work planning template, placement agreement and certificate of achievement.

The Leave Policy had been redrafted to combine together existing policies and guidelines relating to leave. The main changes to the policy included:

- clarification on how to add additional leave for 5 years' service;
- carrying forward leave arising from sickness absence;
- reference to the discretionary day over Christmas period;
- reference to religions or beliefs which have festivals other than the 8 statutory bank holidays;
- clarification for part time staff work patterns and bank holidays;
- public duties where time off is granted;
- paid leave for employees to undertake reservist activities.

Training and guidance would be provided to managers to support the implementation of the revised policies. Both policies had been submitted to the Employer/Trade Union Committee and any amendments had been incorporated into the policies.

Members supported the revised policies subject to an amendment to the wording in Section 3 of the Leave Policy to give better clarification on the carrying forward of annual leave arising from sickness or ill-health.

***RESOLVED –**

1. That the revised Work Experience Policy and Leave Policy be approved subject to the amendment agreed by the Committee.

23 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

RESOLVED –

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act.

24 MINUTES OF COUNCIL HEALTH AND SAFETY COMMITTEE

The Minutes of the meeting of the Council Health and Safety Committee held on 18 January, 2017 and the Corporate Accidents and Work-Related Ill-Health Incidents Report from that meeting were submitted.

RESOLVED –

That the Minutes and the Corporate Accidents and Work-Related Ill-Health Incidents Report be received and noted.

25

MINUTES OF EMPLOYER/TRADE UNION COMMITTEE

The Minutes of the meeting of the Employer/Trade Union Committee held on 20 January, 2017 were submitted.

RESOLVED –

That the Minutes be received and noted.