

## **EMPLOYMENT AND GENERAL COMMITTEE**

**Monday, 5th December, 2016**

Present:-

Councillor Simmons (Vice-Chair in the Chair)

Councillors Blank  
Dickinson

Councillors J Innes

\*Matters dealt with under the Delegation Scheme

### **1 CHAIR OF THE MEETING**

**RESOLVED –**

That in the absence of the Chair and Vice-Chair, Councillor J Innes be appointed as Chair for the meeting.

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

No declarations of interest were received.

### **3 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Davenport and Elliott.

### **4 MINUTES**

**RESOLVED –**

That the Minutes of the meeting held on 29 March, 2016 be approved as a correct record and signed by the Chair.

### **5 TRANSFER OF STAFF FROM WEEKLY TO MONTHLY PAY**

Councillor Simmons, Vice-Chair of the Committee, arrived and took the Chair.

The HR Manager submitted a report recommending for approval proposals to transfer all weekly paid staff to monthly paid.

The transfer of all remaining weekly paid staff onto the monthly payroll would streamline processes and maximise efficiency by using technology to transmit information, removing the need to complete and submit paper timesheets on a weekly bases.

Discussions had taken place to find the most suitable time to start the transition and it was proposed that staff would be transferred in phases. The first phase would begin in February, 2017 and involve the transfer of 20 members of staff, the second phase involving the remainder of staff would take place in June, 2017.

There would initially be a gap of at least 15 days between the final weekly pay and first monthly pay. An advance would be offered based on 2 weeks basic contracted hours' net pay and paid with the final weekly pay; the full amount of the advance would be recovered from the first monthly pay. The report set out a plan for consulting line managers and affected employees on the changes.

The proposals were presented to and endorsed by the Employer/Trade Union Committee on 23 November, 2016.

**\*RESOLVED –**

That the transfer of all weekly paid staff to monthly paid be approved.

**6 MINUTES OF THE COUNCIL JOINT CONSULTATIVE COMMITTEE**

The Minutes of the meetings of the Council Joint Consultative Committee held on 21 January and 28 September, 2016 were submitted.

**RESOLVED –**

1. That the Minutes be received and noted.
2. That the Employment and General Committee receives the notes from the meetings of the Employer/Trade Union Committee as the recognised formal council-wide liaison mechanism with the four

recognised trade unions following the decision to suspend the Council Joint Consultative Committee.

**7 MINUTES OF COUNCIL HEALTH AND SAFETY COMMITTEE**

The Minutes of the meetings of the Council Health and Safety Committee held on 21 January, 28 April, 28 July and 26 October 2016, and the Improvement Programme Report from the meeting held on 26 October, 2016 were submitted.

**RESOLVED –**

That the Minutes and the Improvement Programme Report be received and noted.