Employment and Appeals Committee Minutes

Minutes of the Employment and Appeals Committee meeting of Wyre Borough Council held at 6.00 pm on Monday 10 March 2014 at the Civic Centre, Poulton-le-Fylde.

Committee members present:

Councillor Rita Amos
Councillor Simon Bridge
Councillor Sue Pimbley
Councillor Ann Turner (Chairman)
Councillor Valerie Wilson

Apologies:

Councillors Ian Duffy, Ruth Duffy and Julie Robinson

Officers present:

Liesl Hadgraft (Head of Business Support)
Duncan Jowitt (Democratic Services – committee secretary)

No members of the public attended the meeting.

Prior to the start of the meeting, the committee observed a minutes’ silence in memory of Councillor Graeme Cocker.

EA10. Declarations of interest

None.

EA11. Minutes

The committee confirmed the minutes of the meeting held on 4 November 2013 as a correct record.

EA12. Policy Review

The Head of Business Support (HBS) submitted a report presenting a number of additions and amendments to the council’s Human Resources Policies.

The committee discussed the additions and amendments to the Human Resources Policies and the HBS answered a number of pertinent questions from Members about the policies and provided clarification where requested on a number of issues.
Resolved that the following new Human Resources Policies of the council
  • Managing Restructures and Changes of Terms and Conditions
  • Agile Working Policy

and revisions to the following Human Resources Policies
  • Drugs & Alcohol in the Workplace Policy
  • Time off for Trade Union Duties
  • Zero Tolerance Policy

be approved.

EA13. Employment Appeals Panel Hearings

The HBS advised the committee that, at a recent grievance hearing, the appellant had been unable to remain to hear the decision of the Panel. She suggested that the hearing procedure be changed so that in future, instead of the appellant being asked to wait while the full transcript was prepared so that it could be read out to them, only the Panel's decision need be given verbally on the day. A full summary of the decision would be sent to the appellant in writing within 5 days.

The committee secretary related that he had struggled to constitute a Panel of three councillors for the recent hearing from the small pool of committee members who had completed the required training. The committee suggested that further appeals panel training be provided as soon as possible and that, unless there was a legal bar to doing so, this be made available to all councillors who wished to participate to allow them to sit on an Appeals Panel and that the Constitution be amended accordingly.

Resolved that
  • the hearing procedure be amended as suggested above,
  • the committee secretary arrange further appeals panel training and that this be offered to all Members,
  • the Council’s Constitution be amended to give the Corporate Director of Resources the authority to select any councillor who is suitably qualified to sit on an Appeals Panel.

EA14. Date and time of next meeting

6.00 pm on Monday 7 July 2014

The meeting started at 6.00 pm and finished at 6.33 pm.

Date of Publication: 11 March 2014

arm/empap/mi/100314