Employment and Appeals Committee Minutes

Minutes of the Employment and Appeals Committee meeting of Wyre Borough Council held on Monday 5 March 2012 at the Civic Centre, Poulton-le-Fylde.

Committee members present:

- Councillor Amos
- Councillor Cocker
- Councillor I Duffy
- Councillor R Duffy
- Councillor Lawrenson
- Councillor Martin
- Councillor Turner (Chairman)
- Councillor Wilson

Apologies: Councillor Pimbley

Officers present:

- Liesl Hadgraft (Human Resources Manager)
- Duncan Jowitt (Democratic Services & Councillor Development Officer)

EA10 Declarations of interest

None.

EA11 Minutes

The committee confirmed the minutes of the meeting of the committee held on 7 November 2011 as a correct record.

EA12 Human Resources Policies

The Human Resources Manager 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 policies and the Human Resources Manager provided Members with clarification on a number of issues.

It was noted that the second sentence of paragraph 5.5 of the report should read: “There is also a lot more information in the policy regarding managing work related stress and the use of individual risk assessments”.

Resolved that revisions to the following Human Resources Policies of the council be approved:

- Driving Policy
- Time Off in Lieu Policy
- Grievance Policy and Procedure
- Managing Stress in the Workplace
- Employee Code of Conduct
- Disciplinary Policy (Safeguarding)
- Special Leave Section of the Work-Life Balance

EA13 Appeals Training for Employment and Appeals Committee

The Councillor Development Officer submitted a report to inform the Employment and Appeals Committee of a training session, to be arranged following the council’s Annual Meeting on 11 May 2012, with the purpose of preparing members of the committee for their potential role in the appeals process as part of an Appeals Panel.

Resolved that

- The Councillor Development Officer source an appropriate external training provider to run an in-house Appeals training course at the Civic Centre for all members of the Committee.

- The date and time for the training be set, as far as practicable, to enable all members of the Employment and Appeals Committee to attend and that it be arranged after the Annual meeting on 10 May 2012 to reflect any changes in membership of the Committee. The Committee asked that the training session be held in the evening and that the Councillor Development Officer liaise with Councillor Ruth Duffy, if still a member of the committee following the Annual Meeting, to ensure that the date chosen would fit with the shift pattern of her work to enable her to attend.

- Invitations to sit on Employment and Appeals Panels subsequently be extended only to those who have attended the appropriate training.

- The Head of Business Support and/or a representative from HR also attend the training both to respond to any questions in relation to Wyre’s policies and procedures and to ensure that there would be no conflict between the training provided and any advice given in the future.

EA14 Date and time of next meeting

2 July 2012 at 6.00 pm.

The meeting started at 6.00 pm and finished at 6.29 pm.

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