

**MINUTES OF A MEETING OF THE EMPLOYMENT AND APPEALS COMMITTEE
HELD AT COUNTY HALL, LLANDRINDOD WELLS ON
TUESDAY 12TH SEPTEMBER 2013**

PRESENT:

County Councillor J.G. Morris (Chair)

County Councillors P.J. Ashton, J.H. Brunt, S.M. Hayes, A. Holloway, G.G. Hopkins, D.C. Jones, P.E. Lewis, S. McNicholas, P.J. Medlicott, D.W. Meredith, R.H. Mills, K.M. Roberts-Jones, K.F. Tampin and J.M. Williams

1.	APOLOGIES	EAC34 – 2013
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Apologies for absence were received from County Councillors J.R. Jones, G. Morgan, G.D. Price and J.G. Shearer.

2.	DECLARATIONS OF INTEREST	EAC35 – 2013
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There were no declarations of interest reported.

3.	MINUTES	EAC36 – 2013
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The Chair was authorised to sign the minutes of the meetings held on 3rd, 24th and 25th June 2013 as correct records.

4.	SUB COMMITTEE MINUTES	EAC37 – 2013
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The Chairs presiding at the following meetings were authorised to sign the minutes as correct records:

Appointments Sub Committee 28th June 2013
 Appointments Sub Committee 2nd July 2013
 Appointments Sub Committee 5th July 2013
 Dismissal Appeals Sub Committee 18th March 2013
 Dismissal Appeals Sub Committee 8th April 2013

The following two items were taken together.

5.	APPEALS PROCEDURES	EAC38 – 2013
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6.	DISCIPLINARY AND GRIEVANCE PROCEDURES	EAC39 – 2013
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Members discussed the appeals process and the draft disciplinary and grievance procedures which had been out for consultation.

The Committee suggested a revision to the draft suspension letter to make the paragraph “Suspension is not a punitive action...” the second paragraph.

The Committee discussed the role of members in the appeals process and there was unanimous support for retaining elected members on appeals sub committees. Members accepted that a Strategic Director or Head of Service be part of the appeals sub committees but felt that for the process to retain its impartiality in the eyes of appellants elected members should remain in the majority on appeals sub committees.

RECOMMENDED to the Portfolio Holder for Corporate Delivery that there be a minimum of three elected members on appeals sub committees.

The Committee discussed how the process could be improved. Officers were asked to produce timelines to show where appellants were in the process and to set up regular meetings of the Chair of the Committee, the Portfolio Holder and the Head of Professional Services and Commissioning to review all outstanding case to ensure no undue delays or postponements and to receive feedback from appeals sub committees.

Officers confirmed that Legal would be asked to look at producing a catchall definition of gross misconduct for inclusion on pages 32 and 33 of the Disciplinary Policy – Guidance Framework.

The Committee asked that the provision of HR advice available to schools be looked at as a matter of urgency and were advised that officers were in discussion with Ceredigion County Council about the provision of specialist advice.

The Committee asked to be kept informed if any of its suggestions were not adopted in the disciplinary and grievance policies.

7.	UPDATE ON SENIOR APPOINTMENTS	EAC40– 2013
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The Committee received an update on senior officer appointments. Most officers were now in post. The Strategic Director Resources was taking up post on 1st October and was already acting as Section 151 Officer. The Head of Adult Services was starting on 28th October and shortlisting for the Head of Children’s Services would take place on 19th September.

The Chair placed on record his thanks to the Committee and officers involved in the appointments process.

8.	UPDATE ON THE REORGANISATION OF HR	EAC41 – 2013
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The Head of Professional Services and Commissioning advised members that the service needed to find £200,000 savings in 2014/15 and £700,000 in 2015/16. He was in discussion with colleagues in Ceredigion on collaboration between HR services in the two counties.

9.	EMPLOYMENT LAW UPDATE	EAC42 – 2013
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There was no update on this occasion due to staff sickness.

The Chair agreed to vary the agenda to take the following two items next.

10.	CONFIDENTIAL MATTERS	EAC44 – 2013
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RESOLVED to exclude the public for the following two items of business on the grounds that there would be disclosure to them of exempt information under category 1 of The Local Authorities (Access to Information) (Variation) (Wales) Order 2007).

11.	APPLICATION TO UNDERTAKE CONCURRENT PRIVATE WORK	EAC45– 2013
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The Committee considered an application from a member of staff to undertake concurrent private work. Officers were asked to review the policy.

RESOLVED	Reason for Decision:
That AB is approved to seek external employment opportunities, during his own time, subject to the restrictions described to prevent any conflicts of interest.	To Allow AB express permission to undertake private work

The Committee went back into open session.

12.	SICKNESS ABSENCE POLICY	EAC43 – 2013
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Louise Proudman, HR Adviser explained how the service was working to reduce staff sickness levels.

The Committee asked for officers to look at introducing a policy to give staff the option to buy extra leave. The Chair asked that any HR advice sent to head teachers also be sent to the Chairs of Governors.

J.G. MORRIS
Chairman