

**MINUTES OF A MEETING OF THE EMPLOYMENT AND APPEALS COMMITTEE
HELD AT COUNTY HALL, LLANDRINDOD WELLS ON FRIDAY 22ND JUNE 2012**

PRESENT:

County Councillors P.J. Ashton, S.M. Hayes, A. Holloway, G.G. Hopkins, D.C. Jones, J.R. Jones, P.E. Lewis, P.J. Medicott, D.W. Meredith, R.H. Mills, G. Morgan, J.G. Morris, K.M. Roberts-Jones, J.G. Shearer, K.F. Tampin, G. Williams, J.M. Williams and A. York.

1.	ELECTION OF CHAIRMAN	EAC1 – 2012
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RESOLVED that County Councillor J.G. Morris be elected Chairman for the ensuing year.

2.	ELECTION OF VICE CHAIRMAN	EAC2 – 2012
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RESOLVED that County Councillor G. Morgan be elected Vice Chairman for the ensuing year.

3.	APOLOGIES	EAC3 – 2012
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Apologies for absence were received from County Councillors J.H. Brunt, C. Davies and M.J. Dorrance.

4.	DECLARATIONS OF INTEREST	EAC4 – 2012
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There were no declarations of interest reported.

5.	INDUCTION TRAINING	EAC5 – 2012
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The Human Resources Manager gave Members an introduction to the work of the Committee. Much of the Committee's work takes place in Disciplinary Appeals Sub Committees, Grievance Appeals Sub Committees and Appointments Sub Committees. An information pack setting out the protocols for these meetings was circulated to Members. Members asked for mock employment tribunal hearings to be arranged and for the opportunity to attend a hearing. Members also asked for training for interviewing senior posts and for safeguarding training to be arranged for all Councillors.

Officers were asked to check that there was no problem with retired trade union members sitting on appeals sub committees.

6.	COMMITTEE WORK PROGRAMME	EAC6 – 2012
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The following items were agreed for the work programme

Training for Members sitting on Heads of Service appointment panels
 Training for members of disciplinary panels
 Absence management
 Performance capability
 Redundancy policy
 Grievance procedures
 Attendance at an employment tribunal
 Overview of the whistle blowing policy.

7.	EMPLOYMENT POLICY UPDATES	EAC7 – 2012
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A timetable of employment policy updates was circulated. Officers explained that a number could not be finalised until Job Evaluation had been completed. The Portfolio Holder for HR wanted the People Scrutiny Committee to look at the policies on advance of pay, overpayment and travel and subsistence.

Members will be invited to the Policy Review Forum where Employment and Appeals Committee and Scrutiny Committee members, Heads of Service, Managers and Trade Unions are invited to discuss revisions to key employment policies.

Members asked about the Green Book which was the national agreement on pay and conditions for local government. Relevant parts would be included in the packs sent to members on appeals panels and there were plans to publish it on the intranet.

8.	EMPLOYMENT LAW UPDATES	EAC8 – 2012
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A case study dealing with posting comments on social network sites was circulated to the Committee.

Members asked that a letter of best wishes be sent to Karen Williams, Head of HR who was away on sick leave.

J.G. MORRIS
 Chairman