

Employment and Appeals Committee Minutes

The minutes of the Employment and Appeals Committee meeting of Wyre Borough Council held on Monday, 2 November 2015 at the Committee Room 2, Civic Centre, Poulton-Le-Fylde.

Committee members present:

Councillor Barry Birch
Councillor Simon Bridge
Councillor Ian Duffy

Councillor Ruth Duffy
Councillor Ann Turner
Councillor Val Wilson

Apologies:

Councillors Graham Holden, Natalie Reeves and Julie Robinson.

Officers present:

Liesl Hadgraft (Head of Business Support)
Duncan Jowitt (Democratic Services Officer)

No members of the public attended the meeting.

6 **Declarations of interest**

None.

7 **Confirmation of Minutes**

The committee confirmed the minutes of the meeting held on 6 July 2015 as a correct record.

8 **Policy Review**

The Head of Business Support submitted a report presenting one new policy and five of the council's existing Human Resources Policies that had been reviewed and updated. She explained the reasons for the changes that had been made to the existing policies and the necessity for a new Chief Officers Disciplinary Policy and Procedure (excluding Protected Officers) Policy, which would come into force in July 2016 to coincide with the senior management restructure and the appointment of three new Service Directors.

The committee discussed the additions and amendments proposed and asked a number of pertinent questions about the policies to which the Head of Business Support provided appropriate clarification.

Resolved that the new Chief Officers Disciplinary Policy and Procedure (excluding Protected Officers) Policy and revisions to the following Human Resources Policies be approved:

- Redeployment Policy and Procedure
- Employee Training and Development Policy
- Dignity at Work Policy
- Eyesight Testing Policy and Procedure
- Promoting Attendance and Controlling Absence Policy and Procedure.

9 Date and time of next meeting

6pm on Monday 14 March 2016

The meeting started at 6.00 pm and finished at 6.21 pm.

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