Employment and Appeals Committee Minutes

The minutes of the Employment and Appeals Committee meeting of Wyre Borough Council held on Monday, 30 October 2023 at the Committee Room 2 - Civic Centre.

Employment and Appeals Committee members present:
Councillors Birch, Cartridge, Ibison and C Walker

Officers present:
Jane Collier, Human Resources Manager and Deputy Monitoring Officer
Marianne Unwin, Democratic Services and Scrutiny Manager (Temporary)
Marc Whittaker, Senior Human Resources Advisor
Solomon Mattatia, Corporate Apprentice

No members of the public or press attended the meeting.

8   Declarations of interest

None..

9   Confirmation of minutes

The minutes of the meeting of Employment and Appeals Committee held on Monday 10 July 2023 were **confirmed** as a correct record by those who were in attendance.

10   Policy Review

The Human Resources Manager, Jane Collier, submitted a report presenting six policies and procedures that had been amended.

Jane introduced the report and provided members with a brief overview of the policies.

10a   Appeals against Dismissal Policy

Jane introduced the policy and explained that there had been minor amendments made throughout this policy. She informed the councillors that in the event of an Appeal Hearing this was the policy that would be followed. Jane reminded members that appeals training had been organised and encouraged committee members to attend.

Councillor Birch questioned if there could be a clearer way of setting out the changes made to policies. Jane confirmed that significant changes to policies was outlined in the covering report. Minor factual amendments had been made to the Appeals against Dismissal Policy.

10b   Disciplinary Policy and Procedure

10c   Chief Officer Disciplinary Policy and Procedure

10d   Protected Officer Disciplinary Policy and Procedure

Jane introduced the Disciplinary Policy and Procedure, the Chief Officer Disciplinary Policy and Procedure and the Grading Review and Appeals Policy and Procedure. She explained that all three had amendments made to the suspension section to clarify that if someone on suspension was certified as unfit due to illness, payments would be provided in accordance with the council's sick pay provision.

She also clarified that suspension would not normally be for more than 60 days and that this had been added to the Disciplinary Policy and Procedure for consistency.

Jane provided an answer to a question about the appointment of a liaison officer.

10e   Grading Review and Appeals Policy and Procedure

Jane introduced the policy and highlighted minor amendments made to include that appeals of joint positions must have a 100 per cent agreement of all post holders and clarification that the employee, line manager or Head of Service could be called into the review meetings to clarify points to the appeal hearing.

10f   Time Off for Trade Union Duties

Jane introduced this policy and confirmed that it was in line with statutory provisions. She added that the policy had been updated to include that the approval for granting time off for training was the responsibility of the relevant Director.

Jane responded to comments regarding requests for time off to attend trade union training courses. She also responded to a question regarding appeals against dismissal and the encouragement of informal resolutions.

Jane clarified the three-year policy review cycle, however policies would be reviewed sooner by the committee if there was a change in legislation or best practice.

11   Decision taken

After further discussions, the committee **approved** each of the following Human Resources policies and arrangements:

- Appeals against Dismissal Policy
- Disciplinary Policy and Procedure
- Chief Officer Disciplinary Policy and Procedure
- Protected Officer Disciplinary Policy and Procedure
- Grading Review and Appeals Policy Procedure
- Time Off for Trade Union Duties

The meeting started at 6.03 pm and finished at 6.20 pm.

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