

STAFFING COMMITTEE

Monday, 15th August, 2016
Time of Commencement: 7.00 pm

Present:- Councillor Sandra Hambleton – in the Chair
Councillors Cooper, Frankish, Reddish, Robinson, Sweeney and Woolley
Officers Guy Benson, Geoff Durham and Sarah Taylort
Apologies Councillor(s) Holland

1. APOLOGIES

Apologies were received from Councillor Holland.

2. DECLARATIONS OF INTEREST

3. MINUTES OF A PREVIOUS MEETING

Resolved: That the minutes of the meeting held on 21 March, 2016 be agreed as a correct record.

4. MINUTES OF THE EMPLOYEES CONSULTATIVE COMMITTEE

Resolved: That the minutes of the meeting of the Employees Consultative Committee held on 11 July, 2016, be received.

5. MANAGING CONFLICT POLICY

Consideration was given to a report requesting that the Committee adopt the Managing Conflict Policy.

The policy had been designed to encourage free communication between employers and their managers to enable a quick resolution of any problems.

The Council's Head of Human Resources, Sarah Taylor advised Members that this had already been happening in practice but a Policy was required.

Managers would receive training on the Policy so that they would be in a position to deal with any conflicts should they arise.

Resolved: That the Managing Conflict Policy, as appended to the agenda, be approved.

6. GRIEVANCE PROCEDURE

Consideration was given to a report regarding the reviewing of the Council's current Grievance procedure which was updated in 2009.

Members were referred to the Current and revised procedures which were appended to the agenda report. The revised procedure would bring it in line with the ACAS Code of Practice.

Members queried how grievances were monitored in terms of numbers and outcomes and requested that information on this be brought to a future meeting.

- Resolved:**
- (i) That the Grievance Policy and Procedure, as appended to the agenda report, be approved.
 - (ii) That information on grievances at the Council, including numbers and outcomes be brought to a future meeting.

7. ATTENDANCE MANAGEMENT POLICY AND PROCEDURE

Consideration was given to a report regarding a new Attendance Management Policy and Procedure which addresses sickness absences of employees.

A key change to the current Policy is to introduce the Bradford Factor Score.

This Policy would also bring together the Council's Attendance Management Policy and the Capability Policy.

Members were advised that the Trade Unions were in full agreement with the Policy.

- Resolved:** That the Policy as detailed at Appendix A of the agenda report be approved.

8. GUIDE TO AGILE WORKING

Consideration was given to a report requesting that Members adopt a Guide to Agile Working.

The Guide had been produced in order to develop modern working practices when the Council Offices move to the new Civic Hub in 2017.

Members were advised that the Trade Unions were in agreement with the Policy.

- Resolved:** That the Guide as detailed at Appendix A of the agenda report be approved.

9. URGENT BUSINESS

There was no urgent business.

10. DISCLOSURE OF EXEMPT INFORMATION

- Resolved:** That the public be excluded from the meeting during consideration if the following items because it is likely that there will be disclosure of exempt information as defined in paragraphs 1,2, and 3 in Part 1 of Schedule 12A of the Local Government Act, 1972

11. REVIEW OF MARKET SUPPLEMENTS

Consideration was given to a report regarding a review of market supplements for the recruitment and retention of staff for the Planning Service.

The Council's Head of Planning and Development, Mr Guy Benson advised Members that this was necessary in order to ensure the future continuity of service provision.

- Resolved:**
- (i) That the proposed market supplements as indicated in the agenda report be applied to the posts indicated for the period 1 September, 2016 to 31 August, 2019.
 - (ii) That a further review be carried out in Spring 2019.

COUNCILLOR SANDRA HAMBLETON
Chair

Meeting concluded at 7.55 pm