

**MINUTES OF A MEETING OF THE EMPLOYMENT AND APPEALS COMMITTEE  
HELD AT COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS,  
POWYS ON FRIDAY, 7 OCTOBER 2016**

**PRESENT**

County Councillor J M Williams (Chair)

County Councillors PJ Ashton, S Davies, J C Holmes, D C Jones, JG Morris,  
G W Ratcliffe and K M Roberts-Jones

In attendance Joint Director Workforce and Organisation Development, Employment Policy and Service Development Business Partner, Human Resources Business Partner and Deputy Monitoring Officer.

<b>1.</b>	<b>APOLOGIES</b>	<b>EAC7- 2015</b>
-----------	------------------	-------------------

Apologies for absence were received from County Councillors GR Banks and JG Shearer and from the Account Manager Workforce and Organisation Development.

<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	<b>EAC8- 2015</b>
-----------	---------------------------------	-------------------

There were no declarations of interest reported.

<b>3.</b>	<b>MINUTES</b>	<b>EAC9- 2015</b>
-----------	----------------	-------------------

The Chair was authorised to sign the minutes of the meetings held on 4<sup>th</sup> December 2016 and 10<sup>th</sup> August 2016 as correct records.

<b>4.</b>	<b>SUB COMMITTEE MINUTES</b>	<b>EAC10- 2015</b>
-----------	------------------------------	--------------------

The Chair was authorised to sign the minutes of the Appointments Sub-Committee held on 21<sup>st</sup> March 2016, the Shortlisting Sub-Committee held on 23<sup>rd</sup> August 2016 and the Appointments Sub-Committee held on 21<sup>st</sup> September 2016 as correct records.

<b>5.</b>	<b>MEMBERSHIP OF THE EMPLOYMENT AND APPEALS COMMITTEE</b>	<b>EAC11- 2015</b>
-----------	---	--------------------

The Committee discussed its membership following concerns raised by the Vice-Chair, County Councillor Roberts-Jones, that with only two women on the Committee there was a danger that the Committee may be leaving itself open to challenge if there are no women on Appeals or Appointments Panels.

**RESOLVED that the Chair of the Committee write to political group leaders to ask them to reconsider their appointments to the committee with a view to achieving a better gender balance.**

<b>6.</b>	<b>NEW DISCIPLINARY POLICY</b>	<b>EAC13- 2015</b>
-----------	--------------------------------	--------------------

The Employment Policy and Service Development Business Partner gave a presentation on the Council's new disciplinary policy which was designed to guide managers, employees and their representatives through the disciplinary process. The process allowed for informal resolution, provided this was confirmed in writing, with the formal procedure reserved for serious misconduct, serious performance issues and repeated misconduct. The Committee welcomed that timeframes had been greatly reduced as the length of time that some cases had run on had been flagged up as a concern by Appeals Panels in the past.

<b>7.</b>	<b>RESOURCE PLAN</b>	<b>EAC12- 2015</b>
-----------	----------------------	--------------------

Details of the HR resource plan were tabled. The Committee noted that the plan needed to be updated in light of recent Cabinet decisions on schools modernisation. The Committee was advised that HR did not have the resources to cover all of the projects and that in some cases it would have to ask for additional resources. The availability of Trade Union representatives was also an issue and they had drawn up their own resource plan.

<b>8.</b>	<b>HR STATISTICS</b>	<b>EAC14- 2015</b>
-----------	----------------------	--------------------

The Committee was advised that whilst the number of appeals cases had reduced dramatically, the number of management of change projects had tripled as services reorganised to deliver their savings targets. HR Business Partners were working closely with services and attended their management teams. Work force issues were raised at the Chief Executive's Management Team by the Joint Director Workforce and Organisation Development.

For the next meeting the Joint Director Workforce and Organisation Development agreed to provide details of the staffing establishment including, age profile, starters, leavers and details of sickness rates and appraisals.

<b>9.</b>	<b>EMPLOYMENT LAW UPDATE</b>	<b>EAC15- 2015</b>
-----------	------------------------------	--------------------

The Committee received an update of some recent case law. Members asked about training on protected disclosure and the Joint Director Workforce and Organisation Development agreed to look into the possibility of a number of members of the committee attending training run by Powys Teaching Health Board. Members also asked for a briefing on whistleblowing at the next meeting.

<b>10.</b>	<b>SAFER RECRUITMENT TRAINING</b>	<b>EAC16- 2015</b>
------------	-----------------------------------	--------------------

This was deferred to the next meeting on 2<sup>nd</sup> December 2016.

**County Councillor J M Williams (Chair)**