

Employment and Appeals Committee

Meeting Venue
**Committee Room A - County Hall,
Llandrindod Wells, Powys**

Meeting date
Friday, 7 October 2016

Meeting time
10.00 am

For further information please contact
Stephen Boyd
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County Hall
Llandrindod Wells
Powys
LD1 5LG

30 September 2016

AGENDA

1.	APOLOGIES	EAC7- 2015
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To receive apologies for absence.

2.	DECLARATIONS OF INTEREST	EAC8- 2015
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To receive any declarations of interest from Members relating to items to be considered on the agenda.

3.	MINUTES	EAC9- 2015
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To authorise the Chair to sign the minutes of the meetings held on 4th December 2015 and 10th August 2016 as correct records.

(Pages 3 - 6)

4.	SUB COMMITTEE MINUTES	EAC10- 2015
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To authorise the Chair to sign the minutes of the Appointments Sub-Committee held on 21st March 2016, the Shortlisting Sub-Committee held on 23rd August 2016 and the Appointments Sub-Committee held on 21st September 2016.

(Pages 7 - 12)

5.	MEMBERSHIP OF THE EMPLOYMENT AND APPEALS COMMITTEE	EAC11- 2015
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To consider the membership of the Committee.

6.	RESOURCE PLAN	EAC12- 2015
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To consider the resource plan.

(To Follow)

7.	NEW DISCIPLINARY POLICY	EAC13- 2015
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To receive a presentation on the new disciplinary policy.

8.	HR STATISTICS	EAC14- 2015
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To receive an update on case load.

9.	EMPLOYMENT LAW UPDATE	EAC15- 2015
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To receive an update on employment law.

(To Follow)

EAC9- 2015

MINUTES OF A MEETING OF THE EMPLOYMENT AND APPEALS COMMITTEE HELD AT COUNTY HALL, LLANDRINDOD WELLS ON FRIDAY 4TH DECEMBER 2015

PRESENT:

County Councillors A Holloway, DC Jones, PE Lewis, S McNicholas, PJ Medicott, RH Mills, JG Morris, KM Roberts-Jones, JG Shearer, KF Tampin, and JM Williams

In Attendance: County Councillor H Lewis, Wyn Richards (Head of Democratic Services) and Mark McIntyre (Acting Professional Lead for HR)

1.	ELECTION OF CHAIR	EAC20 – 2015
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It was explained that County Councillor John Morris had resigned as Chair of the Employment and Appeals Committee following his election as Chair of the Audit Committee.

RESOLVED that County Councillor Michael Williams be elected Chair for the remainder of the municipal year.

Consequent upon the election of Councillor Williams as Chair of the Committee the position of Vice Chair was vacant.

RESOLVED that County Councillor Kath Roberts-Jones be elected Vice Chair for the remainder of the municipal year.

2.	APOLOGIES	EAC21 – 2015
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Apologies for absence were received from County Councillors PJ Ashton, JR Jones, DW Meredith, GW Ratcliffe and AG Thomas.

3.	MINUTES	EAC24 – 2015
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The Chair was authorised to sign the minutes of the meeting held on 9th October 2015 as a correct record.

4.	DECLARATIONS OF INTEREST	EAC25 – 2015
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There were no declarations of interest reported.

5.	SIZE OF THE COMMITTEE	EAC26 – 2015
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Members discussed the size of the Committee in light of both the need to modernise its working practices and to make savings by reducing membership on committees. The Head of Democratic Services provided details of the arrangements in other Welsh authorities.

There were currently four vacant places on the committee which was an indication that Members did not wish to serve on the committee. The majority of the committee's work was done in appeals panels and not all members of the committee participated in these. Members advised that the volume of paperwork associated with appeals cases made it difficult to take part when they were serving on other committees, such as the Planning, Taxi Licensing and Rights of Way Committee that also had sizeable agendas. Members asked whether it was possible to reduce the amount of paperwork that the appeals panels had to consider but were advised that appellants had the right to submit whatever documents they wanted to support their appeals.

It was agreed to bring a detailed report to the next meeting of the Committee.

6.	EFFECTIVENESS OF PART TIME WORKING ARRANGEMENTS	EAC27 – 2015
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This issue had been raised at the last meeting of the Joint Chairs and Vice-Chairs Steering Group regarding the inability of the Council to recruit to part time posts because employment of over 16 hours a week affected the benefits of part time members of staff. The Acting Professional Lead for HR advised that he was not aware that this was an issue for services, with the possible exception of a small number of posts in Children's Services. The Head of Democratic Services agreed to consult the member who had raised the issue at the Joint Chairs Committee to see if there was a specific issue that he wanted to be addressed.

The discussion moved onto flexible working and the problems Councillors sometimes faced in having their queries dealt with if the member of staff they were trying to contact was away. There was recognition that managers needed to ensure that there was adequate cover for when staff were away. The Chair asked for a report back to the next meeting of the Committee.

7.	EMPLOYMENT LAW UPDATE	EAC28 – 2015
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The Committee received details of an employment law case. Members asked that when they make recommendations in appeals panels they receive feedback on whether their recommendations have been adopted.

JM WILLIAMS
Chair

**MINUTES OF A MEETING OF THE EMPLOYMENT AND APPEALS COMMITTEE
HELD AT COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS,
POWYS ON WEDNESDAY, 10 AUGUST 2016**

PRESENT

County Councillors PJ Ashton, G R Banks, R G Brown, S Davies, J C Holmes, D C Jones, DW Meredith, G W Ratcliffe, K M Roberts-Jones and J G Shearer and JM Williams.

Apologies for absence were received from County Councillors A Holloway, P E Lewis, JG Morris and T J Van-Rees.

1.	ELECTION OF CHAIR	EAC1- 2016
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RESOLVED that County Councillor JM Williams be elected Chair for the ensuing year.

2.	ELECTION OF VICE-CHAIR	EAC2- 2016
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RESOLVED that County Councillor KM Roberts-Jones be elected Vice-Chair for the ensuing year.

County Councillor JG Shearer left the meeting.

3.	APOLOGIES	EAC3- 2016
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Apologies for absence were received from County Councillors A Holloway, PE Lewis, JG Morris and TJ Van Rees who had apologised as he knew the husband of one of the candidates.

4.	DECLARATIONS OF INTEREST	EAC4- 2016
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County Councillor TJ Van-Rees had declared a personal interest and therefore sent his apologies for the meeting.

5.	EXEMPT ITEMS	EAC5- 2016
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RESOLVED to exclude the public for the following items of business on the grounds that there would be disclosure to them of exempt information under category 1 of The Local Authorities (Access to Information) (Variation) (Wales) Order 2007).

6.	INTERVIEWS FOR THE POST OF HEAD OF CHILDREN'S SERVICES	EAC6- 2016
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The Committee interviewed candidates for the post of Head of Children's Services.

RESOLVED that Carolann James be appointed to the post of Head of Children's Services.

County Councillor J M Williams (Chair)

EAC10- 2015 1

MINUTES OF A MEETING OF THE APPOINTMENTS SUB COMMITTEE HELD AT COUNTY HALL, LLANDRINDOD WELLS ON MONDAY 21ST MARCH 2016

PRESENT:

County Councillor JM Williams (Chair)

County Councillors PJ Ashton, DC Jones, PJ Medicott, GW Ratcliffe, KM Roberts-Jones

County Councillor PC Pritchard, Portfolio Holder for HR ICT and Communications

In attendance: David Powell Strategic Director – Resources, Amanda Thomas Recruitment and Staffing Manager and Rebecca Richards Powys Teaching Health Board

1. Apologies

County Councillor Susan McNicholas.

2. Declarations of Interest

There were no declarations of interest reported.

3. Confidential Matters

RESOLVED to exclude the public for the following item of business on the grounds that there would be disclosure to them of exempt information under category 1 of The Local Authorities (Access to Information) (Variation) (Wales) Order 2007).

4. Head of ICT

The Sub-Committee interviewed for the position of Head of ICT.

RESOLVED that Mr Andrew Durant be appointed to the position of Head of ICT.

JM Williams
Chairman

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**MINUTES OF A MEETING OF THE SHORTLISTING SUB-COMMITTEE HELD AT
COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS, POWYS ON
TUESDAY, 23 AUGUST 2016**

PRESENT

County Councillor JM Williams (Chair)

County Councillors PJ Ashton, G R Banks, D C Jones, W T Jones, JG Morris,
G W Ratcliffe, K M Roberts-Jones

In attendance: Strategic Director Resources, Recruitment and Staffing Manager

1. APOLOGIES

Apologies for absence were received from County Councillors Ann Holloway and Joy Shearer.

2. DECLARATIONS OF INTEREST

The Strategic Director Resources advised that he knew one of the candidates from his previous role with Herefordshire County Council. It was also noted that one candidate was internal and known to all of the committee.

3. EXEMPT ITEMS

RESOLVED to exclude the public for the following items of business on the grounds that there would be disclosure to them of exempt information under category 1 of The Local Authorities (Access to Information) (Variation) (Wales) Order 2007).

4. SHORTLISTING FOR THE HEAD OF FINANCIAL AND COMMERCIAL SERVICES POST

The Sub-Committee considered the applications received.

RESOLVED to put all three candidates forward for formal interview.

**County Councillor JM Williams
Chair**

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**MINUTES OF A MEETING OF THE APPOINTMENTS SUB-COMMITTEE HELD AT
COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS, POWYS ON
WEDNESDAY, 21 SEPTEMBER 2016**

PRESENT

County Councillor JM Williams (Chair)

County Councillors PJ Ashton, G R Banks, D C Jones, W T Jones, G W Ratcliffe,
K M Roberts-Jones.

1.	APOLOGIES
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Apologies for absence were received from County Councillor John Morris.

2.	DECLARATIONS OF INTEREST
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There were no declarations of interest reported.

3.	EXEMPT ITEMS
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RESOLVED to exclude the public for the following items of business on the grounds that there would be disclosure to them of exempt information under category 1 of The Local Authorities (Access to Information) (Variation) (Wales) Order 2007).

4.	APPOINTMENT TO THE POST OF HEAD OF FINANCIAL AND COMMERCIAL SERVICES
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The Sub-Committee interviewed candidates for the post of Head of Financial and Commercial Services.

RESOLVED not to make an appointment.

**County Councillor JM Williams
Chair**

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