

**MINUTES OF A MEETING OF THE EMPLOYMENT AND APPEALS COMMITTEE
HELD AT COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS,
POWYS ON FRIDAY, 15 JUNE 2018**

PRESENT

County Councillor J M Williams (Chair)

County Councillors G Breeze, E Durrant, D R Jones, C Mills, N Morrison,
P C Pritchard, G W Ratcliffe, K M Roberts-Jones, L Roberts and J Williams

1. APOLOGIES

Apologies for absence were received from County Councillor Francesca Jump.

2. DECLARATIONS OF INTEREST

There were no declarations of interest reported.

3. MINUTES

The Chair was authorised to sign the minutes of the meetings held on 1 December 2017 and 17 May 2018 as correct records.

4. SUB-COMMITTEE MINUTES

The Chair was authorised to sign the minutes of the following Sub-Committees as correct records:

Shortlisting Sub-Committee	23 February 2018
Appointments Sub-Committee	5 March 2018
Shortlisting Sub-Committee	11 April 2018
Appointments Sub-Committee	24 April 2018
Appointments Sub-Committee	3 May 2018.

5. SUB-COMMITTEE MEMBERSHIP

Members discussed the membership of Sub-Committees.

Shortlisting and Appointments Sub-Committees

Members discussed limiting the numbers participating in Shortlisting and Appointments Sub-Committees with the Chair suggesting there should be between 5 and 8 members in addition to the relevant Portfolio Holder.

The Committee also discussed whether Shortlisting and Appointments Sub-Committees should be made up of different members but decided to maintain the current arrangements that the same members take part in both Shortlisting and Appointments and that they must participate in both.

RESOLVED that Shortlisting Sub-Committees and Appointments Sub-Committees comprise 5 members of the Employment and Appeals Committee, to include at least 1 male and 1 female, in addition to the relevant Portfolio Holder.

When meetings were being arranged, the clerk would email all members of the Committee, giving two days for members to reply, and in the event of more than 5 members applying to participate the Chair and Vice Chair would agree the membership of the Sub-Committees.

Appeal Panels

RESOLVED that Appeal Panels comprise 5 members of the Employment and Appeals Committee, to include at least 1 male and 1 female.

The Committee noted that it was important that all members have the skills to chair meetings and asked that a mock hearing be organised at the next meeting to provide members with training.

6.	SICKNESS ABSENCE UPDATE
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Members were given details of sickness levels for the first two months of the financial year and for 2017/18 and 2016/17. Some departmental statistics were not available because a number of services had switched between directorates. Members asked for more information in future reports, including the main causes of sickness and figures to enable comparison for the same period the previous year. Sickness rates were comparable with those of other Welsh local authorities.

The Committee was advised that HR was working on preventative measures to support good health in the work place. Business cases were being developed for more proactive occupational health and additional support for sickness absence monitoring. Members were also advised of the reporting mechanisms for managers to help them manage sickness absences and performance reviews. There had been an improvement in the percentage of IPR's being completed but the Committee took the view that managers should be completing them without exception. The Chair asked for any issues relating to sickness absences or performance reviews not being completed to be brought to the Committee's attention.

County Councillor C Mills left at 11.03.

7.	HR POLICY UPDATE
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The Committee was advised that a number of HR policies either had been, or would be, revised in light of the new General Data Protection Regulations. Members were also advised on drugs and alcohol testing for staff was being introduced for specific cases.

8.	EMPLOYMENT LAW UPDATE
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The Committee received an update on employment law.

The Chair advised the Committee that Debby Jones, the Deputy Monitoring Officer, was leaving the Council for another post and he thanked her for all her support to the Committee and wished her well in her future career.

9.	OVERVIEW OF TRANSFORMATION PROGRAMMES - HR ASPECTS
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The Committee was advised that HR were supporting the transformation projects.

County Councillor J M Williams (Chair)