

**MINUTES OF A MEETING OF THE EMPLOYMENT AND APPEALS COMMITTEE  
HELD AT COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS,  
POWYS ON FRIDAY, 5 OCTOBER 2018**

PRESENT

County Councillor J M Williams (Chair)

County Councillors G Breeze, E Durrant, F H Jump, N Morrison, G W Ratcliffe,  
K M Roberts-Jones, L Roberts and J Williams

<b>1. APOLOGIES</b>
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Apologies for absence were received from County Councillor DR Jones.

<b>2. MINUTES</b>
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The Chair was authorised to sign the minutes of the last meeting held on 15<sup>th</sup> June 2018.

<b>3. SUB-COMMITTEE MINUTES</b>
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The Chair was authorised to sign the minutes of the following Sub-Committees as correct records:

Shortlisting Sub-Committee	20 June 2018
Shortlisting Sub-Committee	27 June 2018
Appointments Sub-Committee	2 July 2018
Appointments Sub-Committee	11 July 2018
Shortlisting Sub-Committee	14 August 2018.

<b>4. UPDATE ON THE PAPER FROM THE ACTING CHIEF EXECUTIVE ON ORGANISATIONAL TRANSFORMATION</b>
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The Committee was briefed on the Acting Chief Executive's proposals for organisational transformation. Consultation with Directors and Heads of Service had ended and the proposals would be published shortly. The new structure would be aligned to deliver the vision and achieve £1m savings.

<b>5. APPOINTMENT OF NEW CHIEF EXECUTIVE</b>
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The Committee was briefed on the arrangements for the appointment of the new Chief Executive. Shortlisting would be undertaken by the Employment and Appeals Committee on 5<sup>th</sup> November and the appointment by full Council on 20<sup>th</sup> November.

<b>6.</b>	<b>WITNESSES AT HEARINGS/APPEALS</b>
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The Committee discussed a recent hearing which had been postponed because witnesses had not attended. It was confirmed that witnesses could not be compelled to attend. Members agreed that a debrief on hearings would be useful to pick up learning points.

<b>7.</b>	<b>MEMBERSHIP OF THE EMPLOYMENT AND APPEALS COMMITTEE</b>
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The Committee discussed the membership of Sub-Committees and Panels. The Chair felt that the current limit of 5 members on Shortlisting and Appointments Sub-Committees was too low and could lead to problems if members had to drop out at short notice.

**RESOLVED**

- (i) that Shortlisting Sub-Committees and Appointments Sub-Committees comprise 7 members of the Employment and Appeals Committee, to include at least 1 male and 1 female, in addition to the relevant Portfolio Holder.**
- (ii) That Dismissal and Grievance Appeals Panels comprise a maximum of 5 members, to include at least 1 male and 1 female.**

<b>8.</b>	<b>WORKFORCE PROGRAMME</b>
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The Committee was updated on the workforce strategy which was currently being drafted. The strategy would set out the staffing levels needed by services and the skills needed in the years to come. The Acting Chief Executive was leading on this.

The other element of the workforce programme was the well-being of staff. A staff benefits scheme had been introduced and further benefits would be added to the scheme. The Committee was also advised that the occupational health scheme that had seen reductions to the point where there was only one counsellor available, was being re-tendered. The Chair asked for an update on this for the next meeting.

<b>9.</b>	<b>UPDATE ON SICKNESS LEVELS</b>
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The Acting Head of Highways, Transport and Recycling briefed members on actions being taken by the service to tackle high levels of sickness. The service faced continuing budget cuts and needed to reduce sickness levels to free up capacity. He had visited every depot to make sure all staff knew what the service was doing and their part in it. A trial, supported by colleagues in HR, in one of the depots had reduced sickness levels to virtually nil. The trial would be rolled out to other depots across the county. Members suggested that it should be applied by other services. The Committee was advised that the Acting Chief Executive was

holding a series of workshops with staff to get to the bottom of the causes of sickness absence levels in the authority.

The Chair asked for the emergency leave policy to be put on the agenda for the next meeting.

<b>10.   IPR /APPRAISAL PROCESS</b>
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The Committee was advised of the new appraisal process being introduced. The new process would be mandatory and would require one formal annual appraisal and one formal review at six months with the details recorded on Trent.

<b>11.   NUMBER OF APPEALS</b>
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County Councillor Durrant left the meeting at 12.33.

There had been two disciplinary appeals and three grievance appeals to date in 2018.

The Chair stressed the need for managers to keep better written records as it was a lack of records that had led to the Disciplinary Appeals Panel overturning two disciplinary actions taken by managers.

<b>12.   REDUNDANCY POLICY CHANGES</b>
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The Committee was briefed on changes to the Council's redundancy policy reducing the compensation to 30 weeks. Despite negotiations with the Trade Unions there had been no agreement so the policy would be announced later in the day for implementation on 8<sup>th</sup> October.

<b>13.   EMPLOYMENT LAW UPDATE</b>
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This item was deferred to the next meeting.

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