

Staffing and Appeals Committee

Date and Time: Tuesday 24 September 2024 at 7.00 pm

Place: Council Chamber

Present:

Woods (Chairman), Farmer (Vice-Chairman), Bailey, Crampton, Neighbour, Smith and Thomas

In attendance:

Officers:

Daryl Phillips, Chief Executive

Brijesh Mehta, People & OD Manager

Sharon Black, Committee and Member Services Manager

1 Election of Vice Chair for 2024/25

Cllr Farmer was elected as Vice Chair for 2024/25.

Proposed by Cllr Neighbour; seconded by Cllr Crampton; unanimously agreed

2 Minutes of Previous Meeting

The minutes of the meeting held on 24 April 2024, including Exempt Minutes, were agreed as an accurate record and signed by the Chair.

Proposed by Cllr Farmer; seconded by Cllr Crampton; unanimously agreed by those Members present at the April meeting

3 Apologies for Absence

Apologies for absence had been received from Cllr Radley. Cllr Bailey had advised that he would be arriving late.

4 Declarations of Interest

There were no declarations of interest.

5 Chair's Announcements

The Chair had no announcements.

6 Update on Senior Management Structure Review

(Cllr Thomas arrived at 7.05pm and Cllr Bailey arrived at 7.08pm during this item)

Members noted that this update followed on from an update given to the last meeting, and dealt with the final issues arising from the structural changes made in the latter part of 2022.

Members noted:

- That whilst the report referred to four outstanding post holder issues, there were only 3, all of which had now been dealt with. Those post holders now had updated job descriptions and were all content
- The Chief Executive had met individually with the three post holders who had outstanding issues to ensure that they were happy with their situations
- That there had been no further job evaluations nor changes in salaries or terms and conditions
- There had been a realignment of some posts in the organisation recently to ensure that all members of staff were in the right department and with the right line management

It was questioned whether this was now the end of the changes required under the review and that all the issues highlighted had been dealt with. The Chief Executive explained that a further issue had been raised and that he would provide members of the Committee with a briefing note on this rather than wait until the next meeting of the Committee in February 2025.

The update report was noted.

7 Proposals to Give Greater Clarity and to Strengthen the Staff Grievance Policy

This report sought authority for the Head of Paid Service to consult with the Chairman of the Committee to make light-touch adjustments to the Staff Grievance Policy to clarify what amounted to a grievance and to strengthen the process associated with submitting evidence and attending grievance hearings.

Members of the Committee agreed that the Policy required refreshing and updating, and authorised the Head of Paid Service and Chair of the Staffing Committee to work together to circulate a draft version for comment and/or agreement.

Unanimously agreed.

Decision

The Head of Paid Service, in consultation with the Chair of Staffing Committee, be authorised to draft and then adopt a revised staff grievance policy subject first to

1. The draft policy being circulated to all members of the Staffing Committee for consultation; and

2. All members of the Staffing Committee confirming in writing their agreement to the final draft policy.

If however, members of the Staffing Committee do not unanimously support in writing the draft Grievance Policy, it will not proceed to adoption but will be referred to a future full meeting of the Staffing Committee for further consideration.

The meeting closed at 7.42 pm