



Minutes of the meeting of the PERSONNEL COMMITTEE held on TUESDAY 21 MARCH 2000 at 7.30 pm

Present: Councillor Edwards (Chair)
Councillors M Clarke, Conchie, Harnett, Kilkenny, Newcombe, Saunders and Tallack

Officers: P Coveney (Strategic Director Resources), B Bithell (Head of Human Resources), J Deere (Human Resources Manager - Employee Relations and Corporate Support), C Stanton (Senior Human Resources Officer – Employee Relations), J Harris (Human Resources Manager – Operations), M Shaw (Human Resources Manager – Employee Development), I Reed (Senior Committee Manager) and S Stares (Committee Manager)

Apologies: Councillors Hopkins and Morsley

P32/00 MINUTES

RESOLVED -

That the Minutes of the meeting held on 4 January 2000, be approved and signed by the Chair as a correct record.

P33/00 HUMAN RESOURCES SERVICE PLAN 2000/2003 AND SERVICE LEVEL AGREEMENT 2000/2001

The Committee considered the Human Resources Division's Service Plan for 2000/2003 and Service Level Agreement for 2000/2001, which had been developed by the Human Resources senior management team, in line with corporate requirements and in consultation with Directorate Management Teams.

RESOLVED -

1. That the Service Plan for 2000/2003 be approved
2. That the Service Level Agreement for 2000/2001 be noted.

P34/00 PERFORMANCE INDICATOR REPORTING REQUIREMENTS FOR HUMAN RESOURCES

The Committee received a report on the new requirements for reporting performance indicator information brought about by the Best Value legislation. The report listed the relevant statutory and local indicators and explained their implications.

RESOLVED -

That the report on performance indicator reporting requirements for Human Resources, be noted.

P35/00

POLICY FOR DEALING WITH MATTERS OF DISCIPLINE AND CAPABILITY

The Committee considered proposed changes to the policy for dealing with matters of discipline and capability. These changes had been formulated following discussions with the Staff Side.

The Committee noted that agreement with the Staff Side had been reached on all issues except that of the right of appeal against informal disciplinary action. The Committee noted that if the employee disagreed with the informal action taken, he/she could make a statement to that effect which would be placed on the personal file with the management note. It was further noted that management was of the opinion that right of appeal was not appropriate in the case of informal disciplinary action. It was noted that all employees were entitled to Union representation at all stages of disciplinary action.

RESOLVED -

1. That the view of UNISON be noted.
2. That the adoption of the revised policy for dealing with matters of discipline and capability, be approved.

P36/00

SINGLE STATUS – PROGRESS REPORT

The Committee received a report which had been considered by the Joint Negotiating Committee at its meeting on 10 March 2000. The report set out a number of proposals with regard to Home Care workers, Library workers, evaluations of School Support employees, payment of enhancements during periods of paid leave, standby payments, winter gritting, craft workers, job evaluations, spinal column points and Lifelong Learning/Return to Learn.

RESOLVED -

1. That the resolution of the Joint Negotiating Committee with regard to enhancements for those in Libraries, be ratified.
2. That the resolution of the Joint Negotiating Committee with regard to Home Care, be ratified.

(Councillor Kilkenny requested that his abstention on the resolutions be recorded.)

RECOMMENDED -

That enhancements for those in Libraries, on Grade MK7 and above, working at weekends, be protected for a period of three years from 1 April 2000, with an additional increment being awarded on 1 April 2000 to all those affected.

(Councillor Kilkenny requested that his abstention on the resolution be recorded.)

P37/00

EMPLOYEE INCIDENT STATISTICS FOR 1999

The Committee noted its concern at the high number of employee incidents recorded for 1999. It was noted that a proportion of the rise in incident statistics was due to improved and more thorough recording of incidents, and that all incidents recorded were investigated formally, usually within a target period of one week.

THE CHAIR CLOSED THE MEETING AT 8.30 PM