

MEETING OF THE HUMAN RESOURCES COMMITTEE HELD ON**19 SEPTEMBER 2012 AT 7.30 P.M IN THE COUNCIL CHAMBER, WEELEY**

Present: Councillors A J Mitchell (Chairman), R Callender (Vice-Chairman), Amos, C Callender, Calver, Chapman, Colbourne, Griffiths, Heaney, J Henderson, Scott and Tracey

Also Present: Councillor McWilliams

In Attendance: Head of Resource Management (Karen Neath), Human Resources Manager (Anastasia Simpson), Senior Human Resources Generalist (Emma Horne), Work Based Learning Manager, Democratic Services Officer (ER)

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

2. MINUTES OF THE LAST MEETING

The minutes of the meeting of the Committee held on 13 March 2012 were approved as a correct record and signed by the Chairman.

3. MATTER ARISING FROM THE ABOVE-MENTIONED MINUTES**MINUTE 28 – PROGRESS REPORT**

Councillor Tracey asked if any update had been prepared regarding officers that had left the Council's employment. The Human Resources Manager advised that a list had been conveyed to Democratic Services and this was also published on the Council's Intranet. The Head of Resource Management undertook to investigate whether any further action was required.

4. REQUEST FROM CHAIRMAN OF THE COUNCIL

The Democratic Services Officer advised the Committee that an email had been received from the Chairman of the Council, requesting that it be recorded now that at the February meeting, Members had paid tribute to the Late Councillor Bragg's membership of this Committee, but would also now like to place on record that Councillor Bragg had also been a former Chairman of this Committee in 2008/09.

Members agreed to this extra tribute.

5. QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 15.3

There were none.

6. VERBAL UPDATE ON APPRENTICESHIPS

The Committee was provided with a verbal update on Apprenticeships from the Work Based Learning Manager, who advised what the Council was able to offer to young people and its success rates, which included the fact that thirteen apprentices under the Council scheme had progressed to university. She also outlined plans for the future of the Apprenticeship scheme.

Members asked questions to which the Work Based Learning Manager responded.

7. PROBATIONARY PROCEDURE AND MANAGER'S GUIDE TO PROBATION

The Committee gave consideration to a revised Probationary Procedure and Manager's Guide to Probation.

Members were made aware that the Human Resources Section was in the process of reviewing a number of HR policies and procedures and updating a number of documents in line with the new Council structures. As part of the review process it was noted that the guidance for managers in relation to probationary procedures should be updated to provide more comprehensive guidance, including model letter templates and further guidance regarding probationary review meetings.

It was moved by Councillor Tracey, seconded by Councillor Scott and:

RESOLVED that (a) the Probationary Procedure and Guidance for Managers as set out in Appendix A to item A.1 of the agenda, be adopted with immediate effect, subject to agreed amendments to be incorporated by the Human Resources Manager; and

(b) authority be delegated to the Head of Resource Management to update the policy with any future legislative and/or administrative changes.

8. CONFLICT RESOLUTION AND GRIEVANCE POLICY AND PROCEDURES

The Committee gave consideration to an updated Grievance Policy for the Council incorporating guidance regarding conflict resolution.

The current Grievance Policy was introduced in 2007, and dealt with grievances in a very systematic and formal manner, moving rapidly into formally processes and structured meetings rather than trying to deal with conflict situations at a much more informal level within the organisation. The updated policy was aimed at reaching conclusions at the earliest possible stage using informal processes.

It was moved by Councillor Scott, seconded by Councillor Tracey and:

RESOLVED that (a) the Conflict Resolution & Grievance Policy and Procedure, as set out in Appendix A to item A.2 of the agenda, be adopted with immediate effect and form part of the terms and conditions of employment for Tendring District Council employees; and

(b) authority be delegated to the Head of Resource Management to update the Policy with any future administrative and/or legislative changes.

9. AGENCY AND CASUAL WORKER POLICY

The Committee gave consideration to an Agency and Casual Worker policy for the Council.

Members were made aware that the Council had a preference to undertake its own recruitment and agency staff would only be used in circumstances where all other attempts to fill a vacancy had been exhausted.

This policy was designed to provide guidance to managers regarding the usage of agency and casual workers and the statutory regulations that now applied to agency and casual workers.

The policy also aimed to provide a co-ordinated approach across the Council in particular to the use of agency workers.

It was moved by Councillor Scott, seconded by Councillor Heaney and:

RESOLVED that (a) the Agency and Casual Worker Policy, as set out in Appendix A to item A.3 of the agenda, be adopted with immediate effect and form part of the terms and conditions of employment for Tendring District Council employees; and

(b) authority be delegated to the Head of Resource Management to update the Policy with any future administrative and/or legislative changes.

10. SUBSISTENCE POLICY

The Committee gave consideration to a locally negotiated agreement, regarding subsistence allowances.

Members were made aware that subsistence allowances did not form part of the National Terms and Conditions of Employment for Staff (commonly known as the Green Book). It was expected that any agreement regarding subsistence would be negotiated with recognised unions locally e.g. UNISON. The agreement reached was known as a 'local agreement'.

Currently within the Council, some departments were reimbursing employees for subsistence and others were not permitting claims to be made. As this position was not sustainable, the policy was designed to rectify this situation and provide a fair process for the reimbursement of Officers who had incurred additional expenditure for subsistence, as they carried out their duties.

It was moved by Councillor Scott, seconded by Councillor Griffiths and:

RESOLVED that (a) the Subsistence Policy, as set out in Appendix A to item A.4 of the agenda, be adopted with immediate effect and form part of the terms and conditions of employment for Tendring District Council employees, subject to the existing subsistence allowances being retained, and Unison being given the opportunity to reopen negotiations on this policy if they so wished.

(b) authority be delegated to the Head of Resource Management to update the Policy with any future administrative and/or legislative changes.

11. ANY OTHER ITEMS THAT THE CHAIRMAN DECIDED WERE URGENT

There were none.

The meeting was declared closed at 8.25 p.m.

Chairman