
Employment Panel

Report of the meeting held on 25th May 2010

Matters for Information

1. ANNUAL PAY AWARD 2010/11

The Panel has received the findings of a study by the Employment Advisory Group regarding current remuneration practices and terms and conditions of employees. The study had included a review of the salaries of those members of staff on lower salary scales.

In considering the conclusions of the review, the Panel has

- ◆ used the Group's analysis and recommendations in continuing negotiation of the 2010/11 pay award to employees;
- ◆ authorised the Director of Central Services to initiate a review of the Council's pay and performance related pay systems; and
- ◆ engaged with employee representatives to suggest improved mechanisms to consult and engage with employees on future savings plans, in conjunction with the outstanding work of the Democratic Structure Working Group.

Having regard to the outcome of the study and other local & national factors, the Panel has commenced negotiations with Employees Side representatives concerning the 2010/11 pay award. However negotiations have been adjourned until 26th July 2010 to enable Employees' Side representatives to consult further with Council employees.

2. POLICY REVIEWS

(a) Adverse Weather Policy

Subject to a number of minor amendments, the Panel has approved the contents of a policy designed to address issues which may arise during periods of adverse weather. The need for such a policy had arisen during poor weather conditions experienced in the previous two winters and is intended to clarify working and remuneration arrangements in such circumstances.

(b) **Disciplinary Procedure**

As part of its overall review of the Council's current HR policies and procedures, the Panel has approved the content of a new disciplinary policy which has been drafted to take into account best practice and legislative changes which have emerged since the procedure was last reviewed. The aim of the policy is to provide a solution for those occasions when standards of employee conduct or performance are unacceptable and to encourage an improvement in these circumstances.

**3. TERMS OF REFERENCE FOR
EMPLOYEE LIAISON ADVISORY GROUP**

Pending a review of the operation of the Employee Liaison Advisory Group by the Democratic Structure Working Group and discussion with employee representatives, the Panel has approved interim revisions to the terms of reference and constitution of the Group. The changes include an increase in the number of Employees' Side representatives, together with changes to the Group's general objectives.

4. REQUEST TO FILL VACANT POSTS

The Panel has considered the circumstances applicable to a number of vacancies across the Council's Directorates. Having questioned the Director of Environmental & Community Services and Head of Financial Services extensively as to the justification for recruitment to these posts, the Panel has authorised the Head of People, Performance and Partnerships to recruit to the following vacancies:-

- ◆ Head of Operations; and
- ◆ Auditor, Financial Services.

Subject to clarification that the Executive Councillor had been consulted, the Panel has deferred a decision to recruit to the post of Supervising Inspector (Refuse and Recycling) and has authorised the Chairman and Vice Chairman to proceed when they consider it appropriate to do so.

5. RETIREMENT OF EMPLOYEES - ACKNOWLEDGEMENTS

The Panel has placed on record its recognition of, and gratitude for, the excellent contributions made by the following employees during their employment in the local government service and conveyed its best wishes to them for a long and happy retirement.

Name	Directorate	Local Government Service
Mr R Ward	Environmental & Community Health Services	13 years
Mr M Smith	Environmental & Community Health Services	38 years
Mr C Sneesby	Environmental & Community Health Services	40 years
Mr D Deller	Commerce & Technology	18 years

In so doing, the Panel has been pleased to note that the Leader of the Council personally was now writing to all retiring members of staff with a significant length of service.

P A Swales
Chairman