

**MINUTES OF THE MEETING OF THE PERSONNEL PANEL
HELD AT FOLLATON HOUSE, TOTNES ON WEDNESDAY, 5 MAY 2010**

MEMBERS

* Cllr M F Saltern - Chairman

* Cllr J A Westacott MBE - Vice-Chairman

* Cllr R F Croad

ø Cllr R J Tucker

* Cllr M J Howarth

* Denotes attendance

ø Denotes apology for absence

Also in attendance and participating:

Cllr J T Pennington

Officers in attendance:

All Agenda Items: Head of Human Resources and Member Support Services
Manager;

Items 5 and 8 (Minutes PP.30/09 and PP.33/09 below refer): Senior Personnel
Officer;

Item 6 (Minute PP.31/09 below refers): Personnel Manager; and
Item 8 (Minute PP.33/09 below refers): Head of Customer Services.

PP.28/09 **MINUTES**

The minutes of the meeting of the Panel held on 26 January 2010 were confirmed as a correct record and signed by the Chairman.

PP.29/09 **DECLARATIONS OF INTEREST**

Members were invited to declare any interests in the items of business to be considered during the course of the meeting but none were made.

PP.30/09 **REVIEW AND UPDATE OF PERSONNEL POLICIES AND PROCEDURES**

The Panel considered a report which sought to inform Members of the proposed amendments to the Capability Policy and Procedure and the proposed adoption of the Bullying and Harassment Procedure.

In discussion, reference was made to:-

- (a) the need to attend a capability meeting within a 'reasonable time.'
Some Members queried whether the policy should include a quantified time deadline. In reply, officers advised that this wording was deliberately subjective to take into account potential variables such as the nature/seriousness of the issue and the need to collate mutually convenient dates into officer diaries;

- (b) the extent of ongoing capability cases. It was confirmed that on average, six such cases were ongoing at any given time. In reply, the Panel felt it to be encouraging that managers were embracing and using these policies;
- (c) some minor typographical amendments to both policies. In respect of the Capability Policy, the Panel endorsed inclusion of the words '*in accordance with*' (Page 14, Section 6: Bullet Point 3 of the presented agenda report refers). With regard to the Bullying and Harassment Policy, the Panel wished for the word 'overbearing' to be replaced by the term '*assigning excessive workloads*' (Page 21, Section 2.3: Bullet Point 10 of the presented agenda report refers);
- (d) the role of Personnel Services in the Bullying and Harassment Policy. In stressing the importance of a Personnel representative being in attendance at the formal interview stage, it was also felt that the Policy should be extended to provide the officer with an opportunity to ask questions;
- (e) conducting an annual review of the policies. It was noted that in light of these policies being new, an annual review was recommended for both. Following this first evaluation, it was then anticipated that reviews would be undertaken on a three to five year basis.

RESOLVED

1. That the proposed amendments to the Capability Policy and Procedure and attached documents (as outlined in the presented agenda report and highlighted in the minutes above) be approved; and
2. That approval be given to the adoption of the proposed Bullying and Harassment procedure as a standard Personnel procedure.

PP.31/09 **PROGRESS TOWARDS SINGLE STATUS**

Consideration was given to a report which sought to update the Panel on progress made towards Single Status.

In discussion, the following points were raised:-

- (a) Members expressed their pleasure that significant progress had been made on reaching agreement towards the adoption of the Annual Leave and Travel and Subsistence policies. It was felt that the proposed policies were fairer and more equitable than the previous system;

- (b) The Panel agreed that since the Tone Leisure element was no longer appropriate and the pay and grading structure was not to be imminently revisited, the Single Table negotiating forum should be suspended and replaced by the Management and Trade Union Forum;
- (c) In terms of removing the bonus payments which were currently payable to a section of the workforce, the Panel was assured that no revised allowances scheme would be implemented until officers were satisfied that there were no cost implications.

RESOLVED

1. That the following updates be noted:-
 - the implementation of a range of HR policies;
 - the progress made towards reaching a Collective Agreement with the trade unions to bring about changes in the terms and conditions of employment with regard to Annual Leave and Travel and Subsistence; and
 - the progress made towards the removal of bonus payments payable to sections of the workforce and the implementation of a range of allowances.
2. That the decision to suspend the Single Status Single Table negotiating forum and revert to the Management and Trade Union Forum for such negotiations in the future be approved.

PP.32/09 EXCLUSION OF PUBLIC AND PRESS

RESOLVED

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item of business in order to avoid the likely disclosure to them of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Act.

PP.33/09 **CUSTOMER SERVICES – STAFFING REVIEW**

The Panel considered an exempt report which informed of a proposed redundancy.

RESOLVED

That the redundancy (as detailed in the presented report) be agreed.

(Meeting commenced at 12 noon and concluded at 12.35 pm).

Chairman