

**MINUTES OF A MEETING OF THE
PERSONNEL BOARD
HELD ON 13 MARCH 2019 FROM 7.00 PM TO 7.20 PM**

Committee Members Present

Councillors: Stuart Munro (Vice-Chairman, in the Chair), UllaKarin Clark, Lindsay Ferris, Pauline Helliar-Symons and Anthony Pollock

Officers Present

Madeleine Shopland, Democratic and Electoral Services Specialist
Sarah Swindley, Lead Specialist HR

112. APOLOGIES

Apologies for absence were submitted from Councillor Alistair Auty and Charles Margetts.

113. MINUTES OF PREVIOUS MEETING

The Minutes of the meetings of the Board held on 12 December and 18 December 2018 and the minutes of the Extraordinary meeting held on 18 December 2018 were confirmed as a correct record and signed by the Vice Chairman.

114. DECLARATION OF INTEREST

There were no declarations of interest received.

115. PUBLIC QUESTION TIME

There were no public questions.

116. MEMBER QUESTION TIME

There were no Member questions.

117. GENDER PAY GAP REPORT

The Board received the Gender Pay Gap report. Sarah Swindley, Lead Specialist HR indicated that the gender pay gap required employers with 250 or more employees to publish various figures to demonstrate how large the pay gap was between their male and female employees.

RESOLVED: That the Gender Pay Gap report which will be published before 31 March 2019 be noted.

118. CHIEF EXECUTIVE DISCIPLINE, CAPABILITY AND GRIEVANCE POLICY & PROCEDURE

The Board considered the Chief Executive Discipline, Capability and Grievance Policy and Procedure.

During the discussion of this item the following points were made:

- Sarah Swindley indicated that the procedure laid out in the Constitution did not provide sufficient checks and balances when making decisions as to whether to suspend senior officers. It had highlighted the need to either adopt the JNA Chief Executive Handbook for dealing with disciplinary, capability and grievance issues for Head of Paid Service, Section 151 Officer and Monitoring Officer, or to develop a procedure.

- When using the Handbook previously it was found that on some occasions elements were unworkable or unclear. At the recommendation of the Investigating and Discipline Committee, officers had developed the Council's own Policy and Procedure.
- Changes to the Constitution to improve checks and balances in some areas, had been approved. It was noted that with regards to the suspension of senior officers, the model handbook stated that the Investigating and Disciplinary Committee should meet to agree suspension. However, it had been felt that if consideration was being given to suspension then this was something which need to be reviewed quickly. The strengthening of existing checks and balances had therefore been proposed. Councillor Pollock questioned whether the Executive Member for the relevant service would be consulted in such cases and was informed that they would.
- Councillor Helliar-Symons commented that she felt that it was a good document.
- As a result of adopting the policy and procedure it was necessary to amend the terms of reference for the Appeals Committee and the Investigating and Disciplinary Committee and to create a Grievance Committee.

RESOLVED: That

- 1) the newly drafted Chief Executive Disciplinary, Capability and Grievance Policy and Procedure be approved;
- 2) the Terms of Reference for the Grievance Committee that would be required to be formed as a result of adopting this policy and procedure be approved;
- 3) the amended terms of reference for the Investigating and Disciplinary Committee and Appeals Committee to reflect the new policy and procedure, be approved.

119. AGENCY WORKER USAGE

The Board received an update on Agency worker usage.

The Constitution Review Working Group had requested that the Personnel Board be provided with a quarterly update on the use of high earning agency workers.

120. EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act (as amended) as appropriate.

121. AGENCY WORKER USAGE

RESOLVED: That the Agency Worker update be noted.