



Council – 4th July 2005

Establishment of additional Employment Appeals Committee

Summary of report

To establish an additional Employment Appeals Committee and to agree a timetable of meetings for 2005/2006 for dealing with employment appeals.

Recommendations

- (1) That an additional Employment Appeals Committee be established for the municipal year 2005/2006 with a political balance of 4 Conservative: 2 Labour: 1 Liberal Democrat.
- (2) That members be appointed to serve on Employment Committee 'A' and 'B' for the municipal year 2005/2006 as set out in the schedule circulated prior to this meeting.
- (3) That the Chairman and Vice-Chairman of Employment Committee 'B' be appointed as set out on the schedule circulated prior to this meeting.
- (4) That the timetable of meetings of the Employment Appeals Committees for 2005/2006 as set out in the Appendix 1 to this report be approved.
- (5) That the dates for training set out in Appendix 2 be noted.
- (6) That any member of the Council who was not involved in the decision being appealed, be authorised to act as a substitute for a committee member.

Resource and legal considerations

Financial Implications: The creation of an additional Employment Appeals Committee will require the appointment of a Chairman and Vice-Chairman for Committee 'B', and the office holders will be entitled to special responsibility allowances for their duties under the members allowances scheme. The additional costs associated with the allowances can be met from within existing budgets

Legal implications are contained within the body of the report.

Background

1. At adjourned Council on 25th May, 2005, an Employment Appeals Committee of seven members was established as follows:-

Councillors Douglas-Maul (Chairman), Micklewright (Vice-Chairman), Beilby, Cook, Oliver, Rose, Sarohi.

2. Since the establishment of this Committee a review of the number of outstanding employment appeals has been completed. At the time of writing this report there were 22 appeals outstanding, these being 8 appeals against dismissal, 9 grading appeals and 5 grievance appeals. The receipt of appeals is unpredictable with appeals being submitted on an ad hoc basis. This leads to peaks and troughs in work loads. With the current level of outstanding appeals it would be untenable to leave all of these appeals to be considered by a single Committee. To do so would result in considerable delay in hearing the existing appeals which are being added to on weekly basis.
3. In order to expedite the hearing of the appeals already lodged and to prevent considerable delays in any future appeals that may be lodged it is considered necessary to establish an additional Employment Appeals Committee.
4. The establishment of an additional Committee would enable the two Committees to tackle the existing work load and any additional appeals that may arise without unduly burdening a few members with a large number of time consuming meetings which normally have considerable reading material associated with them.
5. Under the current system arranging meetings of the Employment Appeals Panels is very time consuming with officers attempting to co-ordinate the availability of Members, managers, the appellants and their representatives and then finding a suitable date in the diary. It is extremely important to ensure that the meeting is quorate and that there is no risk of a postponement once all parties are present. It is considered that the timetabling of meetings into the Council diary will greatly improve the efficiency of dealing with appeal hearings.
6. A proposed schedule of meetings is attached and marked as Appendix 1 to this report. The two Committees will be referred to as Committee 'A' and Committee 'B'. Committee 'A' being the Committee established at Council on 25th May. In the event that a meeting on a scheduled day is not required, Committee members would be informed as soon as practically possible.
7. It is proposed that the Chairman and Vice-Chairman of the existing Committee, (Committee A) remain as approved by Council on 25th May, but existing members appointed to that committee have the opportunity to express a preference on which Committee they wish to serve.

8. In order to ensure that those members who are charged with the responsibility of undertaking this important work are appropriately skilled it will be essential that they are trained in the appropriate policies and procedures. This training has been arranged by Organisational and Development and will be provided on the dates set out in Appendix 2. Some sessions have already been provided as on going training for elected members.
9. Before an elected member can serve upon one of these Committees it will be necessary for them to have attended a training session and it may be useful for those who have not been on such a session recently to attend for a refresher.
10. Further, in order to ensure that the Committees can sit regularly as set out in the timetable attached and to avoid difficulties of quorum it may be necessary for substitution of Committee members. It is therefore recommended that all members of the Council who were not involved in the original decision be permitted to substitute for a member of the Committee. Thus it would be helpful if as many members as possible could attend the training sessions set out in Appendix 2, to facilitate the making of substitutions.

Background papers

None

Signed:

Chief Executive

Date: 24th June 2005

Appendix 1

Suggested dates for future meetings of the Employment Appeals Committee

Panel 'A' (the current committee) will meet on Thursdays.

Panel 'B' will meet on Tuesdays.

Committee 'A' dates 2005	Committee 'A' Dates 2006
July	January
28/07/05	
August	
04/08/05	12/01/06
11/08/05	19/01/06
18/08/05	26/01/06
25/08/05	
September	February
01/09/05	02/02/06
08/09/05	09/02/06
15/09/05	16/02/06
22/09/05	23/02/06
29/09/05	30/03/06
October	March
06/10/05	02/03/06
13/10/05	09/03/06
20/10/05	16/03/06
27/10/05	23/03/06
November	April
03/11/05	06/04/06
10/11/05	13/04/06
17/11/05	20/04/06
24/11/05	27/04/06
December	
01/12/05	
08/12/05	
15/12/05	
22/12/05	

Committee 'B' dates 2005	Committee 'B' dates 2006
August	January
02/08/05	
09/08/05	10/01/06
16/08/05	17/01/06
23/08/05	24/01/06
	31/01/06
September	February
06/09/05	07/02/06
13/09/05	14/02/06
20/09/05	21/02/06
27/09/05	28/02/06
October	March
04/10/05	07/03/06
11/10/05	14/03/06
18/10/05	21/03/06
25/10/05	28/03/06
November	April
01/11/05	04/04/06
08/11/05	11/04/06
15/11/05	25/04/06
22/11/05	
29/11/05	
December	
06/12/05	
13/12/05	
20/12/05	

Appendix 2

Member training dates for Employment Appeals

Date	Time
July	
08/07/05	9.30 - 11.30 a.m.
14/07/05	3.30 - 5.30 p.m.
18/07/05	11-30 a.m. - 1.30 p.m.
19/07/05	6.00 - 8.00 p.m.
25/07/05	6.00 - 8.00 p.m.
August	
23/08/05	6.00 - 8.00 p.m.
September	
12/09/05	6.00 - 8.00 p.m.