

PERSONNEL COMMITTEE

Monday 13th June, 2016, at 6.00 p.m.

In a Conference Room, Council House, Walsall

Present

Councillor S. Coughlan (Chair)
Councillor Nawaz (Vice Chair)
Councillor Andrew
Councillor Bird
Councillor E. Hazzell
Councillor Jeavons
Councillor Shires

In attendance

Head of Human Resources
Senior HR Manager
Head of Legal and Democratic Services

1/16

Appointment of Chair

The Clerk sought nominations for the position of Chair for the 2016/17 Municipal Year.

Councillor Coughlan was the only nomination to this position.

Resolved

That Councillor Coughlan be appointed as Chair for the 2016/17 Municipal Year.

Councillor Coughlan in the Chair

2/ 16

Appointment of Vice-Chair

The Chair sought nominations for the position of Vice-Chair for the 2016/17 Municipal Year.

Councillor Nawaz was the only nomination to this position.

Resolved

That Councillor Nawaz be appointed as Vice-Chair for the 2016/17 Municipal Year.

3/16 **Apologies**

None submitted.

4/16 **Minutes**

The minutes of the Appointments Board meetings held on 20th January and 16th February, 2016, were submitted.

Resolved that the minutes of the Appointments Board meetings held on 20th January and 16th February, 2016, copies having previously been circulated to each Member, be agreed and signed by the Chairman as correct records.

4/16 **Declarations of Interest**

None submitted.

5/16 **Local Government (Access to Information) Act, 1985 (as amended)**

Resolved

That the public be excluded from the meeting during consideration of the items set out in the private part of the agenda for the reasons set out therein and Section 100A of the Local Government Act, 1972.

6/16 **Establishment of Personnel Sub-Committees**

A report was submitted

(see annexed)

The report sought to establish 2 Employment Appeals Sub-Committees which would determine appeals against dismissal submitted by employees at all levels below Assistant Director level in the context of the application of the relevant procedure of for claims of unfair or unduly severe sanction only, in accordance with policies approved by the Council.

Resolved that: -

1. Approval be given to the establishment of 2 Sub-Committees as set out below, together with the delegations as set out in Appendix 1 to the report;
 - Employment Appeals Sub-Committee 'A'
 - Employment Appeals Sub-Committee 'B'
2. That the Employment Appeals Sub-Committees continue with the existing practice of meeting on Tuesday (Committee B) and Thursday (Committee A) both at 10.30am on dates set out in the Council's timetable of meetings, and that meetings be cancelled when they are not required.

7/16 **Fixed Term and Temporary Contracts Procedure**

A report was submitted

(see annexed)

The Head of Human Resources presented the report and highlighted the salient points contained therein.

The report sought the Committee's approval for the new Fixed Term and Temporary Contracts Procedure in order to help managers and employees better understand and better manage such contracts in the Council, ensuring fair and legally compliant processes were followed.

Resolved that the Fixed Term and Temporary Contracts Procedure be agreed with immediate effect;

8/16 **Market Supplements Procedure**

A report was submitted

The report sought the Committee's approval for the revised Market Supplement Procedure following its endorsement by Corporate Management Team on 2nd June, 2016.

(see annexed)

The Head of Human Resources presented the report and highlighted the salient points contained therein.

Resolved that the revised Market Supplement Procedure be agreed with immediate effect.

9/16

Private Session

Exclusion of Public

Resolved

That, during consideration of the remaining item on the agenda, the Committee considers that the item for consideration is exempt information for the reasons set out therein and Section 100A of the Local Government Act, 1972, and accordingly resolves to consider the item in private.

10/16

Changes to Employees Terms and Conditions

A report was submitted

(see annexed)

The Head of Human Resources presented the report and highlighted the salient points contained therein.

Resolved (unanimously) that Option 1, as set out in the report, be approved.

[Exempt information under Paragraph 4 of Part I of Schedule 12A of the Local Government Act, 1972 (as amended)]

Termination of Meeting

There being no further business, the meeting terminated at 6.20 p.m.

Chairman

Date