

## **APPOINTMENTS BOARD**

**Tuesday, 2<sup>nd</sup> October, 2012 at 6.00 p.m.**

**In a Conference Room, Council House, Walsall**

### **Present**

Councillor Bird (Chairman)  
Councillor Chambers  
Councillor McCracken  
Councillor Nazir  
Councillor Oliver  
Councillor D. Shires  
Councillor Towe

### **In Attendance**

Rory Borealis, Executive Director (Resources)  
Barrie May (Interim Head of HR)

#### **567/12 Appointment of Chairman**

##### **Resolved**

That Councillor M.A. Bird be appointed Chairman for the duration of the meeting.

##### **Councillor Bird in the Chair**

#### **568/12 Appointment of Vice-Chairman**

No appointment was made to this position.

#### **569/12 Apologies**

None received.

#### **570/12 Declarations of Interest**

There were no declarations of interest.

571/12 **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.

572/12 **Grievance Procedure**

A report was submitted:-

(see annexed)

**Resolved**

- (1) That the redesigned "Grievance Procedure" set out in Appendix 1 of the report, which will result in workplace concerns being addressed simply and efficiently, be approved, subject to the following amendment:-

Paragraph 2.9 - "Reasonably practicable " should read "within five days"

Paragraph 2.11 to read "If the employee or their representative cannot attend a meeting to discuss a grievance on a proposed date, the employee/representative must suggest an alternative time and date within a reasonable amount of time".

- (2) That a review of the use of the procedure, including the number of grievances, outcomes and the length of time to bring to a conclusion, be reported to Audit Committee on a half-yearly basis.

573/12 **Flexible Working Scheme**

A report was submitted:-

(see annexed)

The Interim Head of HR outlined the content of the report and confirmed that this was part of the overhaul of current procedures within Human Resources. As it was necessary to change contracts of employment, 90 day notices would need to be served on staff and, therefore, the effective date for the proposal would be the first accounting period of 2013.

After considerable discussion it was **moved** by Councillor Oliver and **seconded** by Councillor Chambers:-

- (1) That a decision on the revised flexible working scheme process, as set out in Appendix 1 to the report, be deferred to enable further comparable information and details of the consultation responses to be submitted to Appointments Board;
- (2) That approval be given to the ATAR recording system being reviewed.

Upon being put to the vote, the Motion was declared **lost**, there being three Members voting in favour and four Members voting against.

It was **moved** by Councillor Bird and **seconded** by Councillor Towe:-

- (1) That the revised flexible working scheme process, as set out in Appendix 1 of the annexed report, be approved;
- (2) That the ATAR recording system be reviewed.

Upon being put to the vote, the Motion was declared **carried**, there being four Members voting in favour and three Members voting against and it was,

### **Resolved**

- (1) That the revised flexible working scheme process, as set out in Appendix 1 of the annexed report, be approved;
- (2) That the ATAR recording system be reviewed.

574/12

### **Recruitment and Selection for the post of Head of Human Resources**

A report setting out the process and outline timetable for the appointment of the Head of Human Resources was submitted:-

(see annexed)

The Executive Director (Resources) circulated an amendment to the report:-

(see annexed)

## **Resolved**

That the Appointments Board:-

- (1) Initiates recruitment and selection to the post of Head of Human Resources, as set out in Option 4 of the annexed report;
- (2) Agrees the job description and person specification, as outlined in Appendix 1 of the annexed report;
- (3) Agrees the process as set out in Paragraph 5.1 of the annexed report and outline timetable as follows:-

Advert - 23<sup>rd</sup> October, 2012

Shortlist agreed by the Appointments Board - 30<sup>th</sup>  
November, 2012

Appointments Board to make final appointment - 21<sup>st</sup>  
December, 2012

- (4) Delegates the selection of external search and selection agency to the Executive Director (Resources) in consultation with the Leader of the Council and portfolio holder for finance and personnel.

575/12

## **Private Session**

### **Exclusion of public**

## **Resolved**

That during consideration of the remaining item on the agenda, the Board considers that the item for consideration is exempt information by virtue of the appropriate paragraph(s) of Part I of Schedule 12A of the Local Government Act, 1972, and accordingly resolves to consider the item in private.

576/12

## **Minutes - 17<sup>th</sup> September, 2012**

The minutes of the meeting held on 17<sup>th</sup> September, 2012 were submitted:-

(see annexed)

**Resolved**

That the minutes of the meeting held on 17<sup>th</sup> September, 2012, a copy having previously been circulated to each Member of the Board, be approved and signed by the Chairman as a correct record.

(Exempt information under Paragraphs 1, 2 and 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 7.20 p.m.

Chairman .....

Date .....