

**Minutes of a Meeting of the Joint Staff
Consultative Group held on 14
January 2021**

+ Anthony Sparks (Chairman)
+ Cllr Graham Tapper (Vice Chairman)

+ Cllr Rodney Bates	+ Louise Aartsen
+ Cllr Sharon Galliford	- Garry Carter
- Cllr Josephine Hawkins	+ Gillian Barnes-Riding
+ Cllr Rebecca Jennings-Evans	+ Andrew Edmeads
Cllr David Mansfield	+ Lynn Smith
+ Cllr Charlotte Morley	+ Karen Wetherell
+ Cllr Helen Whitcroft	

+ Present
- Apologies for absence presented

Officers in attendance: Louise Livingston, Bobbie Ludlow and Rachel Whillis.

21/J Notes of the previous meeting

The notes of the meeting held on 26 November 2020 were agreed by the Group.

22/J Grievance Policy and Procedure for Statutory Officers and non-Statutory CMT members

The Group was informed that the Grievance Policy and Procedure for Statutory Officers and non-Statutory CMT Officers introduced in 2019 had been reviewed. The Policy had been amended to ensure that complaints were handled in line with the procedures set out in the Council's Constitution.

In addition to the amendments proposed in the report, it was agreed to update the Policy to ensure it consistently referred to 10 working days' notice. It was also agreed to ascertain whether the individual receiving a grievance about the Monitoring Officer should be the Head of Paid Service or the Executive Head of Transformation and update paragraph 14.1 accordingly.

The Group was informed that the wording at paragraph 8.1 would be clarified to recognise that, where the Council exercised its right to refuse accompaniment by someone deemed unsuitable by Human Resources, this was not intended to affect trade union representation.

RESOLVED that the Employment Committee be advised to agree the Council's Grievance Policy and Procedure for Statutory Officers and non-Statutory CMT Officers, as set out at Annex A to the agenda report, as amended.

23/J Disciplinary Policy and Procedure for Statutory Officers and non-Statutory CMT members

The Group was informed that the Disciplinary Policy and Procedure for Statutory Officers and non-Statutory CMT Officers introduced in 2019 had been reviewed. The Policy had been amended to change references from five working days to ten working days. References to committees and sub committees had also been updated to reflect the procedures set out in the Council's Constitution.

In addition to the changes set out in the report, the following amendments were proposed:

- The correction of typographical errors in paragraphs 8.2.1, 8.3.3, and 12.2.
- Ensuring the correct full term for JNC was used.
- Adding 'intentional' before the word 'damage' in the third bullet point at paragraph 15.1.
- Rewording paragraph 19.2.1 to state they may appeal against a decision and sanction.
- Amending paragraph 21(b) to state that the employer would provide the paperwork 10 working days before a hearing, when the notice of the hearing is given; however, a caveat would be included to state that, in exceptional circumstances, paperwork received after this time could be circulated, but no less than 5 working days before the hearing.
- Adding wording to paragraph 21.1 to confirm that, if both parties were in agreement, a re-arranged hearing could take place in less than 10 working days.

RESOLVED that the Employment Committee be advised to agree the Council's new Disciplinary Policy and Procedure for Statutory Officers and non-Statutory CMT Officers, as set out at Annex A to the agenda report, as amended.

24/J Pensions Discretion Policy

The Group was reminded that the Council was a participating employer in the Local Government Pension Scheme (LGPS) and, as an employer, was under a legal duty to prepare and publish a written statement of its policy relating to certain discretionary powers under the Regulations which applied to the LGPS. The Council also had a duty to formulate, publish and keep under review a Statement of Policy in respect of how these powers were applied where they related to the payment of compensation to employees whose employment was terminated as a result of redundancy or certain other reasons.

The Policy had last been reviewed in January 2020, when a number of changes had been made. The Group was informed that it was not proposed to make any further changes at the current time.

RESOLVED to advise the Employment Committee that no amendments be made to the current Pensions Discretions Policy.

25/J Pay Settlement 21/22

The Group was reminded that there was currently no cost of living increase being offered for 2021/22. Other staff benefits had been looked at as an alternative to a monetary award.

It was reported that, during the Member pre-briefing for the meeting, a suggestion of a one-off payment, within a range of £150 to £250, had been made. It had been suggested that this be paid in a lump sum. Members had proposed this in recognition of the hard work undertaken by staff; it also acknowledged the commitment made by the Chancellor of the Exchequer to award a minimum of £250 to public sector staff on national pay agreements earning under £24,000.

The Executive Head of Transformation undertook to discuss the costings with the Executive Head of Finance and thereafter discuss the offer further with Staff Representatives at a meeting arranged for the following week.

26/J Policy and Procedure for Fixed Term, Casual and Temporary Workers

The Group was informed that a new amalgamated Policy Procedure for Fixed Term, Casual and Temporary Workers had been produced. The policy had also been reviewed and updated to ensure it was in line with the latest UK employment legislation.

The Policy was considered and it was agreed to amend the reference to “CRB” in the sixth bullet point of paragraph 7.1 to “DBS”. A minor typographical error in the seventh bullet point of that paragraph would also be corrected.

RESOLVED that the Employment Committee be advised to agree the Council’s new Policy Procedure for Fixed Term, Casuals and Temporary Workers, as set out at Annex A to the agenda report, as amended.

27/J Work Programme

The Group considered its Work Programme for the remainder of the Municipal Year.

RESOLVED that the work programme for the remainder of the 2020/21 municipal year, as set out at Annex A to the agenda report, be agreed.

Chairman