

**Minutes of a Meeting of the Joint Staff
Consultative Group held on 22 July
2021**

+ Cllr Graham Tapper (Chairman)
+ Lynn Smith (Vice Chairman)

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| + Cllr Rodney Bates | - Garry Carter |
| + Cllr Sharon Galliford | + Gillian Riding |
| + Cllr Josephine Hawkins | - Andrew Edmeads |
| + Cllr Rebecca Jennings-Evans | + Eddie Scott |
| + Cllr David Mansfield | + Anthony Sparks |
| + Cllr Charlotte Morley | - Karen Wetherell |
| + Cllr Helen Whitcroft | |

+ Present
- Apologies for absence presented

In Attendance: Louise Livingston, Julie Simmonds and Rachel Whillis

7/J Minutes of the Previous Meeting

The notes of the meeting of the Joint Staff Consultative Group held on 24 June 2021 were agreed as being a correct record.

8/J Job Evaluation Scheme

The Group considered amendments to the Council's Job Evaluation Guidance, which had been revised to accommodate the new role of strategic director and the revised head of service and new management career grade within the pay scales. The revisions reflected the proposals set out in the senior management restructure consultation which had concluded on 14 July 2021, which the Employment Committee and the Council would be asked to agree later that month.

The proposed amendments were reviewed and it was also agreed to correct minor typographical errors in Knowledge and Expertise Level 2 and Accountability Level 6. The Group also considered whether the Section 151 Officer should be included in the highest level in the Accountability factor, due to their responsibilities for the Council's finances. It was agreed this query would be further considered and the Scheme would be modified if necessary, with the Group's members notified of the decision by email.

RESOLVED that

- (i) the Employment Committee be advised to agree the updated Council's Job Evaluation Guidance, as set out at Annex A to the agenda report, as amended; and**
- (ii) authority be delegated to the Executive Head of Transformation to further amend the Job Evaluation Scheme**

to include reference to the Section 151 Officer in the Local Convention for Accountability Level 6, if considered appropriate, prior to submission to the Employment Committee for agreement.

9/J Appointment Process for New Posts

The Group considered a document clarifying the process for appointments to new posts, which staff had been consulted on as part of the Senior Management restructure.

The document was reviewed and it was agreed to add recent appraisals and any live disciplinaries to the objective criteria which may be considered where compulsory redundancies were required, as set out at paragraph 1.3. It was also agreed to add additional wording to state that sickness records could be both qualitative and quantitative

RESOLVED that the Employment Committee be advised to agree the Appointment Process for new posts as part of the Senior Management restructure, as set out at Annex A to the agenda report, as amended.

10/J Temporary Revision - Grievance Policy and Procedure

The Group considered temporary revisions to the Grievance Policy and Procedure for Statutory and non-Statutory Officers, which amended the procedure in order for the Section 151 Officer to act as the co-ordinating officer in respect of any grievances or appeals relating to the Senior Management restructure in progress. The amendments also reflected the appeals procedure for redundancy. Once the Senior Management restructure had concluded and appointments made, the policy would revert back to the current arrangements.

RESOLVED that the Employment Committee be advised to agree the temporary revisions to the Grievance Policy and Procedures for Statutory and non-Statutory Officers and appeal procedure for redundancy, as set out at Annexes A and B to the agenda report.

Chairman