

MINUTES OF THE GENERAL PURPOSES COMMITTEE (SPECIAL)
Monday, 20th December 2004 at 6.30 pm

PRESENT: Councillor John (Chair), Councillor Coughlin (Vice-Chair) and Councillors, Kagan, Lyon, H B Patel and R S Patel.

1. **Declarations of Interest**

None.

2. **Minutes of the Previous Meeting – 24th November 2004**

RESOLVED:-

that the minutes of the meeting of the Committee held on 24th November 2004 be approved as an accurate record.

3. **Matters Arising**

None.

4. **Deputations**

None.

5. **New Disciplinary and Grievance Procedures**

The Committee received a report presenting information concerning the new Disciplinary and Grievance Procedures, including the key reasons for developing the new procedures. The report now before Members explained the key components and benefits, and sought approval from the Committee to implement the new procedures in accordance with the recommendations set out in the report.

Members enquired whether the new procedures had been developed in consultation with the trade unions and Pat Keating, Employee Relations Manager, advised that there had been a substantial period of consultation with the unions. Following the consultation process, the unions had welcomed the implementation of the new procedures.

The Committee heard that the new procedures allowed for resolution of disputes by non-formal means, such as a mediation process. Progression to more formal means of resolution followed if non-formal measures were not effective. Ms Keating advised that the new measures allowed for an emphasis to be placed on resolving matters promptly and effectively, within an agreed timescale.

In response to questions, Ms Keating confirmed that the new procedures did not apply to temporary staff, and that an accelerated

procedure, in accordance with staff's statutory rights, would be established in the case of temporary staff. Members heard that this would include written correspondence, and that it was possible for hearings to be made available in order to establish the facts of each case.

RESOLVED:-

- (i) that the content of the new Disciplinary and Grievance Procedures be agreed and that they be implemented with effect from 1st January 2005;
- (ii) that it be agreed in cases where employees are already in procedure, and where the existing Disciplinary and Grievance Procedures are in use, that where considered practical by the managers operating those procedures those cases are converted to the new procedures as soon as is practicably possible;
- (iii) that it be agreed the Director of Human Resources and Diversity, in consultation with the Borough Solicitor, be given delegated authority to develop and adopt grievance and disciplinary procedures in respect of staff not covered by the new procedures.

6. **Minutes of Sub-Committee**

RESOLVED:-

that the minutes of the Licensing Sub-Committee (B) heard on 12th October 2004 be noted.

7. **Sub-Committee Membership Changes**

None.

8. **Appointments to Outside Bodies**

None.

9. **Date of Next Meeting**

RESOLVED:-

that it be noted the next scheduled meeting of the General Purposes Committee would take place on Wednesday, 23rd March 2005.

10. **Any Other Urgent Business**

The Chair wished all a merry Christmas and the meeting ended at 7.00pm.

A JOHN
Chair

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