

**MINUTES OF THE GENERAL PURPOSES COMMITTEE**  
**Tuesday, 12<sup>th</sup> May 2009 at 6.00 pm**

PRESENT: Councillor John (Chair), Councillor Blackman (Vice-Chair) and Councillors Bessong, Beswick, Butt, Colwill, Lorber, Sneddon and Wharton.

Apologies were received from Councillors Castle and Van Kalwala.

**1. Declarations of Interest**

There were none.

**2. Minutes of Previous Meeting**

RESOLVED:-

that the minutes of the previous meeting of the General Purposes Committee on 6<sup>th</sup> April 2009 be received and approved as an accurate record.

**3. Matters Arising**

There were none.

**4. Deputations**

There were none.

**5. Appointments to Sub-Committees/Outside Bodies**

There were none.

**6. Review of Disciplinary and Capability Procedures**

Councillor Sneddon (Lead Member for Human Resources and Diversity, Local Democracy and Consultation) introduced the report from the Assistant Director of Human Resources and Diversity which set out details of the proposed revised policies and procedures for managing discipline and capability. The changes were part of a wider review by Human Resources, as part of the Council's transformation programme, on the range of policies and procedures which underpin people management. The committee were made aware of the objectives of the review and the proposed changes to the procedures.

The Assistant Director of Human Resources assured the committee that the recommendations for delegated authority only related to minor changes around the implementation of the policy and that any proposed major policy changes would be brought back for decision. An annual report would be submitted in the future to the committee to notify them of any minor changes made since this meeting.

RESOLVED:-

- (i) that the new Disciplinary Policy and Procedure (Appendix 1 of the report by the Assistant Director of Human Resources ) be agreed;
- (ii) that the new Managing Capability Code (Appendix 2 of the report by the Assistant Director of Human Resources) be agreed;
- (iii) that the Assistant Director, Human Resources, be authorised to determine the effective date at which the new Disciplinary Policy and Procedure and the Managing Capability Code would be implemented across the council, such as to ensure that briefing and/or training provision for managers on the practical operation of the procedure be put in place to ensure effective implementation;
- (iv) that in cases where formal action has been started under the existing Disciplinary Procedure by the date of implementation of the new Disciplinary Policy and Procedure, the existing Disciplinary Procedure would continue to apply;
- (v) that in cases where formal action has been started under the existing Capability Policy and Procedure for Managing Poor Work Performance by the date of implementation of the new Managing Capability Code, the existing Capability Policy and Procedure for Managing Poor Work Performance would continue to apply;
- (vi) that the Assistant Director, Human Resources, in consultation with the Borough Solicitor, is authorised to make such other changes, whether to the Disciplinary Policy and Procedure or to the Managing Capability Code as may be necessary to ensure the effective implementation of these proposals, and/or to ensure the alignment of the Fairness at Work Policy and Procedure with the Disciplinary Policy and Procedure and the Managing Capability Code; and
- (vii) that the Assistant Director, Human Resources, be authorised, after consultation with the Borough Solicitor and then consultation with the relevant trade unions, to amend the Disciplinary Policy and Procedure and Managing Capability Code from time to time.

**7. Market Pay Supplements**

Councillor Sneddon introduced the report from the Assistant Director of Human Resources which set out pension implications of market payment supplements for difficult to retain / recruit posts. This report had been requested by the committee following the market pay supplements report which went to the committee in January 2009.

Councillor Sneddon explained to members that if the payment was made annually as a retention payment, then it would not be pensionable. However, if the payment was for retention purposes and was paid monthly it would be pensionable. Furthermore, if the payment was for recruitment purposes and was

paid monthly then it would also be pensionable. The committee was then made aware of the reasons for this.

Following a query, the Assistant Director of Human Resources assured members that payments would be reviewed annually to ensure that they are fair and that the payments are justified.

RESOLVED:-

- (i) that the pensions implications of market supplement payments as set out in the report be noted; and
- (ii) that the protocol previously approved by the committee be amended to include guidance on the pensions implications of such payments.

## 8. **Attendance Management Policy and Procedure**

Councillor Sneddon introduced a report by the Assistant Director of Human Resources which set out details for the new Attendance Management Policy and Procedure. Councillor Sneddon highlighted the proposed changes to the policy and procedure.

Following a query, the Assistant Director of Human Resources assured members that the necessary consultation for the new policy and procedure had been undertaken.

In response to a question about whether the new policy and procedure applied to schools, the Assistant Director explained that there was a separate procedure for schools' governing bodies and whilst schools would be encouraged to use this template, it was not mandatory for them to do so. Councillor Wharton explained that the Council was currently going through a process to update schools' policies.

RESOLVED:-

- (i) that the content of the new Attendance Management Policy and Procedure and implementation with effect from May 2009 be agreed;
- (ii) that the new Attendance Management Policy and Procedure apply from the implementation date unless an employee's sickness absence was being managed in accordance with stage 3 of the Managing Sickness Absence Procedure, in which case that procedure would continue to apply to the employee until the stage 3 process was complete;
- (iii) that training and development initiatives be put in place by the Corporate Learning and Development Team, to equip managers with the necessary knowledge and skills to ensure that the application of the policy and procedure does not impact unfairly or on any particular group of employees; and
- (iv) that the Assistant Director, Human Resources, be authorised, after

consultation with the Borough Solicitor and then consultation with the relevant trade unions, to amend the Attendance Management Policy and Procedure from time to time.

9. **Date of Next Meeting**

It was noted that the date of the next meeting of the General Purposes Committee was scheduled to take place on Tuesday, 30<sup>th</sup> June 2009 at 7.00pm.

10. **Any Other Urgent Business**

There was none.

The meeting ended at 6.22 pm.

A JOHN  
Chair