

PERSONNEL COMMITTEE

MINUTES OF THE MEETING HELD ON 11TH JANUARY 2007

Councillors: Barbara Alexander (P), Phil Barnett (A), Paul Bryant (*Chairman*) (P), Denise Gaines (P), Quentin Webb (P)

Also present: Robert O' Reilly, Moira Fraser

PART I

30. APOLOGIES.

There were no apologies for absence received.

31. MINUTES.

The Minutes of the meeting held on 30th November 2006 were approved as a true and correct record and signed by the Chairman.

32. DECLARATIONS OF INTEREST.

There were no interests declared.

33. WEST BERKSHIRE COUNCIL GRIEVANCE PROCEDURE.

The Committee considered a report (Agenda Item 4) concerning the Grievance procedure. Robert O' Reilly explained that the existing procedure was very long winded and illogical. As a consequence he had met with Managers from across the Council as well as the Trade Unions to simplify the process. Members noted that non trade union employees had not been consulted on the procedure. One of the major changes included the fact that in putting forward a grievance Officers would have to provide a remedy. The procedure had been successfully implemented following agreement with Trade Unions that the revised procedure could be introduced on an interim basis in July 2006.

Members welcomed the fact that Officers would be responsible for putting forward a solution as they felt that this might reduce the number of frivolous complaints made

RESOLVED that the Grievance procedure be approved.

34. WEST BERKSHIRE COUNCIL DISCIPLINARY PROCEDURE.

The Committee considered a report (Agenda Item 5) concerning the interim Disciplinary Procedure. Robert O' Reilly explained that he had adopted a similar procedure for developing this procedure as he had with the Grievance Procedure. Some of the main changes included the fact that separate advice had been prepared for managers and employees and that some of the unworkable punishments had been removed. Oral warnings had been omitted and written warnings would now include a first warning, a final warning and then dismissal.

Managers and Trade Unions had welcomed the changes and this process had also been adopted on an interim basis pending formal adoption of the procedure.

RESOLVED that the Disciplinary procedure be approved.

35. DISCRETIONARY COMPENSATION REGULATIONS 2006 - UPDATE.

Robert O' Reilly provided the Committee with a verbal update concerning the new Discretionary Compensation Regulations 2006. Robert explained that the report would be taken to the 15th February 2007 Executive meeting for approval.

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RESOLVED that Robert O' Reilly would circulate the report to the Personnel Committee as soon as was practicably possible.

(The meeting commenced at 8.27pm and closed at 8.55pm)

CHAIRMAN

Date of Signature: