

Notice of Meeting



Personnel Committee

**Thursday, 15 February 2007 following the
conclusion of the Executive meeting**

In the Members' Boardroom, Market Street Offices

Date of Despatch of Agenda: 07 February 2007

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact David Cook, Policy Executive on (01635) 519475
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Further information and Minutes are also available on the Council's website at www.westberks.gov.uk

Terms of Reference

That, in order to comply with the Regulations under the Local Government Act 2000, the Council appoint a Personnel Committee (reporting direct to Council) consisting of five Members with the following terms of reference:

- (i) "Powers to appoint staff at Head of Service level and above by means of an Appointments Panel.
(Note: The Appointments Panel shall be selected from a pool of relevant Members.)
- (ii) Powers to determine requests for the early release of pensions subject to the financial implications of each request being approved through the Executive decision making process.
- (iii) Powers to appoint Proper Officers.
- (iv) Powers to designate officers as Head of Paid Service, Monitoring Officer and Section 151 Officer.
- (v) **That the list of exceptions to "Key Decisions" be extended to cover the following:**

Powers to agree the financial implications of requests for the early release of pensions, subject to the personnel aspects of each request being approved by the Personnel Committee.

Extension of Terms of Reference of Personnel Committee

At Full Council on the 14th December 2006 it was agreed that the following additional items be added to the terms of reference of the Personnel Committee:

- (vi) to approve new and revised HR Policies.
- (vii) to approve new and revised HR procedures.

Scheme of Delegation

It was agreed that the power to approve new and revised HR policies and procedures be delegated to the Chief Executive. The Chief Executive may decide to refer particular HR policies and procedures to the Personnel Committee rather than exercise the delegation.

Agenda – Personnel Committee to be held on 15 February 2007 (continued)

To: Councillors Barbara Alexander, Phil Barnett, Paul Bryant, Denise Gaines, Quentin Webb

Agenda

Part I

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|--|----------|
| 1. Apologies for Absence
To receive apologies for inability to attend the meeting (if any). | |
| 2. Minutes
To approve as a correct record the Minutes of the meeting of the Committee held on 11 January 2007. | 1 |
| 3. Declarations of Interest
To receive any declarations of Interest from Members. | |
| 4. Exclusion of the Press and Public
<i>RECOMMENDATION: That members of the press and public be excluded from the meeting during consideration of the following items as it is likely that there would be disclosure of exempt information of the description contained in paragraph 2 of Schedule 12A of the Local Government Act 1972 specified in brackets in the heading of each item. Rule 9.10.4 of the Constitution also refers.</i> | |

Part II

- | | Reference | Page No. |
|--|-----------|----------|
| 5. Funding for Possible Early Retirement of an Employee
<i>(Paragraph 2 - information identifying an individual)</i> | N/a | 3 |
| 6. Funding for Possible Early Retirement of an Employee
<i>(Paragraph 2 - information identifying an individual)</i> | N/a | 9 |

Sue Curtis Davison
Head of Policy and Communication

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.

Personnel Committee – 11.01.07 – MINUTES

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: