

**MINUTES  
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

**Wednesday 10 July 2019**

Councillor John Clarke (Chair)

Councillor Michael Payne	Councillor Chris Barnfather
Councillor Michael Adams	Councillor Marje Paling
Councillor Sandra Barnes	Councillor John Truscott

Absent: Councillor Bob Collis

Officers in Attendance: K Bradford, D Archer and C Goodall

**7 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

Apologies were received from Councillor Collis with Councillor Truscott attending as substitute.

**8 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 31 MAY 2019.**

**RESOLVED:**

That the minutes of the above meeting, having been circulated, be approved as a correct record.

**9 DECLARATION OF INTERESTS.**

None.

**10 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.**

None.

**11 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

That, Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(a)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12a of the Local Government Act 1972.

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## **BUYING ADDITIONAL LEAVE OR TIME AWAY FROM WORK**

The Service Manager Organisational Development introduced a report, which had been circulated prior to the meeting, notifying Members of the outcome of the consultation process and the recommendations made by the Joint Consultative and Safety Committee of 25 June in order to inform the committee's decision in respect to policy implementation.

After discussion it was agreed to support the comments made by the JCSC subject to clarifying that line managers needed to determine applications under the scheme in a set number of working days rather than two weeks.

### **RESOLVED to:**

- 1) Support the comments made by the Joint Consultative and Safety Committee, plus the response from Council management, subject to clarifying the amount of time line managers should take to determine any applications under the scheme;
- 2) Authorise implementation of the proposed Time Out policy as originally drafted and shown in the Senior Leadership Team report (at Appendix A, Annex 1 to the report) subject to incorporating the comments made by the JCSC and supported by the Committee; and
- 3) Authorise the Service Manager, Organisational Development, under the direction of the Chief Executive, to make the drafting changes to the original policy as determined by committee and communicate the new policy to employees.

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## **DISCRETIONARY REDUNDANCY PAYMENTS AND PAY PROTECTION**

The Service Manager Organisational Development introduced a report, which had been circulated prior to the meeting, notifying the Committee of the outcome of the consultation process and the recommendations made by the Joint Consultative and Safety Committee of 25 June in order to inform the committee's decision with respect to policy implementation.

After discussion it was

### **RESOLVED to:**

- 1) Implement the proposed policy in relation to Pay Protection as originally drafted and shown in the ACSC report of 31 May (at Appendix A, Appendix 4 to the report) subject to reflecting that

pay protection is applied at 100% for one year and at 50% for a second year with no further protection beyond this;

- 2) Implement the revised policies as drafted and shown in the ACSC report of 31 May (at Appendix A, Appendix 5 to the report) in relation to Discretionary Exit Payments (both redundancy and efficiency of the service) with modifications to reflect that payment of an additional mandatory award equivalent to 30% of statutory redundancy pay (at actual week's pay) is applied in all cases of dismissal due to reason of redundancy and reason of efficiency of the service (calculated on a notional value as if a redundancy);
- 3) Confirm that statutory redundancy payments should be based on an actual week's pay;
- 4) Amend the general content and layout of both the Pay Protection and the Early Retirement and Redundancy Policies, as shown at the policies in Appendix A to the report in order to reflect current organisational structure and more efficient processes and practice;
- 5) Implement policy change to affect all future dismissals from the Council where the effective date of dismissal (last date of employment) is on or after 1 September 2019; and
- 6) Authorise the Service Manager, Organisational Development, under the direction of the Chief Executive, to make the drafting changes to the original policies as determined by the committee and communicate the new policy to employees at the point of implementation.

The meeting finished at 4.00 pm

Signed by Chair:  
Date: