

Minutes of the Meeting of the Staffing Committee held in the Committee Room of the Guildhall St Ives on Wednesday 12 June 2019 at 10.30 am

PRESENT

Chairman – Councillor T Harris

Vice Chairman – Councillor J Griffin

COUNCILLORS

Arthur K

OFFICERS

Town Clerk

APOLOGIES FOR ABSENCE – were received from Councillor R Glanville.

ST.8 DECLARATION OF COUNCILLOR/OFFICER INTERESTS

None.

ST.9 APPROVAL OF MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the meeting of the Staffing Committee held on 29 May 2019.

The Committee also RESOLVED – to accept as a true and correct record the confidential notes of the meeting of the Staffing Committee held on 29 May 2019.

ST.10 REVIEW OF STAFFING POLICIES AND PROCEDURES

Further to the Council decision of 2 May 2019, committee members considered the council's existing policies and procedures for staff. It was noted that a Staffing Panel recommendation had been for policies and procedures to be reviewed, and that funds had been allocated from Reserves to support this process. The Staffing Panel and the Council had set out the intention that the review be carried out without undue delay.

Options for carrying out the review were considered, noting that current staff capacity meant that an in-house solution was not viable and so if appointing an external consultant, considerations would include cost, whether a local provider was preferable, whether to link the work with the health and safety policy review, and the extent of the service already provided by the council's existing HR provider.

The committee discussed the various styles of policies, noting that detailed policies could give clarity but were potentially inflexible, but that ambiguous policies could be detrimental if lacking sufficient direction on the processes to be followed.

The option preferred by the committee was a working model where standard policies were written with a fairly loose outline and with reference to ACAS recommended practices, enabling the enactment of policies to be readily updated with each review by ACAS.

RESOLVED – that the staffing policies and procedures be reviewed by the committee by:

- i) Commissioning a consultant to carry out a gap analysis in the first instance and

then to prepare draft policies and procedures on the basis that ACAS guidance would be integral to the implementation of the policies and/or that the policies would be based on ACAS templates; and

- ii) The consultant be asked to carry out a gap analysis in the first instance and to advise the committee on the way forward

The question of who to appoint to carry out the review was deferred until later in the meeting, to be considered in the confidential session.

ST.11 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED – that in accordance with the Public Bodies (Admissions to Meeting) Act 1960 (as extended by s.100 of the Local Government Act 1972), the press and public be excluded from the meeting during the consideration of the following matters on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

ST.12 FURTHER CONSIDERATION OF A GRIEVANCE FROM A MEMBER OF STAFF
(Paragraphs 1, 2 & 3)

The committee considered updates from the committee chairman and after discussion,

RESOLVED - that

- 1) To avoid conflict of interest for the current provider, Neo People Management be appointed to provide HR support to the Staffing Committee to advise and manage the process from this point to conclusion of the current staffing grievance
- 2) The formal stage of the grievance policy is noted to have commenced
- 3) The code of conduct element of the complaint be referred to the Monitoring Officer
- 4) If necessary, a Grievance Panel to be appointed, with Councillors Tulley, Burton and Lait appointed as panel members (subject to their agreement) and Councillor Arthur appointed as a reserve. The Grievance Panel to have the authority to make a decision to determine the current grievance.

ST.13 APPOINTMENT OF HR CONSULTANT TO CARRY OUT REVIEW OF STAFFING POLICIES AND PROCEDURES

Following the consideration earlier in the meeting, after a short discussion it was

RESOLVED – that Neo People Management be commissioned to carry out a review of the council's staffing policies and procedures.

ST.14 DATE OF NEXT MEETING

The committee agreed that the next meeting would be called when either the draft staffing policies were ready for review, or if necessitated to progress the grievance matter.

Meeting closed 12.45 pm

Chairman