

**LOCAL JOINT COMMITTEE
13 FEBRUARY 2019
4.01 - 4.35 PM**



Present:

Councillors Allen and Angell
David Allais, UNISON

Apologies for absence were received from:

Councillors Leake and Worrall
Lorna Cameron, UNISON

16. Declarations of Interests

There were no declarations of interest.

17. Minutes from Previous Meeting

The minutes from the meeting held on 12 December 2018 were approved as a correct record.

18. Urgent Items of Business

There were no urgent items of business.

19. Employment Committee: Agenda and Related Matters

i) Monitoring the Council's Workforce 2017/18

The Director: OD, Transformation and HR reported that the Council has a legal duty to advance equality of opportunity, eliminate unlawful discrimination and promote good relations between people. Part of this legal duty was to report annually on its workforce composition. There were no major changes to report. The report listed the key performance indicators and detailed whether these targets had been met or not. Almost all of the targets had been met with the exception of three areas, these were staff turnover including schools, staff leaving within one year and sickness absence. However, sickness absence was still below the national average for local government.

ii) New to Bracknell Forest Apprentices

The Director: OD, Transformation and HR reported that a report was being taken to Employment Committee asking them to agree to improve the Bracknell Forest Council's Apprenticeship offer, enabling the council to attract and retain quality candidates in support of the Government Apprenticeship Reforms 2017-2020. It would also be requested that the current pay-scale for new to the council apprentices be revised. A new apprenticeship strategy and scheme would be developed further to strengthen the approach within the Council to support its Strategic Workforce Planning.

- iii) Disciplinary / Capability Procedure for Assistant Directors / Officers paid on the Senior Salaries Scale

The Director: OD, Transformation and HR reported that the Disciplinary / Capability Procedure for Assistant Directors / Officers had been updated and that the Right of Appeal to Members Procedure and guidance on the process to be followed at a Members Appeal Panel had also been amended. Adaptations had been jointly developed by HR and Legal Services based on ACAS guidance, LGA guidance, principles of natural justice and best practice in disciplinary proceedings. These both needed to be formally endorsed by the Employment Committee.

- vi) Use of urgency Procedure on 8 January 2019 to establish a Members Appeal Panel against dismissal

The Director: OD, Transformation and HR explained the reasons for invoking the Urgency Procedure on 8 January 2019 to set up an Appeal Panel to consider an appeal against dismissal in accordance with provision 6.4 of Part II Section 6 of the Council's constitution.

20. **Matters to be Raised by Trade Unions**

The Director: OD, Transformation and HR had received an email from Lorna Cameron in January 2019 following the last Local Joint Committee attaching advice relating to the National Pay Award. The Director OD Transformation and HR confirmed that this information had not been received prior to the LJC in December but that the issues raised in the letter would be taken into account as part of the review which would take place during in the next 12 months.

CHAIRMAN