

**LOCAL JOINT COMMITTEE
12 JULY 2022
4.00 - 4.22 PM**



Present:

Councillors Leake (Chair), Angell and Wade
David Allais (UNISON)

Apologies for absence were received from:

Pat Kenny (UNISON)

1. Declarations of Interests

There were no declarations of interest.

2. Minutes from Previous Meeting

The minutes of the meeting held on the 2 March 2022, were approved as a correct record.

3. Urgent Items of Business

There were no urgent items of business.

4. Employment Committee: Agenda and Related Matters

i. Annual Update of The Council's Pay Statement

Paul Young, Assistant Director HR and Organisational Development reported that the Council is required to publish an annual Pay Statement which is also aligned with the requirements of the Transparency Regulations. The report had been brought forward for 2022/24 to enable greater transparency and to ensure the Council reporting requirements are met.

It was noted that there were some typos which related to the job titles of directors which would be amended.

ii. HR Policy Review - Disciplinary, Grievance and Performance Improvement

Paul Young, Assistant Director HR and Organisational Development updated the Committee on the programme of review for HR policies which had reviewed and updated the Disciplinary, Grievance and Performance Improvement procedures.

The Disciplinary and Performance Improvement procedure had modest updates with changes made to improve the timeliness and clarity of roles and responsibilities. For Performance Improvement, a stronger focus had been included to cover responsibilities of the manager to deal with issues of performance at an early stage informally prior to the formal procedures. There is also reference to medical conditions and menopause which have been

included for managers to consider when there are concerns over performance.

The Grievance Procedure had been updated taking account of learning from previous cases. In particular, the responsibility for managers to communicate with all parties throughout the process and the recognition that staff who are subject to a complaint need to be supported. There had been a number of occasions where the performance of these procedures had been slow and drawn out. The HR team were looking to introduce a case management system which should assist managers with having the appropriate resources and reminders to improve efficiency.

Unison gave their thanks for allowing their input in the process at an early stage and were pleased to see the suggested changes had been included in the policies.

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

No issues were raised by the Trade Unions.

CHAIRMAN