

Minutes of a Meeting of the **REVEIW SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 7th OCTOBER 2015 at 7.00 p.m.**

PRESENT **Councillor M. Iveson (Chairman)** and
Councillors J. Atkinson, A.M. Chandran, R.S. Fleming, B. Hall, J.P. Hillary, Mrs. W.P. Hillary and Mrs. S.J. Iveson.

IN ATTENDANCE Mr. G. Brown (HR Consultant)

OFFICERS Mr. A. Bailey (Town Clerk)
Mrs. C. Walton (Corporate and Policy Officer)
Mr. D. Austin (Finance Manager)
Miss C. Ryder (Senior Admin. Officer)

The Chairman informed the meeting that he would be taking Agenda Item Nos. 6 and 7 immediately after Item No. 3 (Minutes) in order that the HR Consultant could leave after these items.

21. **APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors W. Blenkinsopp, Mrs. M. Dalton and C. Wheeler.

22. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

23. **MINUTES**

The minutes of the meeting of the Review Sub-Committee held on the 19th August 2015 were circulated for consideration.

It was proposed by Councillor A.M. Chandran, seconded by Councillor Mrs. S.J. Iveson and

RESOLVED – that the minutes of the 19th August 2015 be accepted as a correct record prior to being forwarded to the Policy and Resources Committee for consideration.

24. **REVIEW OF POLICIES – HR ADVISOR**

The Chairman welcomed Mr. Geoff Brown (HR Consultant) to the meeting to present his report.

Mr. Brown had been asked to clarify a number of points which had been raised in a previous meeting on the following policies:-

- Retirement and Pension Policy
- Redundancy Policy and Procedure
- Officers' Allowances Policy

Following a lengthy discussion and question answering time it was:-

RESOLVED – that it be recommended:-

- (i) That Mr. Brown amend the three policies appropriately prior to them being submitted to the Personnel Sub-Committee for adoption.
- (ii) That Mr. Brown be thanked for his attendance and clarification on the three policies.

25. **REVIEW OF POLICIES**

The following policies had been chosen for review at the last meeting of the Review Sub-Committee as part of the rolling programme of reviewing all of the Council's policies.

- Dignity at Work
- Annual Leave Procedure
- Grievance Policy and Procedure
- Capability Policy and Procedure
- Disciplinary Policy and Procedure

As these policies concerned HR matters Mr. Geoff Brown had been asked to stay to advise members on any matters raised within those policies.

RESOLVED – that it be recommended that the following amendments be made to the policies:-

- (i) Dignity at Work –
** the reference to complaints against the Town Clerk in paragraph 7.1 (1) be repeated in paragraph 6.2 and ** A paragraph or statement is included regarding vexatious complaints
- (ii) Annual Leave Procedure –
changes in legislation are reflected to show that annual leave is now carried forward when staff are on sick / maternity / paternity / parental / shared parental and adoption leave.
- (iii) Grievance Policy and Procedure –
That Mr. Brown amend the policy accordingly to take into account procedural changes prior to it being submitted to the Personnel Sub-Committee
- (iv) Capability Policy and Procedure –
That the policy be accepted.
- (v) Disciplinary Policy and Procedure –
That Mr. Brown re-word and make clear that sustained improvement is required at any stage of the process.

Councillor J. Atkinson gave his apologies and left the meeting at this point.

26. **REVIEW OF TARGETS – 2015/2016**

The Performance Management Team had submitted the Corporate Targets for 2015/16 which had been updated at a Team meeting held in September 2015.

The Targets had been submitted for members to consider the updated comments on those targets.

Following discussions Officers were instructed to make a number of amendments to the targets.

RESOLVED – that it be recommended that the following amendments be made:-

- (i) Target No. 10
The reference to “The Officer” should be amended to read “All Managers”.

Target No. 32
The target date be changed to “to be agreed” and that “The Officer” be changed to “Service Review Working Group”.

Target No. 46
To be reworded to read “Undertake a limited snow clearing and gritting service for Durham County Council (DCC) as per the management agreement for the benefit of residents”.

Target No. 63
Be amended to reflect ‘limited’ retail interest.

- (ii) That once a target is completed the word ‘Complete’ be placed first in the comment box.
- (iii) That a number of targets requiring amendments are noted in advance of the next meeting:-
Specifically ** Targets 33 and 45.
- (iv) That the Neighbourhood Plan be the subject of a new aim with specific targets

27. **QUARTERLY RISK REVIEW**

Information in respect of the Quarterly Risk Review for September 2015 had been submitted. The Review listed the High and Medium Risks only.

Following a detailed discussion of the contents of the report it was:-

RESOLVED – that it be recommended:-

- (i) That Risk S23 be rescored as Likelihood 3, Impact 3 with a Score of High.
- (ii) That Risk S27 be deleted from the register as this was a Personnel matter.
- (iii) That two new risks be added to the register:-
- Inappropriate action by an employee
 - Inappropriate use of media by an employee

28. **COUNCIL POLICIES**

To carry on with the rolling programme of reviewing all of the Council's policies it was proposed that the following policies be considered at the next meeting of the Review Sub-Committee.

- Recruitment
- Disclosure and Barring Services
- Sickness and Absence Notification
- Sickness Absence
- Equality and Diversity

RESOLVED – that the above five policies be subject to a review at the next meeting of the Review Sub-Committee.

CHAIRMAN.