

MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON MONDAY, 15 JUNE 2009

PRESENT: Councillors G D Davey, S C Egan, J Evans, K Evans, H C Hamilton (Town Mayor, ex-officio), S A Hodges, K Kuhnell, B I Shaw and T C Stenstrom

IN ATTENDANCE: Derek Wolfe – Executive Officer
Cliff Lewis – Deputy Executive Officer
Angie Norman – Administration

R69. ELECTION OF CHAIRPERSON FOR 2009/10 MUNICIPAL YEAR

Nominations were requested for Chairperson of the Resources Committee for the 2009/10 Municipal Year.

Councillor Egan was proposed by Councillor Davey and seconded by Councillor Stenstrom.

RESOLVED that Councillor Egan be elected as Chairperson of the Amenities Committee for the 2009/10 Municipal year.

R70. APOLOGIES

Apologies for absence were received from Councillors Cash and Kemp.

R71. ELECTION OF VICE CHAIRPERSON FOR 2009/10 MUNICIPAL YEAR

Nominations were requested for Vice-Chairperson of the Resources Committee for the 2009/10 Municipal Year.

Councillor J Evans was proposed by Councillor Stenstrom and seconded by Councillor Davey.

RESOLVED that Councillor J Evans be elected as Vice-Chairperson of the Amenities Committee for the 2009/10 Municipal year.

R72. DECLARATIONS OF INTEREST

Councillor Kuhnell declared a personal interest in relation to all agenda items regarding to the Memorial Hall & Theatre by virtue of being Trustees.

R73. TERMS OF REFERENCE

RESOLVED: that the terms of reference be received and noted.

R74. **MINUTES OF THE RESOURCES COMMITTEE'S MEETING HELD ON 6 APRIL 2009**

RESOLVED:

1. that the minutes of the Resources Committee's meeting held on 6 April 2009 be approved and signed as a correct record.
2. that the Sickness Absence Policy be submitted to the Finance, Policy & General Purposes Committee for approval and signing off.

R75. **APPOINTMENT OF SUB GROUPS AND DETERMINATION OF THEIR TERMS OF REFERENCE**

Councillor Hodges raised the matter of the Memorial Hall & Theatre Trust Advisory Group never having met and ask whether the a further term of reference should be added to show that it is the intention to meet with representatives of the Memorial Hall & Theatre Trust. She was advised that during recent meetings with members of the Trust and the Council the Trust had given a positive indication that they may be prepared to meet with the Council representatives now that this meeting had been downgraded to an Advisory Group rather than a formal sub-committee of the Council. It was noted by the Executive Officer that the title of the Memorial & Theatre Advisory Group should actually read Memorial Hall & Theatre Joint Advisory Group.

Concerns were raised with regard the amount of sub-group meetings had been held during the past municipal year and the Chair gave his assurance that meetings of all these Groups would be held in the 2009/10 Municipal year.

RESOLVED:

1. That the terms of reference for the four sub groups be received and noted subject to the following amendment:-
 - a. That the title of the Memorial Hall & Theatre Advisory Group be corrected to read Memorial Hall & Theatre Joint Advisory Group.
 - b. That term of reference No. 5 of the Personnel Sub-Committee be removed and added to the Resources Committee's Terms of Reference as follows:-

"That the Chair of Resources Committee have responsibility for appraising the Executive Officer".
2. That the following members of the Resources Committee be appointed to serve on the relevant sub-groups:-

a. **Joint Consultative Advisory Group (3-1-1)**

Councillors Egan, S A Hodges, Kuhnell and Stenstrom (vacancy).

b. **Memorial Hall & Theatre Joint Advisory Group (3-1-1)**

Councillors Egan, K Evans, Shaw and Stenstrom (vacancy).

c. **Personnel Sub-Committee (3-1-1)**

Councillors Cash, Egan, J Evans and S A Hodges (vacancy).

d. **Training & Development Advisory Group**

Councillors Egan, J Evans, S A Hodges and Kuhnell (vacancy).

3. That the Conservative Group Leader be asked to provide the names of his representatives for the above sub-groups.

R76. **REVISED DRAFT DISCIPLINARY POLICY & PROCEDURE**

Members of the Committee were requested to examine the contents of a third revised draft Disciplinary Policy & Procedure and suggest any further amendments, prior to the resulting document being commended to the Finance, Policy & General Purposes Committee for final approval and signing off. The Executive Officer advised the Committee that he had been contacted by Union Workplace Representatives regarding possible comments on the Disciplinary Policy & Procedure. The Chair advised that if the unions had any comments to make these should be put in writing prior to the Finance, Policy & General Purposes Committee.

RESOLVED:

1. That should the union representatives have any comments to make on the draft policy they submit these to the Executive Officer, in writing, prior to the Finance, Policy & General Purposes Committee meeting on Monday, 29 June.
2. That the following amendments be made prior to the report being submitted to the Finance, Policy & General Purposes Committee for approval and signing off:-

a. **THE PROCEDURE**

That paragraph (ii) be amended as follows:-

Following the investigation, if it is decided to continue with a disciplinary hearing, the employee should be given a copy of the investigatory report and all supporting documentation detailing

the allegations of misconduct. He/she should be advised of the intention to convene a disciplinary hearing and of their right to be accompanied by a Trade Union Representative or work colleague.

b. DISCIPLINARY OFFENCES GUIDELINES

The first line of paragraph 2 be amended as follows:-

“The list below is merely provided as a management guideline”.

c. APPEALS

Paragraph 3 be amended as follows:-

“..... The Executive Officer will endeavour to arrange an appeal meeting within 15 working days.”

d. APPENDIX1 - THE DISCIPLINARY APPEAL

Paragraph (ii) be amended as follows:-

On receiving an appeal against a disciplinary decision the Executive Officer should endeavour to arrange for the appeal to be heard by the appropriate person or panel within 15 working days.

R77. REVIEW OF PAYMENTS TO PROFESSIONAL ASSOCIATIONS

The Leader of Council had requested that a report be submitted to review the payment of fees/subscriptions by the Council to professional bodies/associations of which some Council officers were members. Questions were raised with regard to how many years the fees had been paid in respect of staff who were members of professional bodies and what benefits the Council received from them being members. The Executive Officer advised that these answers were not readily available but that he was sure the Responsible Finance Officer could provide them.

Councillor Egan proposed that a recommendation be submitted to the Finance, Policy & General Purposes Committee that the fees for professional fees for the 2009/10 financial year be honoured and that the Council only pay for membership of professional bodies if it was stated as being a requirement in staff job descriptions/person specifications. Councillor Hodges suggested that a more detailed report be submitted to the Finance, Policy & General Purposes Committee to allow for a fully informed decision to be made. However, the Chair considered that the report already contained all the necessary relevant information.

A vote was taken on the proposal put forward by Councillor Egan and it was:-

RECOMMENDED:

1. That the Finance, Policy & General Purposes Committee agree to honour the membership fees for the 2009/10 municipal year for those staff who were members of professional bodies.
2. That in future years Council only pay for membership of professional bodies if it was stated in staff job descriptions/person specifications.

RESOLVED:

3. That this item be placed on the agenda for the next Joint Consultative Advisory Group's meeting for discussion with the unions.

R78. **DATE OF NEXT MEETING**

RESOLVED: to note that the date of the Committee's next meeting was Monday, 28 September 2009.

The meeting ended at 7.50pm.

Signed Dated
(Chairperson)