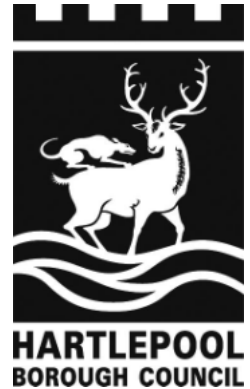


# **GENERAL PURPOSES (APPEALS & STAFFING) COMMITTEE AGENDA**



**Thursday, 29 April 2010**

**at 10.00 am  
in Committee Room C, Civic Centre, Hartlepool**

**MEMBERS: GENERAL PURPOSES (APPEALS & STAFFING) COMMITTEE:**  
Councillor Atkinson(Chair) (as substitute for Councillor Laffey )  
Councillors Flintoff, Griffin (as substitute for Councillor Shaw) and G Lilley  
Councillor Jackson (Portfolio Holder for Transport and Neighbourhoods)

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. MINUTES**
  - 3.1 To confirm the minutes of the meeting held on 22 February 2010
  - 3.2 To confirm the minutes of the meeting held on 26 March 2010
- 4. ITEM FOR INFORMATION**
  - 4.1 Appeals against Redundancy Dismissal Procedure
- 5. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006**

## **EXEMPT ITEMS**

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it

involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006

**6 ITEMS REQUIRING DECISION**

6.1 Appeal Against Redundancy Dismissal (para 1)

- (a) Management Statement of Case
- (b) Appellant Statement of Case

**6. ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

**GENERAL PURPOSES  
(APPEALS AND STAFFING) COMMITTEE  
MINUTES AND DECISION RECORD  
22 February 2010**

The meeting commenced at 2.00 pm in the Civic Centre, Hartlepool

**Present:**

Councillor Rob Cook (In the Chair)

Councillors Cath Hill (Children's Services Portfolio Holder)  
Bob Flintoff

In accordance with Paragraph 4.1 of the Council's Procedure Rules Councillor Christopher Akers- Belcher was in attendance as substitute for Councillor Stephen Akers-Belcher and Dr George Morris as substitute for Councillor Pauline Laffey

Officers: Alyson Caman, Solicitor  
Denise Wimpenny, Principal Democratic Services Officer  
Sue Beevers, Admissions, School Place Planning and Support Services Manager

**49. Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors Pauline Laffey and Stephen Akers Belcher.

**50. Declarations of interest by members**

None

**51. Home to School Transport Policy/Procedure for School Transport Appeals**

Reference was made to the extract from the Home to School Transport Policy and procedure for school transport appeal hearings, copies of which had been circulated to all parties.

**52. Confirmation of the Minutes of the Meeting held on 14 January 2010**

The minutes were deferred for consideration at the next meeting.

**53. Local Government (Access to Information) (Variation) Order 2006**

Under Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

Minute 54 – Home to School Transport Assistance RJ – (Para 2)

**54. Home to School Transport Assistance RJ** (*Director of Child and Adult Services*)

Members considered an appeal relating to home to school transport. Full details of the appeal together with supporting documentation were submitted for Members' consideration.

**Decision**

The decision was set out in the exempt section of the minutes.

The meeting concluded at 2.55 pm.

CHAIRMAN

**GENERAL PURPOSES  
(APPEALS AND STAFFING) COMMITTEE  
MINUTES AND DECISION RECORD  
26 March 2010**

The meeting commenced at 10.00 am in the Civic Centre, Hartlepool

**Present:**

Councillor Pauline Laffey (In the Chair)

Councillor Griffin  
Ged Hall, Adult and Public Health Services Portfolio Holder

In accordance with Paragraph 4.2 of the Council's Procedure Rules Councillor London was in attendance as substitute for Councillor Flintoff

Officers: Joanne Machers, Chief Personnel Officer  
Chris Little, Assistant Chief Financial Officer  
Denise Wimpenny, Principal Democratic Services Officer

**55. Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors G Lilley and Flintoff.

**56. Declarations of interest by members**

None.

**57. Confirmation of the Minutes of the Meeting held on 14 January 2010**

Confirmed.

**58. Confirmation of the Minutes of the Meeting held on 22 February 2010**

Deferred for consideration at the next meeting.

**59. Local Government (Access to Information) (Variation) Order 2006**

Under Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

Minute 60 – Request for Payment of Deferred Pension Benefits – (Para 1)  
Minute 61 – Request for Payment of Deferred Pension Benefits – (Para 1)  
Minute 62 – Chief Officer Pension Release – (Para 1)

**60. Request for Payment of Deferred Pension Benefits**  
*(Chief Personnel Officer)*

The Committee considered an application from a former employee for early payment of pension on age grounds.

**Decision**

The decision was set out in the exempt section of the minutes.

**61. Request for Payment of Deferred Pension Benefits**  
*(Chief Personnel Officer)*

The Committee considered an application from a former employee for early payment of pension on compassionate grounds.

**Decision**

The decision was set out in the exempt section of the minutes.

**62. Chief Officer Pension Release Update** *(Chief Personnel Officer)*

An update report was submitted in relation to a Chief Officer Pension release for Members information, details of which were set out in the exempt section of the minutes.

**Decision**

The decision was set out in the exempt section of the minutes.

The meeting concluded at 10.50 am.

CHAIRMAN

**General Purposes (Appeals and Staffing) Committee**

**Appeals Against Redundancy Dismissal**

**Constitution of General Purposes (Appeals and Staffing) Committee**

Appeals against redundancy dismissal are heard by a duly convened and quorate General Purposes (Appeals and Staffing) of the Council. The Constitution defines the make up of the Committee and how many members constitute a quorum.

Members who have had any direct prior involvement in the case will be excluded from sitting. The Chief Personnel Officer or representative will attend appeals against redundancy dismissal to provide advice (including procedural and employment law advice) to the Committee and to assist members generally in establishing the arguments and facts being presented to them.

Normal Council secretariat support will be provided to the Committee. The secretary shall record the decision of the Committee but is not present to provide any form of advice other than on administrative matters.

**Written Statements**

Both management and the employee will be invited to submit written statements of case which will be forwarded to Elected Members 7 days before the hearing. Where both parties have provided statements these will also be exchanged 7 days before the hearing. If one party does not produce a statement then they will receive the other party's statement as early as practicable on the day of the hearing.

**Representation and Attendance**

The normal procedure will be for the employee plus one representative, and the dismissing manager, the relevant service manager, plus one human resources representative, to attend the hearing and present their cases. Witnesses will be called in, in turn, to give evidence and will then leave the hearing. It is at the discretion of the Committee to permit either party to bring additional representatives/managers and to decide whether they may attend in an observer or participant capacity.

**Decisions**

Decisions generally will fall into two categories, namely:

- (a) not allowing the appeal in which case the employees redundancy dismissal is confirmed.
- (b) confirming the process needs to be reviewed. In which case the following options can be considered:
  - (i) the decision to select the post / person is unfair and the process needs to be reviewed. If necessary this may need to be referred back to Members who were involved in the original decision

- (ii) the procedure followed has been unfair and the process needs to be reviewed

During this time the redundancy notice period will be extended until the outcome of the review is confirmed. The person will remain an employee of the Council with no loss of pay or benefits. Where possible the employee will remain in the post. However, this cannot always be guaranteed and in this instance alternative work will be offered suitable to the grade/position for this period. The employee will remain on the redeployment register during this time.

Following any review the Committee and all parties should reconvene to make a final decision.

The Committee shall give its decision in full detail in the presence of both parties and the Chief Personnel Officer or representative, and clarification may be sought by any party.



## **Guide to the format of the Hearing**

The procedure will be as follows: -

### **Management Case**

1. The management representative and/or Human Resources representative shall state the case.
2. The management representative and/or Human Resources representative may call witnesses and the procedure for questioning each witness shall be:
  - Management and/or Human Resources representative to question
  - Employee and/or representative to question
  - Each member of the Committee and the Chief Personnel Services Officer or representative to be invited to ask any questions
  - Management and/or Human Resources representative to re-examine
  - Witness to retire
3. The employee or representative may ask questions of the management representative and/or Human Resources representative.
4. The Committee members and the Chief Personnel Officer or representative may ask questions of the management representatives and/or Human Resources representative.

### **Employee Case / Response**

5. The employee or representative shall state the case.
6. The employee or representative may call witnesses and the procedure for questioning each witness shall be:
  - Employee and/or representative to question.
  - Management representative and/or Human Resources representative to question.
  - Each member of the Committee and the Chief Personnel Officer or representative to be invited to ask any questions.
  - Employee and/or representative to re-examine.
  - Witness to retire
7. The management representative and/or Human Resources representative may ask questions of the employee.
8. The Committee members and the Chief Personnel Officer or representative may ask questions of the employee and/or representative.

### **Summing Up**

9. The management representative and/or Human Resources representative to have the opportunity to sum up the case, if they choose to.

10. The employee and/or representative to have the opportunity to sum up the case, if they choose to.
11. The management representative and Human Resources representative, the employee and representative to withdraw.
12. The Committee to deliberate in private with only the Chief Personnel Officer or representative and Secretary in attendance recalling the management representative, Human Resources representative, the employee and representative only if clarification of evidence already given is required. In such instances all parties should be recalled even though clarification may be required from only one party.

#### Decision

13. The Committee shall announce its decision to both parties unless further time for deliberation is needed; in which case both parties will be advised of this.
14. The decision of the Committee and the terms of this will be notified to both parties in writing within 7 calendar days of the hearing.

#### General Notes

1. The provision for summing up at (9) and (10) does not include the right to introduce new evidence at this stage in the procedure. If this becomes necessary, then the other party should be given the right of reply.
2. Any matters not covered by the above procedure will be for the Committee to determine.
3. The employee representative must be a Trade Union representative or colleague from work
4. When advising the Committee, the Chief Personnel Services Officer or representative shall not have had any involvement in the original decision to dismiss