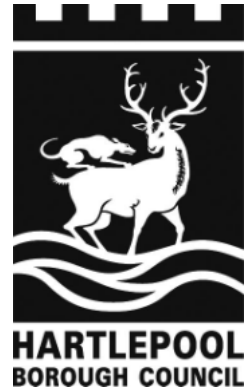


PLEASE NOTE CHANGE IN START TIME

GENERAL PURPOSES (APPEALS & STAFFING) COMMITTEE AGENDA



Monday 11 April 2011

at 10.00 am

in Committee Room C

MEMBERS: GENERAL PURPOSES (APPEALS & STAFFING) COMMITTEE:

Councillors Aiken, C Akers-Belcher, Simmons and Wells
Councillor Hill, Portfolio Holder for Children's Services

- 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 30 March 2011 (*to follow*).
- 4. 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

PLEASE NOTE CHANGE IN START TIME

5. ITEMS REQUIRING DECISION

5.1 Appeal Against Redundancy Dismissal (Group 1) (para 1) – *Chief Customer and Workforce Services Officer*

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

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

Guide to the format of the Hearing

The procedure will be as follows: -

Management Case

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

Summing Up

9. The management representative and/or Workforce Services 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 Workforce Services representative, the employee and representative to withdraw.
12. The Committee to deliberate in private with only the Chief Customer and Workforce Services Officer or representative and Democratic Services Officer in attendance recalling the management representative, Workforce Services 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 Customer and Workforce Services Officer or representative shall not have had any involvement in the original decision to dismiss.

September 2010

GENERAL PURPOSES (APPEALS AND STAFFING) COMMITTEE MINUTES AND DECISION RECORD 30 March 2011

The meeting commenced at 9.30 am in the Civic Centre, Hartlepool

Present:

Councillor: Marjorie James (In the Chair)

Councillors: Mary Fleet and Ray Wells

In accordance with Council Procedure Rule 4.2 (ii), Councillor Marjorie James was in attendance as substitute for Councillor Christopher Akers-Belcher.

Officers: Andrew Atkin, Assistant Chief Executive
Joanne Machers, Chief Customer and Workforce Services Officer
Alison Swann, HR Business Advisor (Management Advisor)
Gillian Laight, HR Business Advisor (Committee Advisor)
Angela Hunter, Principal Democratic Services Officer

48. Apologies for Absence

Apologies for absence were received from Councillors Martyn Aiken, Christopher Akers-Belcher and Jonathan Brash, Portfolio Holder for Performance.

49. Declarations of interest by Members

None.

50. Confirmation of the following minutes

- (i) Minutes of the meeting held on 6 January 2011 – confirmed.
- (ii) Minutes of the meeting held on 11 February 2011 – confirmed.

51. 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 52 – Appeal Against Redundancy Dismissal (JS) - This item contains

exempt information under Schedule 12A Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 namely information relating to any individual – Para 1.

- 52. Appeal Against Redundancy Dismissal (JS)** (*Chief Customer and Workforce Services Officer*) This item contains exempt information under Schedule 12A Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006 namely information relating to any individual – Para 1.

The meeting had been convened for Members' consideration of an appeal against Redundancy Dismissal received from an employee of the Council. Further details can be found in the exempt section of the minutes.

Decision

Details were included within the confidential section of the minutes.

- 53. Any Other Items which the Chairman Considers are Urgent**

None.

The meeting concluded at 12.30 pm

CHAIR