

GENERAL PURPOSES COMMITTEE AGENDA



24 September 2012

at 2.00 p.m.

in Committee Room A, Civic Centre, Hartlepool.

MEMBERS: GENERAL PURPOSES COMMITTEE:

Councillors C Akers-Belcher, Cook, Fisher, James, G Lilley, Richardson, Simmons, Sirs and Wells.

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 3 September 2012.

4. **ITEMS REQUIRING DECISION**

4.1 Request for Observers to Attend Appeal Hearings - *Hartlepool Joint Trades Union Committee (HJTUC) and Human Resources Business Partners*

4.2 Appointment of Local Authority Representatives to Serve on School Governing Bodies – *Director of Child and Adult Services*

5. **ITEMS FOR INFORMATION**

5.1 HR Function Update – *Acting Chief Executive (to follow)*

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

GENERAL PURPOSES COMMITTEE

MINUTES AND DECISION RECORD

3 September 2012

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

Present:

Councillor: Rob Cook (In the Chair)

Councillors: Christopher Akers-Belcher, Keith Fisher, Marjorie James, Carl Richardson and Kaylee Sims

In accordance with Council Procedure Rule 4.2 (ii), Councillor Brenda Loynes was in attendance as substitute for Councillor Ray Wells.

Officers: Peter Devlin, Chief Solicitor
Lorraine Bennison, Principal Registration and Members' Services Officer
Angela Armstrong, Principal Democratic Services Officer

81. Apologies for Absence

Apologies for absence were received from Councillors Geoff Lilley, Chris Simmons and Ray Wells.

82. Declarations of interest by Members

None.

83. Confirmation of the minutes of the meeting held on 6 August 2012

Confirmed.

84. Matters arising from the Minutes

A discussion ensued on the minutes as Councillor Fisher had not indicated he would leave the meeting as stated in the minutes, he was asked to leave by the Chair due to the consideration of his application for a school governing body. However, Councillor Fisher indicated he did not wish to have the minutes amended.

A further discussion took place on the procedure followed during the meeting held on 6 August 2012 in relation to an application for a position

on a school governing body which was received by telephone immediately prior to the meeting of the Committee. As an application for this governing body had already been received, the additional application resulted in that position being contested. Members were concerned that the Committee had not been made aware of this additional application prior to the commencement of the meeting and this had caused confusion during the meeting. The Chair reassured Members that processes would be put in place to ensure this situation did not occur in future.

85. Review of Polling Places (*Chief Solicitor*)

The report sought Members' consideration of suggestions for alternative polling places to be used at future elections. A number of comments had been received from Elected Members, polling station staff and the electorate and a number of potential new locations for polling stations had been identified and were attached at Appendix B.

During the consideration of the proposals contained within Appendix B, a Member questioned whether any comments had been received in relation to the use of the Epilepsy Outlook Charity Shop in Oxford Road as a polling station within the Burn Valley Ward. The Principal Registration and Members' Services Officer confirmed that whilst no comments had been received from the public, improvements to the access of the shop on polling days were being implemented as requested by a Ward Member. In addition to improving the access arrangements, signage would be displayed within the shop prior to polling day to alert customers to the fact that the shop would not be open for business on polling day due to its use as a polling station.

In relation to the proposed use of the PALS Office in the University Hospital of Hartlepool within the De Bruce Ward, Members had concerns with the parking arrangements on the hospital site. It was suggested that the management at Sheraton Court in Holdforth Road be approached with a view to utilising that building as an alternative polling station to St Thomas Mores Parish Centre instead of the PALS Office. If Sheraton Court was not available as an alternative, it was suggested that St Thomas Mores Parish Centre continue to be used but that further exploration of an alternative venue be looked at for that area in the new year. The Principal Registration and Members' Services Officer would confirm the final arrangements with the Chair of the Committee.

It was noted that a Member had suggested that Fens Primary School be utilised as the polling station for electors in the Fens area who had raised concerns about using St Theresa's Church Hall as their polling station. It was acknowledged that the existing polling station located within Fens Primary School was an extremely busy polling station and adding more electorate to this station would exacerbate this issue. It was therefore suggested that the affected polling district should remain as existing for the forthcoming November election and that all polling districts within the Fens & Rossmere ward be reviewed in the new year.

It was proposed that the Lounge within Hartlepool Supporters Club be utilised as an alternative to the existing portable unit that was located within the Supporters' Club's car park. Members had a number of concerns in relation to utilising the Club's premises and suggested that for the forthcoming elections in November, whilst the use of portable units was not ideal, the polling station for that area continue to be located in a portable unit within the car park of the Hartlepool Supporters Club and that further exploration of an alternative venue be examined in the new year.

In relation to the Manor House ward, it was proposed to include an additional polling district, with the new polling station being located in Owton Manor Baptist Church.

Members attention was drawn to the options proposed for the reconfiguration of polling districts within the Foggy Furze ward and it was noted that Members were supportive of option A.

Decision

- (i) That the proposed venues as identified within Appendix B be approved with the following amendments:
 - (a) De Bruce Ward – That the management of Sheraton Court, Holdforth Road be approached with a view to utilising the building as an alternative venue to St Thomas Mores Parish Centre. Should Sheraton Court not be available, St Thomas Mores Parish Centre be used for the forthcoming election in November and that further exploration of an alternative venue be undertaken in the new year.
 - (b) Victoria Ward – That the portable unit located in the Hartlepool Supporters Club continue to be used for the forthcoming election in November and that further exploration of an alternative venue be undertaken in the new year.
 - (c) Manor House Ward – That the additional polling station located at Owton Manor Baptist Church be utilised to take account of the ward reconfiguration.
 - (d) Foggy Furze Ward – That Option A be approved for the reconfiguration of the polling districts within the Ward.
 - (e) Fens and Rossmere – That the polling districts within the ward remain as they were for the November elections and be subject to review in the new year.

86. Any Other Items which the Chairman Considers are Urgent

None.

The meeting concluded at 2.39 pm

CHAIR

GENERAL PURPOSES COMMITTEE

24 September 2012



Report of: Hartlepool Joint Trades Union Committee (HJTUC)
and Human Resources Business Partners

Subject: REQUEST FOR OBSERVERS TO ATTEND APPEAL
HEARINGS

1. PURPOSE OF REPORT

To seek agreement from the General Purposes Committee that, where an Appellant is in agreement, Council and Trade Union Representatives may attend General Purposes (Appeals & Staffing) Committee Hearings as non-participating observers when considering employment based appeals from employees.

2. BACKGROUND

- 2.1 General Purposes Committee considered this request in March 2012 and the decision was that it was declined with a recommendation that a Training Programme be explored.
- 2.2 The Trade Unions raised this request at the Local Joint Consultative Committee on 16th August 2012.
- 2.3 It was recommended by the LJCC that this request be re-submitted to the General Purposes Committee for further consideration.
- 2.4 The General Purposes (Appeals & Staffing) Committee hear Final Stage Appeals primarily with regard to discipline, redundancy dismissal and grievance, although other employment matters can be considered. The process, format and respective roles and responsibilities of the various parties who attend are formally documented.
- 2.5 The Disciplinary Procedure includes the following clause:

Representation and Attendance

The normal procedure will be for the Employee plus one Representative, and the Manager plus one Human Resources Representative, to attend the Hearing and present their cases. Witnesses will be called, in turn, to present 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.

3. PROPOSALS

- 3.1 As a result of corporate savings resources within the HR Team have reduced substantially. This has resulted in a requirement for Officers to be involved in a wider range of work.
- 3.2 Due to priority work around corporate efficiency savings this has resulted in the generation of additional case work e.g. Redundancy Dismissal Appeals requiring additional resource from both the Trade Unions and Human Resources.
- 3.3 By allowing Council Officers and TU Representatives to observe a Hearing this will develop their skills and knowledge, providing an understanding of HBC Policy and Procedure and the importance of its application.
- 3.4 Council Officers and the Trade Unions are involved in providing procedural advice and for ensuring the application of processes that are often considered at an Appeal Hearing. To observe proceedings would help to reinforce and clarify the emphasis placed on such evidence at a Hearing.
- 3.5 Limited budget is available for training and development, therefore, this proposal maximises the opportunity for in-house training and development.
- 3.6 Attending as an observer will provide Council Officers and Trade Union Representatives with a better understanding of the importance of Appeal Panel requirements and the procedures that are applied.

4. WHEN AN OBSERVER MIGHT NOT ATTEND

- 4.1 It is appreciated that all cases are extremely sensitive and it is recognised that the employee should have the opportunity to object to an observer being present. Observers would not be present during the Panel's deliberations and would leave at the same point as the Appellant and Management parties.
- 4.2 Requests for a TU Representative to observe will only be made where an Appellant is a TU Member.

5. RECOMMENDATIONS

- 5.1 General Purposes Committee Members are recommended to agree in principle to observers being in attendance at General Purposes (Appeals & Staffing) Committee Hearings subject to the Chair of each individual Panel considering any objections that might be raised.

6. APPENDICES AVAILABLE ON REQUEST, IN THE MEMBERS LIBRARY AND ON-LINE

- 6.1 None

7. BACKGROUND PAPERS

- 7.1 None

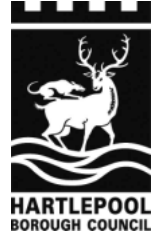
8. CONTACT OFFICER

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GENERAL PURPOSES COMMITTEE

24th September, 2012



Report of: Director of Child & Adult Services

Subject: APPOINTMENT OF LOCAL AUTHORITY REPRESENTATIVES TO SERVE ON SCHOOL GOVERNING BODIES

1. PURPOSE OF REPORT

To update members of the General Purposes Committee in respect of vacancies that currently exist for Local Authority representative governors serving on school governing bodies where some interest has been expressed in the vacancies, and to request members to make recommendations to the Children's and Community Services Portfolio Holder in respect of the appointments to school governing bodies.

2. BACKGROUND

Applications are invited from members of the general public, elected members and those governors whose term of office is about to expire or has expired and who are interested in serving, or wish to continue to serve as a LA representative governor on school governing bodies.

The following criteria were agreed by the Borough Council for the recruitment of LA representative governors in 2000. LA governors should be able to show:

- demonstrable interest in and commitment to education;
- a desire to support the school concerned;
- a commitment to attend regular meetings of the governing body (and committees as appropriate) and school functions generally;
- good communication/interpersonal skills;
- ability to work as part of a team;
- a clearly expressed willingness to participate in the governor training programme.

3. PROPOSAL

A schedule (**Appendix 1**) is attached setting out details of vacancies which currently exist for LA representative governors, where interest has been expressed in the vacancies together with applications received in respect of the vacancies (**Appendix 2**). **This item contains exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, information relating to any individual (para 1)**

Member's attention is drawn to the decision of the General Purposes Committee on 6th August, 2012 in respect of the appointment of a LA Governor for Manor College of Technology. Mr Arthur Preece was LA Representative on the Governing Body of Manor College of Technology until the expiry of his term of office on 31st August 2012. In accordance with the wishes of the Committee clarification has been sought in respect of Mr Preece continuing as a Governor of the College in a position other than that of LA representative. Mr Preece has been appointed as an Associate Member of the Governing Body for a period of two years. An Associate Member is not a Governor but is an appointment of the Governing Body which carries little or no voting rights and Mr Preece indicated that he would like his application to remain under consideration should there be no other expressions of interest.

In relation to vacancies on the Governing Bodies of Rift House and Owton Manor Primary Schools, drawn to the attention of Councillor S Akers Belcher and Councillor A Wilcox no expressions of interest have been received.

4. RECOMMENDATIONS

That the recommendations for the appointments set out in the confidential section of the minutes, of LA representative governors be referred to the Children's and Community Services Portfolio Holder for approval.

5. BACKGROUND PAPERS

- Schedule of vacancies
- Applications
- General Purposes decision record 6th August, 2012.

6. CONTACT OFFICER:

**Ann Turner, Governor Support Officer, telephone 523766
email ann.turner@hartlepool.gov.uk**

Child and Adult Services Department



VACANCIES LOCAL AUTHORITY REPRESENTATIVES ON GOVERNING BODIES

SEPTEMBER, 2012

**Contact Officer: Ann Turner
01429 523766**

VACANCIES FOR LOCAL AUTHORITY REPRESENTATIVES ON GOVERNING BODIES

SCHOOL INCLUDING LA GOVERNORS	VACANCIES	POSSIBLE INTEREST	RECOMMENDED FOR APPOINTMENTS
Brougham Primary School Mr. S. Thomas Mrs. S. Marshall	1 Vacancy	No interest expressed	
Catcote School Mr. J. Bryant Mr. S. Wallace	1 Vacancy	No interest expressed	
Eldon Grove Primary School Mrs. P. Vaughan Mrs. J. Butterworth	1 Vacancy	No interest expressed	
Fens Primary School Mr. A. Preece Mr. P. Heward	1 Vacancy	No interest expressed	
Golden Flatts Primary School Mr M. Turner Councillor C. Hill	1 Vacancy	No interest expressed	
Jesmond Gardens Primary School Mr. M. Ward Mrs. S Saint	2 Vacancies	Councillor Linda Shields	

SCHOOL INCLUDING LA GOVERNORS	VACANCIES	POSSIBLE INTEREST	RECOMMENDED FOR APPOINTMENTS
Lynnfield Primary School Mr. J. Bryant Councillor C. Simmons Councillor C Richardson	1 Vacancy	No interest expressed	
Manor College of Technology	1 Vacancy	Mr. A. Preece	
Owton Manor Primary School Mrs J Thompson Mrs M Raine Councillor M James	1 Vacancy	No interest expressed	
Rift House Primary School Councillor S. Tempest Councillor M. James	1 Vacancy	No interest expressed	
Rossmere Primary School Mrs. M. Smith Councillor P. Thompson – appointment to be confirmed	1 Vacancy	No interest expressed	
Springwell School Mrs. L. Barraclough	1 Vacancy	No interest expressed	

SCHOOL INCLUDING LA GOVERNORS	VACANCIES	POSSIBLE INTEREST	RECOMMENDED FOR APPOINTMENTS
St Cuthberts RC Primary School	1 Vacancy	Councillor Kaylee Sirs	
West Park Primary School Councillor R. Wells Mrs. M. Boddy	1 Vacancy	Councillor Brenda Loynes	