

**MAIDSTONE BOROUGH COUNCIL**

**EMPLOYMENT AND DEVELOPMENT PANEL**

**MINUTES OF THE MEETING HELD ON THURSDAY 30 JULY 2009**

**Present:** Councillor Lusty (Chairman), and  
Councillors Daley, FitzGerald, Garland, Hotson, Moss,  
Robertson and Mrs Wilson

**DELEGATED MATTERS**

16. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs Marshall.

17. NOTIFICATION OF SUBSTITUTE MEMBERS

It was noted that Councillor FitzGerald was substituting for Councillor Mrs Marshall.

18. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

19. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures.

20. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

21. EXEMPT ITEMS

RESOLVED: That the items be taken in public as proposed.

22. MINUTES

RESOLVED: That the minutes of the meeting held on 8 June 2009 be approved as a correct record and signed.

23. HR POLICY - DISCIPLINE, CAPABILITY AND GRIEVANCE PROCEDURES

The Panel considered the report of the Head of Human Resources seeking a revision of the Council's grievance, capability and discipline procedures particularly in relation to how the appeals process was administered.

(See Minute 15 above).

RESOLVED:

1. That the revised disciplinary procedure attached as Appendix 1 to the report of the Head of Human Resources be agreed.
2. That the revised capability procedure attached as Appendix 2 to the report of the Head of Human Resources be approved.
3. That the revised grievance procedure attached as Appendix 3 to the report of the Head of Human Resources be agreed.
4. That the Council be recommended to adopt changes to the Constitution to reflect the adoption of Option B within the report of the Head of Human Resources.
5. That the Standards Committee be asked to evaluate the proposal to agree to the changes in the Constitution as set out before above.

24. DURATION OF MEETING

6.30 p.m. to 7.38 p.m.