

MAIDSTONE BOROUGH COUNCIL

Employment and Development Panel

MINUTES OF THE MEETING HELD ON MONDAY 8 JUNE 2009

Present: Councillor Lusty (Chairman), and
Councillors Daley, Garland, Horne, Mrs Marshall,
Moss, and Robertson

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Hotson.

2. **NOTIFICATION OF SUBSTITUTE MEMBERS**

The following substitutions were noted:-

Councillor Horne for Councillor Hotson

3. **NOTIFICATION OF VISITING MEMBERS**

There were no Visiting Members.

4. **ELECTION OF CHAIRMAN**

RESOLVED: That Councillor Lusty be appointed Chairman for the municipal year 2009/10.

5. **ELECTION OF VICE CHAIRMAN**

RESOLVED: That Councillor Moss be appointed Vice Chairman for the municipal year 2009/10.

6. **DISCLOSURES BY MEMBERS AND OFFICERS**

There were no disclosures.

7. **DISCLOSURES OF LOBBYING**

There were no disclosures of lobbying.

8. **EXEMPT ITEMS**

RESOLVED: That the items on Part II of the Agenda be taken in private as proposed.

9. APPOINTMENT OF POLITICAL GROUP SPOKESPERSONS

RESOLVED: That the following political group spokespersons be appointed for the municipal year 2009/10:-

Conservative – Councillor Garland
Liberal Democrat – Councillor Mrs Wilson
Independent – Councillor Mrs Marshall

10. HR POLICY REVISION - DISCIPLINE, CAPABILITY AND GRIEVANCE PROCEDURES

The Panel considered the Report of the HR Manager regarding revisions to the Discipline, Capability and Grievance Policies.

Members raised some concern with regard to the newly proposed Appeals process. The Panel felt appellants should still have a choice as to whether the Chief Executive or Members heard their appeal. Members did feel that the current Appeals Committee was too large and should, perhaps, be reduced to a 3 Member Panel as a sub-Committee of the Appeals Committee.

The Panel raised a number of questions with regard to the current process and requested that officers investigate ways in which the current process could be streamlined to work more effectively.

RESOLVED:

1. That Officers bring a further report to the Employment and Development Panel regarding further options for the Appeal process.
2. That the revised Capability Procedure be agreed, subject to the outcome of 1 above.
3. That the revised Grievance Procedure be agreed, subject to the outcome of 1 above.

11. ORAL BRIEFING OF THE HEAD OF HUMAN RESOURCES ON THE ROLE OF THE EMPLOYMENT AND DEVELOPMENT PANEL

The HR Manager raised the issue of training for members of the Employment and Development Panel. The HR Manager recommended that training should be given with regard to the functions of the Employment and Development Panel.

Members felt that training was necessary and that only members who have undergone the full training should sit on the Panel.

RESOLVED:

1. That full training be given to Members of the Employment and Development Panel with regard to the recruitment and selection process and the annual appraisal process.
2. That the Member Development Policy be amended to reflect that Members of the Employment and Development Panel must undertake this training in order to be eligible to sit on the Panel.

12. EXCLUSION OF THE PUBLIC FROM THE MEETING

RESOLVED: That the public be excluded from the meeting for the following item of business because of the likely disclosure of exempt information for the reason specified.

**Head of Schedule
12A and Brief
Description**

Minutes (Part II) of the Full Year Appraisal 2008/09 and Targets and Objectives 2009/10 – Chief Executive, Director of Prosperity & Regeneration and Director of Change & environmental Services.

1 – Individual

13. Minutes (Part II) of the Full Year Appraisal 2008/09 and Targets and Objectives 2009/10 - Chief Executive, Director of Prosperity & Regeneration and Director of Change & Environmental Services

RESOLVED: That the Minutes (Part II) of the Full Year Appraisal 2008/09 and Targets and Objectives 2009/10 – Chief Executive, Director of Prosperity & Regeneration and Director of Change & Environmental Services be approved as a correct record and signed.

14. DURATION OF MEETING

6.30 pm to 7.42 pm