



Employment and Appointments Committee

Date:	Tuesday, 30 March 2010
Time:	6.15 pm
Venue:	Committee Room 2 - Wallasey Town Hall

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AGENDA

1. MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members are asked to consider whether they have personal or prejudicial interests in connection with any item(s) on this agenda and, if so, to declare them and state what they are.

2. MINUTES (Pages 1 - 4)

To receive the minutes of the meetings held on 26 January and 16 March, 2010.

(The minutes of 26 January are attached, the minutes of 16 March will follow).

3. PARTNERSHIP PERFORMANCE OFFICER AND PERFORMANCE SUPPORT OFFICER POSTS (Pages 5 - 8)

4. WORKFORCE MONITORING QUARTER 3 REPORT (OCTOBER TO DECEMBER 2009) (Pages 9 - 22)

5. MANAGING ATTENDANCE (Pages 23 - 28)

6. EXERCISE OF DISCRETIONARY FUNCTIONS AMENDMENT TO POLICY STATEMENT (PENSION SCHEME) (Pages 29 - 36)

7. APPEALS SUB-COMMITTEE MINUTES (Pages 37 - 40)

8. EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

The public may be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information.

9. UPDATE ON MANAGING WORKFORCE CHANGE AND REDEPLOYMENT (Pages 41 - 44)

10. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR

EMPLOYMENT AND APPOINTMENTS COMMITTEE

Tuesday, 26 January 2010

<u>Present:</u>	Councillor	IO Coates (Chair)	
	Councillors	S Quinn P Davies	T Harney
<u>Deputies</u>	Councillors	S Taylor (for L Rennie) L Rowlands (for J Green)	

64 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members of the Committee were requested to declare whether they had an interest, either personal or prejudicial, in any item on the agenda and, if so, to declare it and state the nature of such interest.

Councillor Rowlands declared a personal interest in minute 66 (Wirral Lifelong Learning and Family Learning Staffing) by virtue of his wife's employment in the Children and Young People's Department.

65 MINUTES

The Committee was requested to receive the minutes of the meeting held on 24 November, 2009.

Resolved – That the minutes of the meeting held on 24 November, 2009, be approved as a correct record.

66 WIRRAL LIFELONG LEARNING AND FAMILY LEARNING STAFFING

The Director of Children's Services submitted a report which sought the Committee's approval to extend the following existing time limited externally funded posts, to deliver administration and support services for the Lifelong and Family Learning Service:

2 x Admin Officers, Band E (£16,991-£18,937)
1 x Centre Administrator, Band D (£15,895-£16,663)
1 x Admin Assistant, Band C (£14,891-£15,570)
2 x Mentor, Band G (£22,001-£25,220)

For three of the posts funding, from the LSC Adult Learning and Employability Skills funding grant, was available until July 2010. These posts were:

1 x Admin Officer Management Information, Band E
1 x Centre Administrator, Band D
1 x Admin Assistant, Band C

For the three other posts, funding was available until December 2010 from the Wirral JOBS ESF/LSC grant, these were:

- 1 x Admin Officer, Band E
- 1 x Mentor, Band G
- 1 x Employability Support Mentor Band G

Resolved – That this Committee approves the extension of the following externally funded posts until July 2010:

- 1 x Admin Officer, Management Information, Band E**
- 1 x Centre Administrator, Band D**
- 1 x Admin Assistant, Band C**

And the following posts until December 2010:

- 1 x Admin Officer, Band E**
- 2 x Mentor, Band G**

67 **WORKFORCE MONITORING QUARTER 2 REPORT**

The Director of Law, HR and Asset Management submitted a report which gave a summary of the monitoring and analysis of the Council's workforce for Quarter 2 (July to September 2009) and the proposed outcomes and actions to be taken as a result. The summary report, appendix A, fulfilled the Council's specific employment duties in relation to employment for race, gender and disability.

The Council currently had approximately 70% of employee data in relation to the newer equality strands (transgender, sexual orientation and religion or belief) and intended to achieve 99.99% by the end of Quarter 4 (31 March, 2010). The ability to record the newer strands was not in place for Quarters 1 and 2 but would be in place for Quarters 3 and 4. The Quarterly Summary report would then be amended to include the newer strands and age profiles where deemed appropriate.

Chris Hyams, Head of HR and Organisational Development, responded to Members' comments and gave a brief outline of the trends revealed by the statistics in the appendix. She confirmed that future reports would include timescales for the 'Outcomes and Actions' and she would also be happy to bring a report to a future meeting on grievances and the issues employees were feeling aggrieved by. A new HR/Payroll system was being procured which would help with better reporting processes.

Resolved – That Committee notes that the requirement for the Authority to comply with specific employment duties and report upon them has been fulfilled.

68 **APPEALS SUB-COMMITTEE MINUTES**

The minutes of the Appeals Sub-Committee meeting held on 17 December, 2009 were submitted for information.

Councillor Rowlands asked for details of why the appeal was upheld, at which point the Committee –

Resolved - That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

Chris Hyams, Head of HR and Organisational Development, then responded and outlined some of the issues raised in the appeal hearing.

Resolved – That the minutes be noted

69 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

(See minute 68 above).

70 EARLY VOLUNTARY RETIREMENT - ASSISTANT DIRECTORS (TRAFFIC MANAGEMENT) AND (HIGHWAY MAINTENANCE)

The Director of Technical Services submitted a report which sought the Committee's approval for the release of two members of his staff under the Council's Early Voluntary Retirement scheme by reason of the efficient exercise of its function.

He gave details of the replacement posts which would be subject to a job evaluation review and explained the reasons why they would initially be advertised internally.

Resolved – That the Early Voluntary Retirement of the Assistant Director (Traffic Management) and Assistant Director (Highway Maintenance) within the Technical Services Department, be approved.

71 ALLEGATIONS AGAINST EMPLOYEES

The Director of Law, HR and Asset Management provided details of allegations of serious or gross misconduct made against employees and advised of the action taken in each case.

Resolved – That the report be noted.

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WIRRAL COUNCIL

EMPLOYEE AND APPOINTMENTS COMMITTEE – 30TH MARCH 2010

REPORT OF THE DEPUTY CHIEF EXECUTIVE/DIRECTOR OF CORPORATE SERVICES

PARTNERSHIP PERFORMANCE OFFICER AND PERFORMANCE SUPPORT OFFICER POSTS

1. Executive Summary

- 1.1. This report seeks approval to extend the following existing temporarily funded posts, to support the Local Strategic Partnership (LSP) and delivery of Wirral's Sustainable Community Strategy (SCS) and Local Area Agreement (LAA):

2 x full time Partnership Performance Officers PO 6-8 (£31,754 - £36,313)

2. Background

- 2.1. The Local Strategic Partnership Executive Board allocated remaining Local Area Agreement resources to part fund two full time Partnership Performance Officer posts until July 2010. The posts were established to provide additional support to the LSP and delivery of Wirral's SCS and LAA. Additional funds were also allocated by NHS Wirral to fund these posts. The posts were recruited on a two year fixed term basis and are located within the Council's Corporate Policy Team.
- 2.2. Wirral's LSP Executive Board is the strategic partnership board which leads on the delivery of the SCS and LAA. The Partnership Performance Officers have been a vital resource to implement a robust performance and risk framework to facilitate the delivery of Wirral's LAA, and support the development of Wirral's LSP.
- 2.3. The LSP Executive Board agreed in November 2009 to allocate £108,546 remaining Local Area Agreement resources to further extend these vital posts for the remainder of the 2008/11 LAA to support the work of the partnership and delivery of the LAA.
- 2.4. These posts are a significant resource to the partnership and have made a significant contribution to the work of the partnership. A robust performance management and risk framework has led to the successful achievement of LAA stretch targets which have achieved 80.76% of the performance reward grant available and have attracted £7,933,232 of performance reward grant for the partnership.
- 2.5. In January 2010, Government Office for the North West led an annual review of Wirral's LSP and LAA and considered the current partnership arrangements were felt to be operating more effectively due to:
- Improved governance and delivery structures
 - Development of a Comprehensive Engagement Strategy
 - Formal adoption of the Sustainable Community Strategy and framework for reviewing partnership delivery of Wirral's long term vision
 - A performance management culture that focussed on addressing key challenges,

- Improved analytical information supporting the performance framework

2.8. The Partnership Performance Officers have played a significant role in the above achievements and continue to be a vital resource for the partnership.

3. Financial implications

3.1 As outlined in section 2.4, the posts will be funded through remaining LAA resources.

3.2 The following posts to be funded until July 2011 (if paid at the top of the grade):

2 x Partnership Performance Officer Posts Principle	£91,800
Officer 6-8 (£36,313 + on costs (26.4%))	
Total	£91,800

4. Staffing implications

4.1. If no additional funding is identified after July 2011, the posts will end and the staff will be treated in compliance with the Council's Redeployment Policy.

5. Equal Opportunities Implications/Health Impact Assessment

5.1. These posts play a valuable role in the council's and the partnership equality and diversity and health and wellbeing agendas.

6. Community Safety implications

6.1. These posts support the delivery of Wirral's Sustainable Community Strategy and Local Area Agreement which include community safety priorities.

7. Local Agenda 21

7.1. These posts support the delivery of Wirral's Sustainable Community Strategy and Local Area Agreement which include environmental and sustainability priorities.

8. Planning implications

8.1. There are no planning implications.

9. Anti-poverty implications

9.1. These posts play a valuable role in the Council and Partnership's strategic approach to tackling inequalities.

10. Social inclusion implications

10.1. These posts play a valuable role in the Council and Partnership's strategic approach to tackling inequalities.

11. Local Member Support implications

11.1 There are no local member support implications.

12. Background Papers

12.1. 11th November 2009 - LSP Executive Board Local Area Agreement Reward Grant Report

13. Recommendations

13.1. That members agree to the extension of the fixed term posts until July 2011:

- 2 x full time Partnership Performance Officers PO 6-8 (£31,754 - £36,313)

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WIRRAL COUNCIL

EMPLOYMENT AND APPOINTMENTS COMMITTEE – 30 MARCH 2010

REPORT OF THE DIRECTOR OF LAW, HR AND ASSET MANAGEMENT

WORKFORCE MONITORING QUARTER 3 REPORT (OCTOBER TO DECEMBER 2009)

1. Executive Summary

- 1.1 This report contains a summary of the monitoring and analysis of the Council's workforce for Quarter 3 (1st October to 31st December 2009) and the proposed outcomes and actions to be taken as a result. The summary report (Appendix A) fulfils the Council's specific employment duties in relation to employment for race, gender and disability.

2. Background

- 2.1 The Council's Race Equality Scheme summarised our approach to race equality and set out our arrangements for consulting, monitoring, reporting and publishing information. As part of the process of reviewing and examining the information, it had previously been agreed at Committee that a report was to be brought to this Committee on a quarterly basis.

As members will be aware, the Council's Race Equality Scheme, Disability Equality Scheme and Gender Equality Scheme have all been replaced by a new Single Equality Scheme (approved by Cabinet, 3 June 2009). However, the Council is still obliged to fulfil the general and specific duties placed on public authorities to promote equality and prevent unlawful discrimination specifically in relation to race, gender and disability.

The Equality Watch Scheme is the Council's corporate single equality scheme, which includes an action plan for the period April 2009 to March 2012, and aims to mainstream all six equality strands in employment and service delivery: gender (including transgender), disability, race, sexual orientation, age and religion or belief.

The Equality Watch Scheme is critical to the delivery of the Council's aim to improve accountability, accessibility and openness and involve those who use the Council's services in their design and delivery, which is aligned to the strategic objective to create an excellent council.

1.2 Workforce Monitoring Arrangements - Employment Duty

For organisations with more than 150 full time staff there are specific duties in relation to employment. Monitoring by racial group, disability and gender must be undertaken in regards to the numbers of staff, under the following employment aspects:

The number of staff/individuals who;

- Apply for employment
- End their service with the Authority/ Cease employment with the Authority
- Are in post
- Are involved in grievances
- Are subjected to disciplinary action
- Receive training
- Benefit or suffer from performance appraisals

Arrangements are in place to collect the required information to fulfil the employment duty. The summary of the monitoring and analysis of the Council's workforce for Quarter 3 (1st October to 31st December 2009) and the proposed outcomes and actions to be taken as a result are shown in Appendix A.

The purpose of the Quarterly report is to inform the Employment & Appointments Committee of the Council's performance in meeting the specific employment duties of the former Equality Schemes for Race, Disability and Gender which have now been replaced by the corporate single equality scheme (Equality Watch Scheme).

The workforce monitoring reports and summary do not include Schools. More detailed statistical breakdowns are published on the Council's Intranet.

1.3 Employee Data

At present the Council maintains, monitors and publishes employee data in relation to the following:

- Employment Status (Permanent Full-Time, Permanent Part-Time, Permanent Job Share, Temporary Employees and Modern Apprentices)
- Length of Local Government Service
- Age
- Ethnic Origin
- Sexual Orientation
- Gender
- Transgender
- Disability
- Religion or Belief
- Country of Birth
- Nationality
- Starters
- Leavers and the reasons for leaving

1.4 Proposed Actions

Workforce monitoring and analysis enables us to gain an accurate picture of the existing workforce and identify any potential inequalities and propose action to be taken if necessary. The purpose is to ensure that every employee has the same access to training, promotion and other opportunities whilst also complying with the current legislation in relation to race, disability and gender.

The Summary of Monitoring and Analysis of the Workforce Quarterly reports provide a framework against which the Council may visibly measure its performance regularly

and take appropriate actions. I propose to continue to report on a quarterly basis but in the new Summary format. The format of the report will continue to be developed further and the fourth quarterly report will show comparisons for the reporting periods for 2009/10.

The Corporate Equality and Inclusion Group together with Corporate Human Resources have revised and agreed the key equality and diversity performance indicators for 2010/11 and 2011/12. It has also been agreed that a sub-group be established to discuss the workforce statistics and look at them in more detail with a view to setting employment targets.

3. Financial implications

3.1 There are none arising from this report.

4. Staffing implications

4.1 There are none arising from this report.

5. Equal Opportunities implications

5.1 By undertaking monitoring and analysis of workforce data this enables the Council to fulfil the specific duties in relation to employment for race, disability and gender. The Council also intends to monitor and analyse age, transgender, sexual orientation and religion or belief and has put plans in place to capture this data. This will assist with ensuring that the Council is promoting equality and diversity and is taking all necessary steps to prevent the possibility of unlawful discrimination.

6. Community Safety implications

6.1 There are none arising from this report.

7. Local Agenda 21 implications

7.1 There are none arising from this report.

8. Planning implications

8.1 There are none arising from this report.

9. Anti-poverty implications

9.1 There are none arising from this report.

10. Human Rights implications

10.1 The Human Rights Act 1998 provides that no public authority may breach a person's human rights as provided in the European Convention on Human Rights and Fundamental Freedoms ("the Convention). The Convention protects key freedoms including the right to respect for a persons private and family life, their home and correspondence, freedom of thought, conscience, expression and religion and the right of freedom of assembly and to found and be a member of a trade union,

amongst others. Article 14 of the Convention provides that no person should be discriminated against on any grounds in relation to their rights under the Convention.

The Council's new Equality Watch Scheme aims to ensure that people who work for the Council or use its services are not discriminated against in their work or in their access to those services.

11. Social Inclusion implications

11.1 There are none arising from this report.

12. Local Member Support implications

12.1 There are none arising from this report.

13. Background Papers

13.1 The following documents were used in the preparation of this report.

- Workforce Planning Statistics (Excluding Schools) December 2009 (V2.7)
- Recruitment Analysis Statistics 1 October to 31 December 2009
- Disciplinary and Grievance Statistics 1 October to 31 December 2009
- Training Statistics 1 October to 31 December 2009

14. Recommendations

14.1 That members note the requirement for the Authority to comply with specific employment duties and report upon them has been fulfilled.

Bill Norman

Director of Law, HR and Asset Management

Appendix A

Summary of Monitoring and Analysis of the Workforce Quarter 3 (1st October to 31st December 2009)

A summary of the workforce statistics for Quarter 3 excluding schools is as follows:

Recruitment/Apply for Appointment

During the period 1 October to 31 December 2009 the Authority recruited 27 new members of staff to advertised posts.

Gender

The Authority had overall (including 'non-whites' and disabled applicants):

- 247 male applicants and 398 female applicants
- 57 males and 77 females were shortlisted
- subsequently 11 males and 16 females were appointed to posts within the Authority

Ethnic Origin

'Non-White' backgrounds

22 male applicants and 28 female applicants, which was 50 in total, were from 'Non-White' backgrounds (of these 1 male applicant was also disabled).

From these applicants 6 males and 2 females were shortlisted (8 in total).

None of the above candidates from 'Non-White' backgrounds were appointed to posts within the Authority.

Of those who applied, 43 'non-white' applicants in total were not shortlisted:

- 1 'non-white' applicant withdrew their application for domestic reasons
- 35 'non-white' applicants did not meet the essential criteria
- 4 'non-white' applicants met the essential longlist but did not score high enough on the desirable for shortlist
- 3 'non-white' applicants did not progress in the recruitment stages as the vacancies were withdrawn.

Of those who were shortlisted, 7 in total were not appointed:

- 2 'non-white' applicants did not attend interview/no reason was given
- 5 'non-white' applicants did not score the highest at interview

'White' backgrounds

225 male applicants and 370 female applicants in total were from 'White' backgrounds (of these 7 male applicants and 10 female applicants were also disabled).

From these applicants 51 males and 72 females were shortlisted.

Of those shortlisted, 11 'White' males and 16 'White' females were subsequently appointed.

Disability
<p>8 disabled males and 10 disabled females, which was 18 in total, (1 disabled male was also from a 'Non-White' background) also made applications.</p> <p>Of these applicants 3 disabled males and 5 female disabled applicants were shortlisted for interview (8 in total).</p> <p>Subsequently 2 female disabled applicants were appointed to a post within the Authority.</p> <p>Of those who applied, 7 disabled applicants in total were not shortlisted::</p> <ul style="list-style-type: none"> • 5 disabled applicants did not meet the essential criteria for the post • 2 disabled applicants did not progress in the recruitment stages as the vacancies were withdrawn. <p>Of those who were shortlisted, 7 in total were not appointed:</p> <ul style="list-style-type: none"> • 1 disabled applicant did not attend the interview as they accepted another job offer • 6 disabled applicants did not score the highest at interview.
Leavers
<p>In the period 1 October to 31 December 2009:</p> <ul style="list-style-type: none"> • Overall 96 (permanent and temporary) employees left the Authority. • 98.12% of leavers were permanent employees. <p>The top three reasons for them leaving were:</p> <ul style="list-style-type: none"> • Voluntary Leaver (62.50%) • Retirement (20.83%) • Efficiency of Service and Non-Voluntary Leaver (both 7.29%) <p>Payroll regularly carry out data cleansing exercises on people recorded on the Human Resources Management System (HMRS) to ensure that those people who are no longer working for the Authority are made 'Leavers'.</p>
Gender
<p>Of the total employees who left the Authority during this period:</p> <ul style="list-style-type: none"> • 72 were female • 24 were male
Ethnic Origin
<p>Ethnic Origin data was available in relation to 95 (99.20%) of the employees who left.</p> <ul style="list-style-type: none"> • 74 employees were from a 'White' ethnic origin which represented 77.08% of total leavers. • 3 employees were from a 'Non-White' ethnic origin which represented 3.13% of total leavers. • 18 employees (18.75%) had chosen not to declare their ethnic origin • 1 employee's (1.04%) ethnic origin was not recorded

Disability
<p>Disability data was available in relation to 95 (99.20%) of the employees who left.</p> <p>Of those:</p> <ul style="list-style-type: none"> • 68 employees were recorded as not having a disability which represented 70.83% of total leavers. • 2 employees were recorded as declaring a disability which represented 2.08% of total leavers. • 25 employees (26.04%) chose not to declare whether they had a disability • 1 employee (1.04%) chose not to disclose whether they considered themselves disabled
In Post
<p>As at 31 December the Authority employed:</p> <ul style="list-style-type: none"> • In total 6,104 employees • The Full Time Equivalent (FTE) equated to 4,906.47 employees. <p>The employment status of those employed was:</p> <ul style="list-style-type: none"> • 55.67% were permanent full-time • 39.09% were permanent part-time • 3.16% were permanent job-share • 1.88% were on temporary contracts • 0.20% were Modern Apprentices.
Gender
<p>The third quarter shows that as at 31 December 2009, the Authority employed:</p> <ul style="list-style-type: none"> • 4,131 female employees (63.77% of the total workforce) • 1,973 male employees (36.23% of the total workforce).
Ethnic Origin
<p>The third quarter shows that as at 31 December 2009, the Authority held:</p> <ul style="list-style-type: none"> • 99.20% of employee data in relation to ethnic origin (6,104 employees). • 85.73% of employees overall had declared their ethnic origin (5,234) • 13.45% of employees had chosen not to declare their ethnic origin (821) • 0.80% do not have this data available/recorded (49). <p>The number of employees declaring that they were from a 'White' ethnic origin was:</p> <ul style="list-style-type: none"> • 5,123 which represented 83.93% of the current workforce who had declared their ethnic origin. <p>The number of employees declaring that they were from a 'Non-White' ethnic origin was:</p> <ul style="list-style-type: none"> • 111 which represented 1.80% of the current workforce who had declared their ethnic

origin.

Performance Indicator – PI7017a

The Council's Performance Indicator for the percentage of local authority employees from minority ethnic communities (PI7017a) has shown that:

- The target for quarter 3 was 1.49%
- The actual for quarter 3 was 1.55%.
- The end of year target (quarter 4) is 1.50%.

The Council was on target for the first quarter and performing above target for the second and third quarters.

It should be noted that the reporting criteria for PI7017a is different to the Workforce Planning Statistics above as the PI is inclusive of School Staff and permanent and temporary employees with more than 12 months service.

It also does not include employees who have chosen not to declare their ethnic origin and multi-jobbers are counted for each job they are employed to do.

Disability

The third quarter shows that as at 31 December 2009, the Authority held 99% of employee data in relation to disability (6,104 employees).

- 70.74% of employees did not consider themselves to be disabled (4,318)
- 3.18% of employees did consider themselves to be disabled under the definition of the Disability Discrimination Act (194).
- Just over a quarter (25.08%) of the workforce had declined to disclose this information (1,531).
- 1% do not have this data available/recorded (61).

Performance Indicator – PI7016a

The Council's Performance Indicator for the percentage of local authority employees declaring that they meet the Disability Discrimination Act 1995 disability definition (PI7016a) has shown that:

- The target for quarter 3 was 2.50%
- The actual was 2.29%
- The end of year target (quarter 4) is 2.6%.

The Council was under target by 0.03% for the first quarter, under target by 0.05% for the second quarter and under target by 0.21% for the third quarter. However, the percentage has actually increased by 0.02% since the first quarter.

It should be noted that the reporting criteria for PI7016a is different to the Workforce Planning Statistics above as the PI is inclusive of School Staff and permanent and temporary employees with more than 12 months service.

It should be noted that the reporting criteria for PI7016a is different to the Workforce Planning Statistics above as the PI is inclusive of School Staff and permanent and temporary employees with more than 12 months service.

It also does not include employees who have chosen not to declare their ethnic origin and multi-jobbers are counted for each job they are employed to do.

Grievance

There were no grievances reported during quarter 3.

Disciplinary

There were 9 Disciplinary cases in total during quarter 3.

- There were 4 cases of Gross Misconduct
- 4 cases of Serious Misconduct
- 1 case of Misconduct.

Gender

Females:

4 female employees in total were subject to disciplinary;

- 2 females were subject to Serious Misconduct.
- 2 females were subject to Gross Misconduct

Males:

3 male employees in total were subject to disciplinary;

- 2 males were subject to Serious Misconduct
- 1 male was subject to Misconduct.

Please note that 2 employees chose not to declare their gender.

Ethnic Origin

- 5 employees were from a 'White' ethnic origin
- 4 employees had chosen not to declare their ethnic origin

Disability

- 5 employees had declared themselves not disabled
- 4 employees had chosen not to declare whether they considered themselves to be disabled

Training

In terms of training, 1,926 employees in total received training during this reporting period.

Gender

Of the 1,926 employees who received training during this quarter:

- 507 were male
- 1,296 were female
- The gender breakdown of 123 employees who received training was unknown.

Ethnic Origin

Of the 1,926 employees who received training during this quarter:

- 1,381 employees were from a 'White' background

- 33 employees were from a 'Non-White' background
- 512 employees ethnic origins were unknown

Disability

Of the 1,926 employees who received training during this quarter:

- 55 were disabled employees
- 1271 were not disabled employees
- the disability status of 600 employees was unknown

Key Issues Exchange (KIE)

35 KIE were recorded as having taken place during this period.

Gender

The quarterly report for KIE was not disaggregated by gender during that period.

Ethnic Origin

Of the 35 employees who received a KIE during this quarter:

- 2 employees were from a 'White' background
- There was 1 employee from a 'Non-White' ethnic minority background.
- 32 employees' ethnic origins were not known

Disability

The quarterly report for KIE was not disaggregated by disability during that period.

Outcomes and Actions – Quarter 3

Based upon the outcomes of Quarter 3 the Authority proposes to take the following action:

- Disaggregate Key Issue Exchange Recording by the Disability and Gender strands
- Produce Fourth quarter report to show comparisons with previous quarters during 2009/10 period
- Look at data collected on the newer strands and the relevance to the existing quarterly reporting requirements with a view to including in 2010/11 quarterly reports
- Publish quarterly Workforce Monitoring Statistics on Council's Internet site

Progress on Outcomes and Actions – Quarter 1

The following action in column 1 was proposed for Quarter 1 and the second column details progress to date

1	2
Develop and implement a Workforce Monitoring Policy by September 2009.	Completed following approval for the Employment & Appointments Committee
Achieve a target of 99.99% employee data in relation to ethnic origin by the end of quarter 2 (September). (99.95% has been captured already).	Not achieved by Quarter 2 or 3, work in progress to ensure no further data gaps arise
Achieve a target of 99.99% employee data in relation to disability by the end of quarter 2 (September). (99.97% has been captured already).	Not achieved by Quarter 2 or 3, work in progress to ensure no further data gaps arise
Survey employees for whom there is no data (approx 30%) on the new strands during October 2009 and achieve the following targets: <ul style="list-style-type: none"> • 80% by Q3 • 99.9% by Q4 • (employees not responding by 31 Jan 2010 will be recorded as not declared) 	Work is in progress, timescales have moved, intention now is to survey employees in early 2010 with endorsement from Chief Executive. Whilst we did not meet the 2009/10 quarterly targets, the overall target is still considered to be achievable by the 1 st quarter of the new reporting period for 2010/11.
Develop and implement reporting of the new strands for Quarter 3 and 4.	Work is in progress and will also be informed by the Corporate Equality Inclusion Sub-Group recommendations
Reduce the number of non-declarations in the following strands; ethnic origin, disability, sexual orientation, religion or belief and change of gender identity.	Corporate HR have attended the Employee Diversity Forums to request that they discuss the reasons why some employees choose not to declare and make some suggestions as to how we may change peoples perceptions and reduce the numbers. Work is ongoing in this area particularly with the Employees Disability Diversity Forum through policy review. Consideration will be given to undertaking a further data collection exercise in 2010 specifically targeting employees who have chosen not to declare.

Review and define the roles of Corporate Human Resources, Corporate Equality & Inclusion Group, Employee Diversity Forums and the Employment & Appointments Committee in relation to monitoring, analysis and proposed actions.	Work in progress/see Quarter 2 progress
Review the Exit Interview Policy and Procedure to ensure that the reasons for people leaving – specifically Resignations are captured in more significant detail and analysed effectively.	Work in progress
Disaggregate data for all strands for Training and Key Issue Exchange.	Work is in progress. Organisational Development are discussing with Training Co-ordinators Corporate HR and Organisational Development agreed to report only on the training received as per the employment duty requirement. It is not a requirement to report on the number of employees who have applied for training and as employees do not generally apply for and receive training in the same quarter the statistics are deemed to be confusing and not very meaningful.
Progress on Outcomes and Actions – Quarter 2	
The following action in column 1 was proposed for Quarter 2 and the second column details progress to date	
1	2
Establish a sub-group of the Corporate Equality & Inclusion Group to look at workforce data and set employment targets	A sub-group of Corporate Equality & Inclusion Group (CEIG) has revised the key equality and diversity performance areas for 2010/11 and 2011/12 which have been agreed by CEIG. CEIG agreed that a further sub-group be established in 2010 to discuss the workforce statistics and look at them in more detail with a view to setting employment targets. Nominations have been sought and meeting dates are due to be set (as at February 2010)
Improve recording and reporting of Disciplinary cases	Work in progress Departments have been reminded of the requirements to complete the M33 Form (Notification of Outcome of Disciplinary Interview)
Improve recording and reporting of Grievance cases	Work in progress Departments have been reminded of the requirements to complete the M35 Form (Formal Grievance Recording)

Improve recording and reporting of Key Issue Exchange (KIE)	<p>Work in progress</p> <p>KIE Process has been updated and published on the HR Handbook. Refresher sessions have also been held for managers</p>
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WIRRAL COUNCIL

EMPLOYMENT AND APPOINTMENTS COMMITTEE – 30 MARCH 2010

REPORT OF THE DIRECTOR OF LAW, HR AND ASSET MANAGEMENT

MANAGING ATTENDANCE

1. Executive Summary

- 1.1 The report also updates members on the current sickness levels (Appendix A) The current sickness level for the Council is 9.07 days for the twelve month period up to January 2010. The Council's target for 2009/10 is 10 days.
- 1.2 Further to Employment and Appointments Committee 24 November (min 58) a list of the main causes of sickness are included together with information on the preventive care available to staff and managers.

2 Background

2.1 Attendance Management

The current sickness level for the Council is 9.07 days for the twelve month period up to January 2010. The Council's target for 2009/10 is 10 days. Overall there has been a reduction in sickness.

2.2 Causes of Absence

The table below lists the main reasons for sickness across the authority for the period 1 February 2009-31 January 2010.

Sick Reasons	Days Lost	%
Mental Health	18429.08	19.89
Ear, Nose and Throat	12563.46	13.55
Medical Procedures	11547.03	12.46
Muscular/Skeletal (exec Back)	11132.10	12.02
Abdominal Problems	10736.57	11.56
Respiratory problems	4849.11	5.25
Back problems	4827.48	5.22
Infectious Disease	3409.03	3.67
Neurological/Central nervous system	3304.83	3.56
Gynaecological problems	1927.28	2.09
Other	9950.72	10.73

Our response to the main causes of sickness is varied for example in terms of Mental Health a campaign is ongoing during the year to make people aware of mental health and to encourage more openness around the difficult to discuss subject. Research has shown that 1 in 4 people suffer from mental health problems at some time or other, many of us will incur mild to moderate periods of mental health such as

periods of stress or depression, as a Mindful Employer the authority is trying to address the issues through the campaign based upon the 'Time to Change' publicity which aims to raise awareness of mental health. An authority wide broadcast has already taken place in January and other events are planned for April and May to promote mental health awareness. Support is also provided through the Employee assistance programme and occupational health services.

It is more difficult to provide specific support to ear nose and throat, medical procedures and abdominal sickness as well as many of the other main sickness reasons many of which are short term (1-4 days) and do not necessarily reoccur that often for an individual. Ear, nose and throat tends to cover short periods of absence such as cold's and flu whilst medical procedures vary in terms of the support which can be offered but occupational health support is available to access.

2.3 Occupational Health Services

Occupational Health Services have been provided by Aviva Occupational Health since 1st January 2007, initially on the three year contract, however this has been extended for a further period up to 31st December 2010. A Service Delivery Plan sets out proposals for improvements in services and partnership working during 2010. Options for future Occupational Health provision are currently being explored to ensure that the service meets the future requirements of the authority and this will be subject to a further report this committee.

2.4 Wirral Working for Health

This is a jointly funded scheme by the Council and Wirral NHS, the aim of the scheme from our perspective will be to provide additional support to staff who are off long term sick but need that additional help to get back into work. The arrangement to access the support will be through occupational health and the support will be a holistic approach taking into account the physical, mental and social conditions for that individual.

Support available includes:

- One to one support and advice
- Signposting to appropriate services such as counselling, physio etc
- Support from a range of other professional services e.g. health trainers
- Access to additional training and education

Not all of the support will be accessed by each individual and the approach will be in partnership with occupational health, this will in practice mean that the case worker will work in partnership with the OH nurse and doctor to provide the most appropriate package of care to support an early return to work.

2.5 Mindful Employer

Wirral Council signed the Mindful Employer Charter, along with other employers within the Cheshire /Wirral NHS Partnership boundary.

Cheshire and Wirral NHS partnership took a lead on the initiative which is based upon four key principles:

- Raising awareness of mental health issues
- Promoting good practice amongst it's workforce
- Supportive policies, structures and culture

- Making the workplace safe for all its workforce in terms of mental health

As a Mindful Employer it is necessary to change attitudes and workplace cultures and this does take time, however the key principles are ones which we can work towards and implement.

The key activities to deliver the strategy involve the following;

- Communication and awareness raising
- Training
- Links to Absence management and Employee well being strategy
- Delivered via a partnership approach across Wirral and the North West.

A programme to promote mental health issues across the workforce more directly through a promotional campaign using national promotional literature titled 'Time to Change' is taking place this year.

Time to Change is a national campaign supported by MIND, RETHINK (Mental Health Charity) with funding from the National Lottery and Comic Relief the aim of Time to Change is to end mental health discrimination.

Time to Change is asking people to support mental health sufferers in simple ways for example to stay in someone's life to keep in touch and support their recovery, to listen if someone wants to talk, to think about everyday language: nutter, crazy, psycho are all words that can hurt, and to try and dispel many myths surrounding mental health and to get the facts. It is also proposed to run a number of staff road shows to raise awareness and understanding, these would be delivered with Wirral NHS.

Further work will be taking place to improve information and signposting to support groups and websites on the intranet. This is important as staff may often be concerned about coming forward to discuss issues. Further articles will be published in One Council magazine. It is proposed to launch an e- learning package on stress management to support staff and managers. The package will be similar to that used for the equality training and has been developed by The OD team, HR & Health & Safety.

2.6 Employee Assistance Programme (EAP)

The EAP is provided as part of the Occupational Health service and is available to our workforce and their families and has been available since April 2009. Extensive marketing of the EAP has and continues to take place including adverts in payslip, posters, one council etc. The service is available all year round and has 24 hour telephone access.

Take up is around 2/3% of staff each month which makes it difficult to evaluate the success of the scheme.

Period	Total	All	Clinical	Non-Clinical	Head Count
06/Apr/2009	18	3.13%	0.87%	2.26%	7000
06/May/2009	22	3.70%	1.01%	2.69%	7000
06/Jun/2009	19	3.30%	0.87%	2.43%	7000
06/Jul/2009	27	4.54%	1.35%	3.20%	7000
06/Aug/2009	17	2.86%	1.01%	1.85%	7000
06/Sep/2009	27	4.69%	3.13%	1.56%	7000
06/Oct/2009	19	3.20%	2.19%	1.01%	7000
06/Nov/2009	17	2.95%	0.87%	2.09%	7000
06/Dec/2009	14	2.35%	1.18%	1.18%	7000

As part of the review of occupational health services the EAP scheme will also be reviewed.

2.7 Health Promotions

A series of over 40's Health checks have taken place in partnership with Wirral NHS and Health Works. The target groupings included those difficult to engage groups of staff from areas including parks and open spaces, sports centre's, care staff etc. The health check includes blood pressure monitoring, Body Mass Index (BMI), cholesterol check with the overall aim of preventing heart disease, strokes, diabetes and kidney disease. A report is awaited.

Further events are planned over the next few months including Learning at Work Week in May which will feature further health promotion activities aimed at raising awareness of the Employee Assistance Programme, Wirral Working4Health and Mindful Employer. The second annual 'John Parry Memorial Trophy' event will take place on 16th June which this year will feature a cricket themed tournament during Men's Health Week.

3. Financial implications

3.1 There are no specific financial implications arising out of this report.

4. Staffing implications

4.1 None arising from this report

5. Equal Opportunities implications

5.1 None arising from this report

6. Community Safety implications

6.1 None arising from this report

7. Local Agenda 21 implications

7.1 None arising from this report

8. Planning implications

8.1 None arising from this report

9. Anti-poverty implications

9.1 None arising from this report

10. Human Rights implications

10.1 None arising from this report

11. Social Inclusion implications

None arising from this report

12. Local Member Support implications

12.1 None arising from this report

13. Background Papers

13.1 None arising from this report

14 Recommendations

14.1 Members are asked to note the overall improvements in sickness levels across the Council

Bill Norman

Director of Law, HR and Asset Management

Based on BVPI definition

All Employees			Sick Days lost per FTE- Feb 09 - Jan 10	Sick Days lost per FTE- Feb 08-Jan 09
Department	FTE	Days Lost		
Children and Young People	3831.08	36202.44	9.45	10.34
Finance	802.90	8987.70	11.19	11.22
Technical Services	372.46	2423.28	6.51	11.65
Regeneration including culture	980.51	12204.80	12.45	11.83
Social Services	1147.17	17512.99	15.27	17.53
Corporate Services	73.63	231.03	3.14	4.38
Law HR & Asset Mgt	200.97	1429.97	7.12	8.19
Sub Total	7408.70	78992.21	10.66	11.89
Teachers	2738.37	13440.72	4.91	7.15
Managed Schools	620.2	5203.00	8.39	9.94
Total	10767.27	97635.93	9.07	10.64

WIRRAL COUNCIL

EMPLOYMENT AND APPOINTMENTS COMMITTEE- 30 MARCH 2010

REPORT OF DIRECTOR OF LAW, HR AND ASSET MANAGEMENT

EXERCISE OF DISCRETIONARY FUNCTIONS AMENDMENT TO POLICY STATEMENT

EXECUTIVE SUMMARY

This report seeks approval to amend the policy statement for the exercise of discretionary functions to meet the changes to the pension scheme in relation to the increase in age from 50 to 55 years of age with effect from 1 April 2010. The opportunity has also been taken to update the discretionary functions statement in terms of other aspects including; deleting the reference to the 'cash value' as part of the section on weekly pay for redundancy, and update the reference to the Head of Human Resources and Organisational Development.

1. Background

- 1.1 The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 required a statement of policy to be formulated and published indicating how the council intended to exercise its discretions under the powers available within the regulations.
- 1.2 The discretions were reviewed at the Cabinet meeting on 15 March 2007 and the Employment and Appointment Committee on 19 March 2007.
- 1.3 It is proposed that to bring the policy statement in line with the new pension Local Government Pension scheme reforms,
- 1.4 The earliest non ill-health retirement age for those members who joined the Scheme prior to 1 October 2006 increases from age 50 to 55 with effect from 1 April 2010. Members who first joined the Scheme from 1 October 2006 have been subject to a minimum retirement age of 55 since they started.
- 1.5 This change will apply to staff under age 55 being made redundant or seeking voluntary or flexible retirement and to those seeking early payment of deferred benefits on compassionate grounds before age 55 where the award was made since 1 April 2008.

2. Changes required

- 2.1 It is proposed that the policy statement –exercise of discretionary functions statement is amended to increase the early retirement age in line with legislation (50 amended to 55) and update the reference to Head of Human Resources and Organisational Development. It is also proposed to delete reference to the 'cash value' attached to weekly pay for redundancy which currently states the value of £290 per week. It is proposed to delete this 'cash value' part of the paragraph. The amended policy is attached as Appendix A.

3. Financial implications

3.1 There are no specific implications arising out of this report

4. Staffing implications

4.1 There are no specific implications arising out of this report

5. Equal Opportunities Implications/Health Impact Assessment

5.1 There are no specific implications arising out of this report

6 Community Safety, Local Agenda 21, Planning, Anti-poverty, Social inclusion Implications

6.1 There are no specific implications arising out of this report

7. Local Member Support implications

7.1 There are no specific implications arising out of this report

8. Background Papers

8.1 There are no background papers

RECOMMENDATIONS

That members agree to the proposed amendments to the policy statement –exercise of discretionary functions- including the rise of retirement age from 50 to 55 years in line with legislation with effect from 1 April 2010.

BILL NORMAN

DIRECTOR OF LAW, HR AND ASSET MANAGEMENT



POLICY STATEMENT

EXERCISE OF DISCRETIONARY FUNCTIONS

**LOCAL GOVERNMENT PENSION SCHEME
REGULATIONS 1997
As amended 2006
As amended 2010**

**The Local Government (Early Termination of
Employment) (Discretionary Compensation) (England
and Wales) Regulations 2006.**

**FEBRUARY 2007
APRIL 2010**

**Local Government Pension Scheme
Regulations 1997 as amended**

**The Local Government (Early Termination Of Employment)(Discretionary
Compensation) (England And Wales) Regulations 2006**

The above Regulations require a Statement of Policy to be formulated and published indicating how the Council intends to exercise its discretions under the powers available within the Regulations.

Subject to any cases considered under the transitional provisions regulations in respect of cessations of employment prior to 1 April 2007 or relevant savings set out in these regulations, this Policy statement replaces all previous statements.

The discretions were reviewed at the meeting of Cabinet on 15 March 2007 and the Employment and Appointment Committee on 19 March 2007. Further amended Employment and Appointment Committee 30 March 2010.

The application of these discretions applies only to those staff who are members of, or entitled to be members of, the Local Government Pension Scheme.

IAN COLEMAN
DIRECTOR OF FINANCE

CHRIS HYAMS
HEAD OF HUMAN RESOURCES
AND ORGANISATIONAL DEVELOPMENT

**LOCAL GOVERNMENT PENSION SCHEME
REGULATIONS 1997 as amended by the 2006 regulations.**

REGULATION 31 – ELECTION FOR EARLY PAYMENT OF PENSION (MEMBERS UNDER AGE 60)

An election by a member aged 55 or over, and not yet aged 60, to receive early payment of benefits requires the consent of the employer or former employer.

Where consent is granted by the employer this Regulation permits those employees who satisfy “the rule of 85” (i.e. where age plus service is 85 or greater) to receive immediate payment of benefits without any actuarial reduction for early payment.

Para (5) of Regulation 31 permits an employer’s discretion to decide on compassionate grounds not to apply the actuarial reduction (where the rule of 85 is not satisfied) in exceptional circumstances e.g. a compelling domestic situation.

Decision of the Council

Chief Officers must be satisfied that having regard to all the circumstances including the financial implications and impact on the service, that it is in the best interest of the Council and demonstrate to the Director of Finance and Head of Human Resources and Organisational Development that any additional pension costs to the Council can be contained within existing budgets, before allowing an employee to access pension rights early.

That subject to the above, that:-

- (i) Employees be permitted to retire voluntarily from the age of 55 with the immediate payment of benefits, subject to any actuarial reduction applicable and to the consent of the Director of Finance and Head of Human Resources and Organisational Development***
- (ii) In exceptional and compelling compassionate circumstances agreed by both the Directors of Finance and Head of Human Resources and Organisational Development that the actuarial reduction will not be applied, and any such concessions will be subsequently included in the annual report on early retirements submitted to the Cabinet.***

Regulation 32 - Re-employed and rejoining deferred members option to aggregate LGPS Scheme membership

Where a deferred member becomes an active member again before becoming entitled to the immediate payment of retirement benefits in respect of his former membership, he may elect to have his former membership aggregated with his membership on or after the date he becomes an active member again.

Such an election must be made by notice in writing to the member's appropriate administering authority in the employment in which he becomes an active member again whilst he is an active member in that employment.

The notice must be given before the expiry of the period of 12 months beginning with the date that he became an active member again (or such longer period as his employer may allow).

Decision of the Council

The circumstances of each application will be considered on its merits and a decision taken by the Director of Finance and Head of Human Resources and Organisational Development. .

Applications for extension of the 12 months time limit will only be approved in exceptional circumstances based upon full consideration of the reasons put forward.

REGULATION 35 - REQUIREMENTS AS TO TIME OF PAYMENT (FLEXIBLE RETIREMENT)

After 1 April 2010 a member who has attained the age of 55, and who with the employers consent reduces the hours s/he works, or the grade in which s/he is employed, s/he may elect in writing to the appropriate administering authority and such benefits may, with the employer's consent, be paid notwithstanding that s/he has not retired from that employment.

Decision of the Council

Chief Officers must be satisfied that it is in the best interest of the Council and demonstrate to the Director of Finance and Head of Human Resources and Organisational Development and Organisational Development that any additional costs to the Council can be contained within existing budgets, before allowing an employee to access pension rights.

REGULATION 52 – AUGMENTATION OF LGPS MEMBERSHIP BY EMPLOYING AUTHORITY

This discretion permits an employer to increase an active employee's benefits within the pension scheme. The total additional membership (including additional membership in respect of different employments must not exceed the shorter of -

- (a) 6 years 243 days; or
- (b) the period remaining to age 65

The discretion to augment cannot be used if ill-health enhancement has been granted in respect of the cessation of that employment.

The full cost of any use of the discretion has to be met by an up-front payment at retirement unless other arrangements are agreed with the Pension Fund.

Decision of the Council

The Director of Finance and Head of Human Resources and Organisational Development (on the recommendation of the relevant Chief Officer) shall have

delegated authority to increase an employee's benefits within the Pension Scheme up to the maximum number of years permitted by Regulation 52 of the Local Government Pension Scheme Regulations 1997 where:-

- (1) an employee's employment is to be terminated on the ground of redundancy or in the interests of the efficient exercise of the Council's functions;***
- (2) exceptionally an award is reasonably necessary to satisfy a compassionate need .***

In all cases the officers referred to above may only award augmentation of pension rights if they are satisfied that having regard to all relevant circumstances, including the financial implications and impact on the service, it is in the best interests of the Council to make the award."

An annual report be submitted to the Employment and Appointments Committee detailing the use of Regulation 52.

REGULATION 67 – ESTABLISHMENT OF A SHARED COST ADDITIONAL VOLUNTARY CONTRIBUTION SCHEME (SCAVC)

This discretion permits employers to establish a SCAVC arrangement wherein costs are shared on a basis agreed by Council.

Decision of the Council

In view of the cost implications no action be taken to enter into a SCAVC arrangement unless a particular arrangement is considered advantageous and agreed in a further report to Cabinet.

The Local Government (Early Termination Of Employment)(Discretionary Compensation) (England And Wales) Regulations 2006

The Regulations allow discretions in making termination payments. The decisions of the Council on these discretions are as follows.

WEEKLY PAY LIMIT FOR REDUNDANCY

The Employment Rights Act 1996 stipulates a maximum weekly pay amount to be taken into account for calculation of redundancy payments. This is updated year on year (where the appropriate date falls on or after 1 February 2001).

The Regulations permit actual pay to be used if greater than this sum.

Decision of the Council

The pay limit for the purpose of a redundancy calculation be based on actual weekly pay rather than the statutory limit as approved from time to time.

LUMP SUM SEVERANCE PAYMENTS

A discretion is available to make severance payments of up to 104 weeks pay to those in, or eligible to be in, the Local Government Pension Scheme and who cease employment by reasons of redundancy, or in the interest of the efficient exercise of the employee's functions. Lump sum compensation is not payable if the person is awarded augmentation in respect of the cessation of employment.

The payment has to satisfy the test of reasonableness and affordability, and is subject to the agreement of the employing Director, the Director of Finance and the Head of Human Resources and Organisational Development, in the light of the costs and savings associated with the payment.

Decision of the Council

Chief Officers must be satisfied that having regard to all the circumstances including the financial implications and impact on the service, that it is in the best interest of the Council and demonstrate to the Director of Finance and Head of Human Resources and Organisational Development that any additional costs to the Council can be contained within existing budgets, before agreeing a lump sum severance payment.

COMPENSATORY ADDED YEARS PREVIOUSLY AWARDED AND SUBSEQUENT RE-EMPLOYMENT

The Regulations place a requirement on Local Authorities to formulate, publish and keep under review the policy they apply on the exercise of their duty:-

- (a) to reduce compensation (the enhanced part of the pension) upon a person's re-employment with another body covered by the Local Government Pension Scheme Regulations and,
- (b) to abate the compensation period (the added years enhancement) granted once the re-employment has ceased.

The minimum reduction required is the same as that laid down by the Local Government (Discretionary Payments) Regulations 1996, which prevents an individual from being better off financially or in terms of membership, by receiving compensation and being re-employed than if they had remained in their terminated employment.

Decision of the Council

The Council agrees that where a person has been awarded Compensatory Added Years and is subsequently re-employed with an employer covered by the Local Government Pension Scheme, the compensation payable and the credited period will be subject to reduction or suspension, in accordance with the prescribed method laid down in the Local Government (Discretionary Payments) Regulations 1996.

APPEALS SUB-COMMITTEE

Friday, 29 January 2010

Present: Councillor IO Coates (Chair)

Deputies: Councillors G Davies (for L Rennie)
A Taylor (for S Quinn)

6 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

Resolved - That, under section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

7 DISMISSAL APPEAL

The Sub-Committee convened to consider the appeal by an employee in the Regeneration Department against the decision of the Director of Regeneration to dismiss him from his current post.

The appellant requested that the hearing be adjourned to enable him to produce documents relevant to his appeal which were not in the pack sent out to all parties.

Resolved – That the Sub-Committee adjourn until 9.30am on Friday 5 March, 2010, and that the appellant be requested to produce his further written evidence by 19 February, to enable all parties time to consider this.

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APPEALS SUB-COMMITTEE

Friday, 5 March 2010

Present: Councillor IO Coates (Chair)
Councillor L Rennie
Deputy: Councillor A Taylor (for S Quinn)

8 EXEMPT INFORMATION - EXCLUSION OF MEMBERS OF THE PUBLIC

Resolved - That, under section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 1 of Part I of Schedule 12A (as amended) to that Act.

9 DISMISSAL APPEAL

Further to minute 7 (29/1/10) the Sub-Committee reconvened to consider the appeal by an employee in the Regeneration Department against the decision of the Director of Regeneration to dismiss him from his current post.

The appellant requested that the hearing be adjourned as he needed more time to produce documents relevant to his appeal which were not in the pack sent out to all parties.

Resolved – That the Sub-Committee adjourn until 9.30am on Wednesday 24 March, 2010, and that the appellant be requested to produce his further written evidence by 12 March, to enable all parties time to consider this.

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By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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