

Runnymede Borough Council

STANDARDS COMMITTEE

Wednesday, 26 March 2003 at 7.30 p.m.

in the Committee Room

at the Civic Offices, Addlestone



Members of the Committee

Councillors Ms. C.M. Simmons (Chairman), A.P. Tollett (Vice-Chairman),
E.G. Barrett, A.J. Davis and Mrs E.E. Price; Dr. R.F. Miller and Mrs C. Spurling

and all other Members for information

AGENDA

Notes:

- i) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- ii) The relevant "background papers" are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mr. R.I. Langmead, Administration and Leisure Department, Committee Section, Civic Offices, Station Road, Addlestone (Tel. Direct Line: 01932 425610).**
- iii) Agendas and Minutes are available on a subscription basis. For details, please ring Mr. B.A. Fleckney on 01932 425620.
- iv) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

COMMITTEE SECTION



LIST OF MATTERS FOR CONSIDERATION

PART I

Matters in respect of which reports have been made available for public inspection

	PAGE
1. MINUTES	3
2. APOLOGIES FOR ABSENCE	3
3. DECLARATIONS OF INTEREST	3
4. PROCEDURE	3
5. EXCLUSION OF PRESS AND PUBLIC	5

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.

a) Exempt Items

6. REGRADING APPEAL - TO HEAR AN APPEAL LODGED BY AN EMPLOYEE IN THE TECHNICAL SERVICES DEPARTMENT	6
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N.B. This report has been circulated only to Committee Members and those parties engaged in the Appeal.

b) Confidential Items

(No items to be considered under this heading)

1. MINUTES

To confirm and sign the Minutes of the meeting of the Committee held on 18 February 2003 as a correct record. The Minutes are contained in the March 2003 Summons/Minute Book which was previously circulated.

2. APOLOGIES FOR ABSENCE

Councillor Mrs. Price attended the Corporate Management Committee on 9 January 2003 which considered the Annual Personnel Report. Consequently, under the Council's Personnel and Policy Procedures, she is not permitted to consider this Appeal.

3. DECLARATIONS OF INTEREST

If Members have an interest in an item please record the interest on the form circulated with this Agenda and hand it to the Legal Representative or Committee Administrator at the start of the meeting. A supply of the form will also be available from the Committee Administrator at meetings.

Members who have previously declared interests which are recorded in the Minutes to be considered at this meeting need not repeat the declaration when attending the meeting. Members need take no further action unless the item in which they have an interest becomes the subject of debate, in which event the Member must leave the room if the interest is personal and prejudicial.

4. PROCEDURE (DAL)

4.1 Pages F/9 and F/10 of the Council's "Personnel Policies and Procedures" explain under paragraph F2 how an employee can pursue a grievance. This implicitly covers a grievance about the grade of one's post. This procedure is set out below for the Committee's guidance.

F2. GRIEVANCE PROCEDURE

If you have a grievance relating to your employment, you have a right to express it, and the following procedure has been agreed as being the most effective way for you to do so:-

1. In the first instance, you should see your immediate superior.
2. If you are dissatisfied with the reply you receive you may then consult your representative, and if so advised, re-open the discussion with your immediate superior.
3. Following stage(s) 1 and 2, you may put your complaint in writing and submit it to your sectional or departmental head.

Your complaint will be discussed with you (accompanied by your representative if you so wish).
4. Thereafter, if your complaint is still unresolved you have a further right of appeal direct to the Chief Officer of your Department.
5. If you are still dissatisfied, you may then ask him to arrange for a hearing before the appeals committee appointed by the Council who will determine the matter.

NOTES:

- (a) This procedure has been agreed between the Council and the appropriate Trade Unions.
- (b) At all stages, you are entitled to be accompanied or represented by your Union or Staff representative.
- (c) Every effort will be made to deal with your complaint as speedily as possible. Please remember, however, that some cases need time for a full investigation.

If within a period of two weeks the matter has not been dealt with at any stage of this procedure, you will be entitled to proceed to the next stage. This time limit may be altered by mutual agreement in any particular case.

- (d) Any questions relating to the payment of salaries or deductions therefrom should be addressed to the Payroll Section of the Borough Treasurer's Department.
- (e) Copies of the appropriate Handbooks setting out Conditions of Service, and other documents referred to in your Statement of Conditions of Service are available for inspection at the Depot and Administrative Offices. All statements of Conditions of Service and supporting documents for new employees are issued by the Personnel Officer, Civic Offices, Addlestone, to whom all questions related thereto should be referred.
- (f) The Council has a separate disciplinary procedure, and you are entitled to a copy of the document in which it is described.
- (g) At stages 3, 4 and 5 you will receive the decision or confirmation of the decision in writing.
- (h) It is considered important that the facts shall be established and agreed as early as possible in the procedure, and that any written documents used at any stage shall be available at all subsequent stages of an appeal.

F3. APPEALS PROCEDURE (GRIEVANCES AND SALARY GRADING)

Standards Committee

1. Five Members of the Council plus two lay members shall constitute the Standards Committee.
N.B. To accord with the rules of natural justice, no Member of the Standards Committee shall have been involved previously in the matter under consideration.
2. The Committee shall be authorised to determine such Appeals coming before it.
3. The Committee shall report its decisions to the Council.

Procedure

(Prior to Hearing)

Written Statements outlining the cases for both the Appellant and Council shall be circulated to the Committee prior to the hearing. The Statement for the Council should be prepared in consultation with the Chairman and Vice Chairman of the Corporate Management Committee.

(At the hearing)

1. The Secretary to the Committee will check that representatives of the parties are present and conduct them to the Committee Room.
2. The Secretary to the Committee will introduce the representatives of the parties to the Committee.
3. The Chairman will introduce the members of the Committee.
4. The Chairman will invite the appellant, or the representative acting on his behalf, to present his case.
5. The representative of the appropriate Chief Officer or the Personnel Officer, on behalf of the Council, will be invited to question the Appellant and/or his representative.

6. The representative of the Council will be invited to present its case.
7. The appellant, or his representative, will be invited to question the Council's representative.
8. Members of the Committee will be invited in turn by the Chairman to put questions to the parties.
9. The Council's representative to be invited to sum up his/her case briefly but not to introduce material to which reference has not been made during the proceedings.
10. The Appellant, or his representative, to be invited to sum up. The Chairman will ensure that at this stage no new material is introduced or point made to which reference has not already been made during the proceedings.
11. The parties will be asked to retire and to await a recall when the Committee will advise the parties of their conclusion.
12. Upon the return of the parties, the Chairman will convey the decision of the Committee to the parties and indicate that this will be confirmed in writing by the Secretary to the Committee within seven days of the hearing.

Policy and Resources 28/3/79, 17/6/81

5. EXCLUSION OF PRESS AND PUBLIC

OFFICERS' RECOMMENDATION that -

the press and public be excluded from the meeting during discussion of the following reports under Section 100A(4) of the Local Government Act 1972 on the grounds that the reports in question would be likely to involve disclosure of exempt information of the description specified in paragraph 1 of Part I of Schedule 12A of the Act.

(TO RESOLVE)

PART II

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection.

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|----|--|-------------|
| a) | <u>Exempt Information</u> | <u>Para</u> |
| | 6. REGRADING APPEAL - TO HEAR AN APPEAL LODGED BY AN EMPLOYEE IN THE TECHNICAL SERVICES DEPARTMENT | 1 |
| b) | <u>Confidential Information</u> | |
| | (No reports to be considered under this heading) | |