

**meeting** PERSONNEL COMMITTEE

**date** 28<sup>th</sup> March 2011

agenda item number **4**

## **REPORT OF THE SERVICE DIRECTOR – HUMAN RESOURCES**

### **Proposed Changes to the Employment Appeals Process**

#### **1. Purpose of the Report**

1.1. To seek Personnel Committee's approval to the proposed changes to the employment appeals process contained in section E5 of the Personnel Handbook. Ongoing consideration of the responses to the consultation process have prevented the full details being circulated at this stage but this will be sent to Members prior to the meeting on 28/03/11 and full details will be presented at that meeting.

#### **2. Background**

2.1 Currently employees can lodge an appeal to members through the Appeals Committee against any decision made by officers that result in the termination of the employment contract; the issue of a final warning; or the outcome of the grievance procedure. These sanctions are outcomes of the application of the county council's employment policies covering conduct, capability, attendance, recruitment, grievance and redundancy.

2.2 The proposals do not remove an employee's right of appeal. However, in some situations, they change the person or body responsible for considering the appeal.

2.3 In outline, the proposed changes to be considered in the revised section E5 are:

- That only the most serious appeals arising from the termination of the employment contract will be considered by the Appeals Committee
- That final warning and grievance appeals will be considered by senior officers independent of the original decision taker
- That the current Grounds for Appeal will be streamlined

### **3. RECOMMENDATION**

3.1 It is recommended that Personnel Committee approve the proposed changes to the employment appeals process contained in the amended section of the Personnel Handbook E5.

**MARJORIE TOWARD**

**SERVICE DIRECTOR – HUMAN RESOURCES**