

# EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR THE DEPUTY LEADER

WEDNESDAY, 5 JULY 2017

**PRESENT: Councillor:** L.M. Stephens (Executive Board Member).

**The following officers were in attendance:**

P.R. Thomas - Assistant Chief Executive (People Management & Performance)

J. Stuart - Senior Business Partner (HR)

C. Gadd - Democratic Services Officer

## 1. DECLARATIONS OF PERSONAL INTEREST

There were no declarations of personal interest.

## 2. CLOSE PERSONAL ASSOCIATIONS / RELATIONSHIPS AT WORK GUIDANCE FOR SCHOOLS

The Executive Board Member considered the Close Personal Associations / Relationships at Work Guidance for Schools. It was explained that the Guidance had been updated to meet the needs of schools. It would assist Managers, Headteachers, Governors and HR Advisers, in dealing sensitively, but effectively, with situations where employees had, or did form, a close personal association/relationship with someone with whom they worked.

The Assistant Chief Executive (People Management & Performance) and the Senior Business Partner responded to questions from the Executive Board Member and noted a number of further suggested amendments to the guidance. It was highlighted that additional updated guidance was being produced that would support the implementation of this guidance.

**RESOLVED that, subject to the inclusion of the amendments noted, the Close Personal Associations / Relationships at Work guidance for Schools be endorsed.**

## 3. MODEL GRIEVANCE POLICY & PROCEDURE FOR SCHOOLS

The Executive Board Member considered the Model Grievance Policy and Procedure for Schools. It was explained that the Policy and Guidance had been developed to ensure that employees, managers and companions were clear about their individual roles and responsibilities for raising and resolving grievances in the workplace. It had been developed in line with ACAS Code of Practice 1 – Disciplinary and Grievance Procedures which came into force in March 2015.

The Assistant Chief Executive (People Management & Performance) and the Senior Business Partner responded to questions from the Executive Board Member and noted a number of further suggested amendments to the policy. In response to a query from the Executive Board Member, Officers highlighted that

training was being planned for Headteachers on the new policies that were being introduced.

**RESOLVED that, subject to the inclusion of the amendments noted, the Model Grievance Policy and Procedure for Schools be endorsed.**

#### **4. MODEL REDUNDANCY / SURPLUS STAFFING POLICY FOR SCHOOLS**

The Executive Board Member considered the Model Redundancy / Surplus Staffing Policy for Schools. It was highlighted that the previous policy was outdated and did not reflect current practice within schools. The new policy had been developed to provide Headteachers and Governing Bodies with a logical step by step approach to managing redundancy situations within their schools and included a range of useful documents and templates, which could be referred to throughout the process. It was noted that the policy had been developed in consultation with Trade Union colleagues and Headteachers from a cross-section of Carmarthenshire Schools.

The Assistant Chief Executive (People Management & Performance) and the Senior Business Partner responded to questions from the Executive Board Member and noted a number of further suggested amendments to the policy.

**RESOLVED that, subject to the inclusion of the amendments noted, the Model Redundancy / Surplus Staffing Policy for Schools be endorsed.**

#### **5. SUSPENSION PROTOCOL FOR SCHOOLS**

The Executive Board Member considered the Suspension Protocol for Schools. It was highlighted that the guidance would assist Headteachers in dealing sensitively, but effectively, with situations where it was necessary to suspend a member of staff from the school, with pay, whilst investigations were carried out.

The Assistant Chief Executive (People Management & Performance) and the Senior Business Partner responded to questions from the Executive Board Member and noted a number of further suggested amendments to the protocol.

The Executive Board Member highlighted that there were a lot of new policies to be adopted and implemented by schools and suggested that an updated list was circulated to schools and governing bodies. The Senior Business Partner noted that there would be a school newsletter circulated to all schools that would include this information. It was also suggested that there was a list of schools that had adopted the Policies.

**RESOLVED that, subject to the inclusion of the amendments noted, the Council's Suspension Protocol for Schools be endorsed.**

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**EXECUTIVE BOARD MEMBER**

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**DATE**

