

DECISION RECORD OF THE EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR HUMAN RESOURCES, EFFICIENCIES & COLLABORATION

28TH JULY 2015

Room 67, County Hall, Carmarthen.

2.00 p.m. – 3.15 p.m.

EXECUTIVE BOARD MEMBER	PORTFOLIO
Councillor L.M. Stephens	Human Resources, Efficiencies & Collaboration

The following officers were in attendance:-

Mrs. L. Evans	HR Officer (Strategy);
Mr. M. S. Davies	Democratic Services Officer.

DECLARATIONS OF PERSONAL INTERESTS

1. There were no declarations of personal interests.

The Executive Board Member, having considered the reports on the under-mentioned items and taken into account the views of Local Members and interested parties, where applicable, made the following decisions:-

Item No.	Subject / Decision	Action By
2.	DECISION RECORD – EXECUTIVE BOARD MEMBER FOR HUMAN RESOURCES, EFFICIENCIES AND COLLABORATION – 30TH APRIL 2015 RESOLVED that the Decision Record of the meeting held on the 30 th April, 2015 be signed as a correct record.	
3.	<u>BEHAVIOURAL STANDARDS GUIDANCE</u> The Executive Board Member was advised that the Dignity at Work Policy had been reviewed in consultation with customer experience groups. The outcome of this review recommended replacing the current Dignity at Work policy with Behavioural Standards Guidance, a draft copy of which had been circulated to the Executive Board Member, to facilitate greater informal resolution prior to escalating a formal complaint via the Council's Grievance policy. The HR Officer responded to questions from the Executive Board Member and noted a number of suggested amendments to the policy. RESOLVED , subject to the inclusion of the amendments noted, that the draft Behavioural Standards Guidance be approved.	Lindsey Evans HR Officer
4.	<u>GRIEVANCE POLICY AND PROCEDURE</u> The Executive Board Member was advised that following the aforementioned review of the Dignity at Work Policy [minute 3 above refers] it had been identified that the best approach for	

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	<p>dealing with formal complaints was to utilise the existing Grievance Policy and Procedure which had been updated to include reference to revised guidance at the appropriate stages and support the Behavioural Standards Guidance. This guidance and policy update would then replace the current Dignity At Work Policy. The Executive Board Member considered the revised Grievance Policy and Procedure.</p> <p>The HR Officer responded to questions from the Executive Board Member and noted a number of suggested amendments to the policy.</p> <p>RESOLVED, subject to the inclusion of the amendments noted, that the revised Grievance Policy and Procedure be approved.</p>	<p>Lindsey Evans HR Officer</p>
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**EXECUTIVE BOARD MEMBER FOR HUMAN RESOURCES, EFFICIENCIES &
COLLABORATION**

DATE