

Subject: Recording and responding to Member recommendations at Committee

Date of Meeting: 24 September 2013

Report of: Executive Director of Finance & Resources and the Head of Law & Monitoring Officer

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Wards Affected: All

FOR GENERAL RELEASE**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 At the meeting of the Audit and Standards Committee in June 2013, the Committee requested further information on the arrangements in place for responding to recommendations made by Members at Committee and Sub-Committee meetings.
- 1.2 This report sets out current procedures and proposes new arrangements in relation to the Personnel Appeals Sub-Committee.

2. RECOMMENDATIONS:

It is recommended that the Audit & Standards Committee:

- 2.1 Approves the proposals for responding to recommendations of the Personnel Appeals Sub-Committee as set out at paragraph 3.6-3.9 of the report.
- 2.2 Notes the arrangements as set out in the report for responding to recommendations of Policy Committees\ Sub-Committees and Scrutiny Committees.

3. BACKGROUND

- 3.1 At its last meeting, the Audit and Standards Committee asked officers to bring back a report on the procedures and practices in place for ensuring that recommendations made by Committees and Sub-Committees are not lost. The arrangements in place for the different forms of Council are summarised below.

Policy Committees/Sub-Committees and Regulatory Committees

- 3.3 At Policy Committees/Sub-Committees and Regulatory Committees report recommendations are agreed and recorded as formal decisions of the Committee in the minutes of the meeting. The minutes are published and are public documents. Individual

comments from members, or suggestions that officers have agreed to take forward outside of the formal decision, are also summarised in the minutes and these are reviewed at the beginning of the next meeting. The relevant Lead Officer (Director) is responsible for ensuring that action that has been agreed is taken forward.

Scrutiny Committees

- 3.4 Agreed recommendations from Scrutiny Panels and Committees follow a formal mechanism and are reported to the relevant Policy Committee with a formal response to each recommendation and how it will be progressed and to what timescale. Implementation of every panel recommendation that has been accepted by a decision making body is then monitored.
- 3.5 A monitoring report is requested approximately 6 months after the recommendations were agreed and this is taken to OSC or HWOSC depending on which committee was responsible for the scrutiny panel. This report will address each of the accepted recommendations and will say whether it has been implemented and, if not, what the implementation timetable looks like. If there are outstanding recommendations, another monitoring report is timetabled in 6 or 12 months until all the recommendations have been implemented to the satisfaction of the scrutiny committee.

Personnel Appeals Sub-Committee

- 3.6 Formal recommendations from the Personnel Appeals Sub-Committee are included in the decision letter that is sent to the appellant, managers and HR. Members have indicated that they would like to receive feedback on whether their recommendations (ie those comments that are made which are in addition to the decision to uphold or not uphold the dismissal, grievance etc) have been implemented.
- 3.7 HR has now set up a system to capture the outcomes from Personnel Appeals and, in particular, capture recommendations and track and capture responses from HR and management in response to these and what action is taken. All outcomes and recommendations from Personnel Appeals will be copied to the Head of HR & OD and the Head of Coaching & Advice to ensure that any themes and trends are picked up.
- 3.8 In addition to the formal recording of recommendations as set out above, it is proposed that a case review will be conducted at the conclusion of each Personnel Appeal involving the relevant officers and HR advisors. This review will look at learning points, understanding the rationale for a decision, understanding any informal feedback from members and sharing any other learning points so we can continually feed this into our service improvement.
- 3.9 The action taken following Appeals will be fed back to all members of the Personnel Appeals Sub-Committee at a session which will be designed to report on all the issues raised by members and the learning that has come from these and to update on other matters relevant to the Personnel Appeals Sub-Committee. It is proposed that this meeting

with members would take place annually and be combined with refresher training from HR and legal services for all members of the Personnel Appeals Sub-Committee.

4. FINANCIAL & OTHER IMPLICATIONS:

4.1 Financial Implications:

There are no financial implications arising from the recommendations. Any additional duties within Human Resources and Organisational Development will be provided within existing resources.

Finance Officer Consulted: James Hengeveld Date: 11/09/13

4.1 Legal Implications:

There are no legal implications arising from the proposals set out in the report.

Lawyer consulted: Elizabeth Culbert Date: 11/09/13

4.2 Equalities Implications:

The new arrangements proposed in relation to Personnel Appeal Committee recommendations will ensure that any trends or issues relating to equalities are picked up and monitored. The current minuting and publication arrangements for all public council meetings ensure that there is access to the public to Council decision making, in accordance with legal requirements and the Council's desire to operate transparently.

4.3 Sustainability Implications:

There are none.

4.5 Crime & Disorder Implications:

There are none.

4.6 Risk and Opportunity Management Implications:

The proposals in the report will ensure that recommendations made by Members are followed up and actions are reported back to Members.

4.7 Corporate / Citywide Implications:

The combination of the existing reporting arrangements and the proposals in relation to Personnel Appeal matters will ensure that best use is made of Council resources by pulling together learning and assisting to continually improve our services.