

MINUTES OF A MEETING OF THE  
LOCAL JOINT PANEL HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
WEDNESDAY 12 DECEMBER 2018, AT 2.30  
PM

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PRESENT:        **Employer's Side**

Councillor J Goodeve (Chairman)  
Councillors E Buckmaster, A Alder,  
L Radford,

**Staff Side (UNISON)**

J Bruce and Mr A Stevenson (Vice  
Chairman)

OFFICERS IN ATTENDANCE:

Vicki David	- Human Resources Officer
Kate Leeke	- Interim Head of Human Resources and Organisational Development
Peter Mannings	- Democratic Services Officer

6        APOLOGY

An apology for absence was submitted on behalf of Councillor L Haysey. It was noted that Councillor A

Alder was substituting for Councillor L Haysey.

7 MINUTES - 6 JUNE 2018

The Secretary to the Staff Side (Unison) advised that the Restructure Consultation Policy would no longer be referred to the Executive for mediation. The Secretary to the Employer's Side stated that Officers would work with Unison in respect of the Restructure Consultation Policy.

It was proposed by Councillor L Radford and seconded by Ms J Bruce, that the Minutes of the meeting held on 6 June 2018 be confirmed as a correct record and signed by the Chairman. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 6 June 2018 be confirmed as a correct record and signed by the Chairman.

8 FLEXIBLE WORKING SCHEME

The Secretary to the Employer's Side submitted a report inviting Members to approve the revised Flexible working scheme. The Panel was advised of a number of key changes to the policy, including clarifying flexible working patterns and deleting the job share policy and adding job-share as a flexible working option to this policy.

The Panel was also advised of the key difference between flexible working and flexi time. The Secretary to the Employer's Side confirmed that the authority

embraced flexible working and if an employee was denied flexible working, they would be unable to apply again for 1 year.

In response to a query from Councillor E Buckmaster, the Panel was advised that flexi time was available to all, with the exception of the Leadership Team. Councillor A Alder commented on the procedure which should be followed should a request for flexible working be rejected and whether an Officer could reapply.

The Secretary to the Employer's Side confirmed that requests could reasonably be considered for flexible working every 12 months. Officers could ask for a temporary variation to hours if, for example, there was a short term family issue or emergency. A request for formal flexible working could only be submitted once in a 12 month period.

It was proposed by Mrs J Bruce and seconded by Councillor L Radford that Human Resources Committee be advised that the Local Joint Panel supports approval of the revised flexible working scheme and also the deletion of the job-share policy.

After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that Human Resources Committee be advised that the Local Joint Panel supports approval of the revised Flexible working policy and the deletion of the job-share policy.

## 9 APPEALS POLICY

The Secretary to the Employer's Side submitted a report inviting the Local Joint Panel to approve the revised Appeals Policy. The Panel was advised that e-forms had been created and the revised policy was intended to be more user friendly. The procedure on the Right of Appeal was also clarified.

The Secretary to the Staff Side advised that the revised policy had been consulted on widely and a number of comments had been taken on board. It was proposed by Councillor E Buckmaster and seconded by Mrs J Bruce that Human Resources Committee be advised that Local Joint Panel supports the revised appeals policy.

After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that Human Resources Committee be advised that Local Joint Panel supports the revised appeals policy.

## 10 REVISIONS TO LJP'S CONSTITUTION

The Secretary to the Staff Side (Unison) submitted a report that introduced the revised Local Joint Panel constitution. The Panel was invited to recommend the revised constitution to Council through the Human Resources Committee.

The Panel were referred to paragraph 2.2 of the report submitted for changes that had been agreed by Unison and Human Resources Committee. The Secretary to

the Staff Side (Unison) apologised that that section 7.15e in Essential Reference Paper 'B' should have been shown as a complete tracked change deletion instead of the last 2 lines.

The Panel were advised that section 7.15b in Essential Reference Paper 'B' covered matters in respect of Health and Safety. It was proposed by Councillor A Alder and seconded by Mr A Stevenson that the revisions to the Local Joint Panel's constitution, be recommended to Council via the Human Resources Committee, subject to the deletion of 7.15e in Essential Reference Paper 'B'.

After being put to the meeting and a vote taken, the motion was declared CARRIED. The Panel supported the recommendation as now detailed.

RESOLVED – that the revised Local Joint Panel constitution be recommended to Council via the Human Resources Committee, subject to the deletion of 7.15e in Essential Reference Paper 'B'.

The meeting closed at 2.47 pm

Chairman .....
Date .....