

MINUTES OF A MEETING OF THE  
LOCAL JOINT PANEL HELD IN THE  
COUNCIL CHAMBER, WALLFIELDS,  
HERTFORD ON WEDNESDAY 30  
NOVEMBER 2016, AT 2.30 PM

---

PRESENT:        **Employer's Side**

Councillor E Buckmaster (Chairman)  
Councillors L Haysey and G McAndrew

**Staff Side (UNISON)**

Fiona Brown  
Andrew Stevenson

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Emma Freeman	- Head of Human Resources and Organisation Development

7        **LEADERSHIP TEAM PERFORMANCE REPORT**

**The Secretary to the Employer's Side submitted a report on a proposed 360 Performance Review Process and related pay scheme. The Secretary to the Employer's Side provided a summary of the report.**

**The Secretary to the Staff Side confirmed that UNISON had worked closely with the Secretary to the Employer's Side on the review process and scheme and was happy with the new scheme proposed.**

**In response to a query from Councillor L Haysey, the Secretary to the Employer's Side confirmed that training would be given to Heads of Service on the new process.**

The Panel recommended to Human Resources Committee, approval of the report, as now detailed.

**RECOMMENDED** - that the Leadership Team 360 Performance Review process and performance related pay scheme, as now submitted, be approved.

## 8 **MANAGING PERFORMANCE**

The Secretary to the Employer's Side submitted a report on a revised Managing Performance Policy. She summarised key changes which had been made to the policy to ensure consistency with the new Absence Management Policy. Following feedback from managers, the Policy had also been amended to include support for managers and holding case reviews at the end of the performance process. The Secretary to the Staff Side explained that UNISON had worked closely with the Secretary to the Employer's Side on the revised policy and was happy with the changes.

The Panel recommended to Human Resources Committee, approval of the report, as now detailed.

**RECOMMENDED** – that the revised Managing Performance Policy, as now submitted, be approved.

## 9 **LONE WORKING POLICY**

The Secretary to the Employer's Side submitted a report on a revised Lone Working Policy. She provided a summary of the key changes necessary to ensure that the policy reflected comments and current working practices.

In response to a query from the Panel Chairman, the Secretary to the Employer's Side explained that Personal Safety Devices were available to staff and how these worked. The Secretary to the Staff Side explained that there had been some issues with the safety devices and

its particular anomalies. Councillor L Haysey asked that the devices be also made available to Members and that their availability be highlighted in the Members' Information Bulletin. This was agreed.

The Panel recommended to Human Resources Committee, approval of the report, as now detailed.

**RECOMMENDED** – that the revised Lone Working Policy, as now submitted, be approved.

10 **PROBATION POLICY**

The Secretary to the Employer's Side submitted a report on a revised Probationary Policy. The Secretary to the Employer's Side explained that the policy had been updated to include a formal review meeting and a final review meeting and that the second review meeting stage had been reconsidered.

The Panel recommended to Human Resources Committee, approval of the report as now detailed.

**RECOMMENDED** – that the revised Probationary Policy, as now submitted, be approved.

11 **APOLOGIES**

Apologies for absence were submitted on behalf of Councillors G Cutting and T Jackson.

12 **MINUTES**

**RESOLVED** - that the Minutes of the meeting held on 8 June 2016 be confirmed as a correct record and signed by the Chairman.

13 **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman stated that there were no reports from the

Secretary to the Staff Side.

The meeting closed at 2.55 pm

Chairman .....

Date .....