

# Appeals Committee

## Minutes

Monday, 11 August 2014 at 10:00

### PRESENT:

Councillor Jermany (in the Chairman), Councillor Andrews, Bird, Connell, Cutting, Grey, Jones, Myers, Peck and Tate.

Emma Plane (Senior HR Manager), Sarah Davis (HR Officer), Georgette Kent (HR Officer), John Fogarty (HR Manager).

Andrew Brett (NPLaw) and Karline Smith (Senior Member Services Officer).

### **1 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **2 INTRODUCTIONS**

Round the table introductions were carried out.

### **3 APOLOGIES FOR ABSENCE**

There were no apologies for absence received.

### **4 HR TEAM OVERVIEW**

Emma Plane introduced herself as the Senior HR Manager managing the HR team and reported that Kate Watts was currently the Group Manager. John Foggarty had been employed on an interim basis dealing with TUPE of staff to a joint venture. There are two HR Officers Sarah Davis and Georgett Kent who deal with grievances and sickness absence. The HR department also deals with paying staff through payroll.

A member asked how many employees the department was responsible for and it was reported there were 420 at the moment.

### **5 MEMBERS TRAINING**

Andrew Brett explained the Nplaw arrangement which was created four years ago which Great Yarmouth Borough Council joined.

Members took part in a Quiz. They were then explained the role of the Appeals Committee, the Employment Tribunal and Human Rights.

Members were then explained the conflicts of interest in Appeals Committees, the procedure for the Appeals Committee including the Chairman's checklist.

Members took part in a Procedural Questions quiz.

Practice points for the appeals committee were read out. Members then considered the case scenarios carried out for appeals cases and sickness/ill health scenarios.

## **6 QUESTIONS**

There were no extra questions raised.

## **7 ANY OTHER BUSINESS**

There was no other business.

The meeting ended at: 13:00