

# STAFF COMMITTEE



**21 AUGUST 2013 - 10:00AM**

**PRESENT:** Councillor D Stebbing(Chairman), Councillor J F Clark, Councillor P Murphy, Councillor C J Seaton.

**APOLOGIES:** Councillor F H Yeulett(Vice-Chairman), Councillor G G R Booth, Councillor P Hatton, Councillor M J Humphrey

## **S4/13      TO SIGN AND CONFIRM THE MINUTES OF THE MEETING OF 3 JUNE 2013.**

The minutes of the meeting of 3 June 2013 were confirmed and signed.

## **S5/13      REVISED SICKNESS AND CAPABILITY POLICIES**

Members received an overview of the Revised Sickness and Capability Policies and made comments, asked questions and received responses as follows:

- how would officers monitor that employees should have discussions with their GP about returning to work before a fit note expires (if appropriate) to which officers stated this would be difficult to monitor closely, but it is the employee's responsibility to have that discussion with their GP if appropriate. It would also give Managers an opportunity to encourage a return to work suggesting that the employee has a conversation with their GP if they are feeling better. This has been working within the Council with three employees within the last two weeks returning to work earlier than expected;
- Members thanked Sam Anthony and Carol Pilson for the timely report and requested the policy is closely monitored and revisited in 12 months to see if it is working;
- Rob Bridge thanked both Sam Anthony, Carol Pilson and Mark Mathews for a good piece of work and informed Members that they would be kept up to day with regard to how the policy is working. He stated that the consultation feedback was supportive, with some suggesting additional steps should be considered, including staff side who welcomed the policy;
- It was requested that 'in the first instance' is added to 1.2 of the Capability policy so that it would now read: 'This policy runs parallel with, but is not part of, the disciplinary procedure. Fenland District Council recognises that poor job performance and poor capability should not, in the first instance, be treated as "disciplinary offences"';
- Members were informed that one HR Advisor and two CMT members sit on the appeals committee.

**It was AGREED that the Revised Sickness and Capability Policies are noted and approved with the Sickness Policy being reviewed in 12 months time.**

## **S6/13      EARLY RETIREMENT REQUEST**

Members considered a request for early retirement and were informed of:

- the service related issues;
- the options available and associated costs of this request

**It was DECIDED that:**

- **the report be NOTED and;**
- **the request for early retirement be APPROVED**

10:35am

Chairman