

# STAFFING AND APPEALS COMMITTEE



**Friday, 05 November 2021**

**Democratic and Members' Services**  
Fiona McMillan  
Monitoring Officer

**10:00**

New Shire Hall  
Alconbury Weald  
Huntingdon  
PE28 4YE

**Multi Function Room, New Shire Hall, Alconbury Weald,  
Huntingdon, PE28 4YE  
[Venue Address]**

## AGENDA

**Open to Public and Press by appointment only**

**1. Apologies for absence and declarations of interest**

*Guidance on declaring interests is available at  
<http://tinyurl.com/cc-conduct-code>*

**2. Minutes - 16 September 2021**

**3 - 6**

**3. Exclusion of Press and Public**

*To resolve that the press and public be excluded from the meeting on the grounds that the agenda contains exempt information under Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed (information relating to any individual)*

**4. Appointment of Chief Executive and Head of Paid Service**

**(circulated separately)**

**Attending meetings and COVID-19**

Meetings of the Council take place physically and are open to the public. Public access to meetings is managed in accordance with current COVID-19 regulations and therefore if you wish to attend a meeting of the Council, please contact the Committee Clerk who will be able to advise you further. Meetings are streamed to the Council's website: [Council meetings Live Web Stream - Cambridgeshire County Council](#). If you wish to speak on an item, please contact the Committee Clerk to discuss as you may be able to contribute to the meeting remotely.

The Staffing and Appeals Committee comprises the following members:

Councillor Edna Murphy (Chair) Councillor Henry Batchelor Councillor Ken Billington  
Councillor Douglas Dew Councillor Lucy Nethsingha Councillor Kevin Reynolds Councillor  
Tom Sanderson Councillor Neil Shailer and Councillor Steve Tierney

Clerk Name:	Michelle Rowe
Clerk Telephone:	01223 699180
Clerk Email:	michelle.rowe@cambridgeshire.gov.uk

## Agenda Item No.2

### Staffing and Appeals Committee Minutes

Date: Thursday 16 September 2021

Time: 14:00pm – 14:31.

Venue: [New Shire Hall, Alconbury Weald, Huntingdon, PE28 4YE](#)

Present: Councillors D Ambrose Smith, H Batchelor, K Billington, D Dew, E Murphy (Chair), L Nethsingha, T Sanderson, N Shailer (Vice-Chair), S Tierney

#### 10. Apologies for Absence and Declarations of Interest

Apologies were received from Councillor K Reynolds, Councillor D Ambrose Smith substituting. No declarations of interest were received.

#### 11. Minutes – 24 August 2021

The minutes of the meeting held on 24 August 2021 were agreed as a correct record and were signed by the Chair.

#### 12. Employment Policy Update

The Committee received a report detailing the outcome of a review done by the Chief Executive of the Council's Respect at Work Policy and the staff guidance relating to incidents of violence and aggression at work.

##### Respect at Work Policy

The officer reported that the Respect at Work Policy had been first introduced in 2018 to replace the Bully and Harassment at Work Policy and was now in its third iteration. The reconfiguration aimed to make the policy more accessible and better aligned with the Code of Conduct protocol.

In response to staff feedback, the policy gave explicit details of the Council's zero-tolerance approach to bullying with an increased emphasis on discrimination and victimisation. It defined the behaviour expected of employees in order that the Council can create a culture of respect. It also provided those concerned with a clear and quick escalation process.

Council employees in the Human Resources team had been trained as Respect at Work Contacts and these roles have operated since the policy was introduced in 2018. Respect at Work Contacts can be spoken to by anyone who has experienced or witnessed unreasonable behaviour in the workplace. The officers were conducting work to extend the group of contacts across the organisation and from the Equality and Diversity Network.

Prior to policy launch in October, the communications team had gathered promotional statements from officers and Members in order to increase awareness of the Council's expectations for behaviour. There would be further requests for volunteers to provide statements soon.

A Respect at Work engagement survey was dispersed and well received, producing the highest Council survey return rate yet (30%). Survey results had been shared with JMT and had raised sufficient concern that employees were not confident to raise concerns as they arise that it was agreed focus groups would be held, led by members of JMT, prior to the production of an action plan. Once this was completed, the resulting action plan would be published on Camweb.

### Violence and Aggression Policy

The officer stated that the Council had multiple policies and pieces of guidance in relation to violence and aggression at work which had led to confusion over sourcing and reporting information correctly. As a result, a document had been produced which collated these policies into a flow chart which allowed individuals to match their concern with the relevant policy. Policies included in the flow chart were: HR policies, health and safety policies and whistleblowing policies.

The document had been reviewed by trade unions on 15 September 2021. The trade unions had welcomed the collated document and flow chart but had suggested that more emphasis was needed on the Council's home visit measures. A follow-up discussion with trade unions was scheduled for next month.

At the Chair's request, the officer also outlined the timeline for the employment of the Chief Executive:

Selection process – end-October

Committee interview followed by ratification of the decision by Full Council – early November

In response to Members' questions, the officer:

- Clarified that role-specific, general risk and high-risk risk assessments would be produced for employees.
- Noted the Personal Safety Training Session for Members would take place at noon on 24 September 2021.

In response to the report, Members:

- Expressed a desire for additional training prior to meetings regarding culturally diverse groups.
- Expressed that it was important to ensure aggressors were taught alternative emotional responses.

- Stated that the policies would be of benefit to the victim, the aggressor and the organisation.

It was resolved unanimously to note the amendments to these key areas of employment policy and guidance.

Chair

