

## **Meeting of the Future Council Scrutiny Committee**

**Wednesday, 12<sup>th</sup> October, 2022 at 6.00pm**  
**In Committee Room 2, Council House, Priory Road, Dudley**

### **Agenda - Public Session** **(Meeting open to the public and press)**

1. Apologies for absence.
2. To report the appointment of any substitute members serving for this meeting of the Committee.
3. To receive any declarations of interest under the Members' Code of Conduct.
4. To confirm and sign the minutes of the meeting held on 7<sup>th</sup> September, 2022 as a correct record. (Pages 5 – 17)
5. Public Forum
6. Call-in of the Decision Sheet – Changes to the Council's Disciplinary Policy and Procedure to cease elected member involvement in Disciplinary Appeals (Pages 18 - 27)
7. To consider any questions from Members to the Chair where two clear days notice has been given to the Monitoring Officer (Council Procedure Rule 11.8).





**Chief Executive**

**Dated: 4<sup>th</sup> October, 2022**

Distribution:

Councillor E Lawrence (Chair)

Councillor A Davies (Vice-Chair)

Councillors S Ali, C Barnett, T Creed, P Dobb, J Foster, M Howard, I Kettle, A Lees, T Russon, P Sahota and K Shakespeare

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**Minutes of the Future Council Scrutiny Committee  
Wednesday, 7<sup>th</sup> September, 2022 at 6.00 pm  
In Committee Room 2, The Council House, Priory Road, Dudley**

**Present:**

Councillor E Lawrence (Chair)  
Councillor A Davies (Vice-Chair)  
Councillors C Barnett, C Bayton, T Creed, P Dobb, J Foster, M Howard, I Kettle,  
A Lees, T Russon, P Sahota and K Shakespeare.

**Officers:**

C Blunn (Corporate Performance Manager), S Haycox (Corporate Performance Support), P Mountford (Head of Economic Growth and Skills) and K Taylor (Democratic Services Officer).

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**9 Apology for Absence**

An apology for absence was received on behalf of Councillor S Ali.

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**10 Appointment of Substitute Member**

It was noted that Councillor C Bayton had been appointed as substitute Member for Councillor S Ali for this meeting of the Committee only.

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**11 Declarations of Interest**

No member made a declaration of interest in accordance with the Members' Code of Conduct.

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## 12 **Minutes**

In responding to comments made, Councillor J Foster was requested to e-mail the Chair and Vice-Chair outlining suggestions and actions, as discussed at the previous meeting, for consideration for inclusion on the Scrutiny Committee Action Tracker.

### **Resolved**

That the minutes of the meeting held on 8<sup>th</sup> June, 2022 be approved as correct records and signed.

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## 13 **Public Forum**

No issues were raised under this agenda item.

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## 14 **Stalled Sites – Strategies for bringing back into use privately owned vacant land and property**

A report of the Director of Regeneration and Enterprise was submitted on the strategies being deployed by the Local Authority to bring back into use privately owned land and property which remained derelict or untidy of where development was stalled.

The Head of Economic Growth and Skills gave a presentation to the Committee and in doing so confirmed that a Working Group had been established to coordinate work across multiple service areas regarding land and property identified as problem or derelict sites where development had stalled. Following a consultation process, which included Member Ward Walks, an initial list containing 68 sites was developed by Officers. This list was revised to produce a priority list of 20 sites which was approved by informal Cabinet in November, 2021. The methodology utilised in identifying priority sites where public sector intervention had the greatest potential to bring stalled and derelict sites to market was outlined in the report submitted.

It was noted that all 68 sites had been mapped on GISMO (Dudley's Corporate Geographical Information System) layer and individual site plans developed. It was further noted that the 20 priority sites had been categorised to enable a targeted and focused approach to delivery to allow resources to be better managed. A summary of the four categories were outlined at the meeting.

Focus was being given to sites that were in categories 2 and 3 with substantial progress to early development being made in relation to six sites, with the possibility of potential enforcement actions being identified to three sites.

An overview of case studies where positive action on derelict sites was outlined, including the work undertaken in relation to the redevelopment of Wolverhampton Street, Dudley and Colley Gate, Cradley. It was noted that officers from Housing and Communities had developed and secured planning permissions for a residential led scheme for the redevelopment of Colley Gate, Cradley for an 8-unit affordable housing scheme. The Council had recently appointed Thomas Lister, Chartered Surveyors, to support with the acquisition of the site.

A Sub-group had been established to oversee Category 3 and 4 sites, together with delivery options being developed for those sites. Further consideration would also be given to maximise engagement and to support landowners of properties that had been vacant for longer periods of time.

Reference was made to the procurement of specialist development and legal consultants to assist with the most appropriate course of action for each site. A blanket cabinet approval to acquire and extinguish interest in land and new rights by agreement or through a Compulsory Purchase Order for all sites to assist in discussions with landowners was also being considered.

The Head of Economic Growth and Skills reported on the development of a high-level project plan, including a spending profile, in order to positively influence the programme moving forward.

Members asked questions, made comments and responses were given where appropriate as follows: -



- a) Councillor A Lees suggested that all stalled sites appeared to be identified for housing development and queried whether this would positively impact the Black Country Plan and negate the need to use Greenbelt spaces.

In responding, the Head of Economic Growth and Skills confirmed that all sites were assigned as residential and had already been included as identified sites within the Black Country Plan.

- b) In responding to a question raised by Councillor K Shakespeare, the Head of Economic Growth and Skills undertook to confirm whether the initial long list of 68 sites had been identified for housing redevelopment.
- c) The Head of Economic Growth and Skills stated that in view of limited resources, focus was predominately being given to the 20 priority sites in the first instance. He also referred to the implications and delays arising from the Pandemic and anticipated that in response to the wider economy pressures and inflation of construction prices, this would also likely affect future delivery.
- d) Councillor P Sahota welcomed the report submitted and referred to the lack of key performance indicators in relation to Compulsory Purchase Orders (CPO) and suggested that monitoring the number of CPO's implemented by the Local Authority in comparison to local neighbouring authorities would be beneficial.

The Head of Economic Growth and Skills acknowledged comments made, although emphasised that enforcement should only be used as a last resort where it had not been possible to resolve matters through pro-active engagement with land and property owners. In order for enforcement tools to be utilised, the Local Authority would be requested to demonstrate that active discussions had been undertaken.



- e) Councillor P Sahota referred to Members contributions in highlighting areas for development and referred specifically to areas that required significant redevelopment including properties on Hall Street, Dudley.

In responding, the Head of Economic Growth and Skills confirmed that the Stalled and Derelict sites Working Group had been established taking into account Members comments and recommendations. It was reported that the planned site for the Portersfield Development included properties on Hall Street within the red line boundary.

- f) Councillor P Sahota reiterated the importance of ascertaining benchmarking information against neighbouring authorities in relation to enforcement. In acknowledging comments made, the Chair suggested that a process be considered for monitoring enforcement and success rate of the Local Authority either through key performance indicators or quarterly updates.
- g) Councillor C Bayton referred to the significant difference in the number of sites identified for residential use within the report submitted and those suggested within the Black Country Plan and queried whether the Local Authority was as ambitious as they could be in maximising vacant and derelict sites for redevelopment.

- h) Councillor C Bayton made reference to the number of enforcement powers awarded to the Council and queried whether they were effectively utilised in order to achieve best outcomes.

In responding, the Head of Economic Growth and Skills acknowledged comments made and advised that Section 215 (s215) of the Town & Country Planning Act 1990 (the Act) provided a local planning authority (LPA) with the power, in certain circumstances, to take steps requiring land to be cleaned up when its condition adversely affected the amenity of the area. It does not place a requirement of the landowner to commence or complete development. In deciding whether to serve a Section 215 notices the local planning authority therefore needs to consider for example, the condition of the site, the impact on the surrounding area and the scope of their powers. In this way the need for positive engagement with landowners to bring forward development on stalled sites was essential moving forward. It was suggested that the limited resources available prohibited the Local Authority in maximising use of the powers awarded to them in relation to enforcement.

- i) In responding to comments made, the Committee agreed to formulate a recommendation to the appropriate decision taker to consider additional staffing capacity and resources to enable the Local Authority to maximise their powers in relation to enforcement in particular in relation to derelict and stalled sites.
- j) Councillor I Kettle commented positively on the report submitted and considered the project to be a good initiative in influencing and progressing the programme further.

- k) Councillor J Foster suggested that the criteria did not focus on community impact and sought clarification as to how the Local Authority could move forward at a faster pace. It was considered that that the process in acquiring sites for larger developments, such as Portersfield, was easier comparatively to smaller sites. She also envisaged that more properties would become neglected as a result of the energy costs inflation and queried whether the Local Authority had considered those implications moving forward.

The Head of Economic Growth and Skills confirmed that a number of sites had been identified following recommendations received from Ward Councillors and although there had been sites identified and incorporated in the list, this would not preclude any other sites to be considered for review or enforcement, if necessary. The methodology criteria utilised considered economic factors and impact which enabled a more positive and structured focus on activity and supplementary management of allocated funding.

- l) It was confirmed that information regarding future developments within the Borough could be shared with Ward Members and residents for information.
- m) In responding to Councillor J Foster, the Head of Economic Growth and Skills undertook to investigate the work undertaken by neighbouring local authorities in relation to the redevelopment of derelict sites and provide a response to the Committee.
- n) In responding to a question raised by Councillor A Davies, the Head of Economic Growth and Skills confirmed that there had not previously been a coordinated approach implemented and referred to the flexible nature associated with the programme. The Committee was assured that the Working Group monitored progress on a monthly basis, and it was agreed that consideration be given as to how Members could receive quarterly updates in relation to derelict and stalled sites for information.
- o) Full Council had approved a £1 million budget in February, 2022, to support the work of the stalled and derelict sites working group, with a specific focus in facilitating the acquisitions of properties by the Council to bring forward development.



- p) In responding to a request by Councillor A Davies, the Head of Economic Growth and Skills assured the Committee that the Working Group were actively reviewing the categorisation of sites and case studies could be provided for information, if requested.
- q) Councillor P Sahota referred to the need for dedicated staff focusing on this area and suggested that the Local Authority should demonstrate and lead by example in ensuring that Council owned land and corporate property were well maintained and utilised appropriately.
- r) Councillor C Barnett considered that the £1 million budget was not sufficient to address the number of sites that required development and referred to the abolishment of borrowing caps on the Housing Revenue Account and queried why the Local Authority was not borrowing more in order to facilitate additional residential developments.

In responding, the Head of Economic Growth and Skills undertook to refer the question to the appropriate officer for a response.

- s) In responding to a question raised by the Chair in relation to available funding support and engagement with prospective developers and landowners, the Head of Economic Growth and Skills reiterated the importance of positive dialogue between the Local Authority and developers and landowners and recognised that further work and support was required in restoring funding gaps.

## **Resolved**

- (1) That the information contained in the report submitted be noted.
- (2) That the positive actions being undertaken by services in seeking to bring back into use privately owned land and property which remained vacant and derelict, be acknowledged.
- (3) That the limitations of statutory powers in requiring private landowners to bring forward vacant and derelict sites for development be recognised.



- (4) That the Head of Economic Growth and Skills be requested to:
- (i) confirm whether the initial long list of 68 sites had been identified for housing redevelopment.
  - (ii) investigate the work undertaken by neighbouring local authorities in relation to the redevelopment of derelict sites and provide a response to the Committee;
  - (iii) refer the question in relation to further borrowing from the Housing Revenue Account in order to facilitate additional residential developments to the appropriate officer for a response.
- (5) That the appropriate decision taker be requested to consider additional staffing capacity and resources to enable the Local Authority to maximise their powers in relation to enforcement in particular in relation to derelict and stalled sites.
- (6) That updates on progress made in relation to derelict and stalled sites, as discussed at the Working Group, be circulated to all Members on a quarterly basis for information.
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15 **Corporate Quarterly Performance Report – Quarter 1 (1<sup>st</sup> April to 30<sup>th</sup> June, 2022)**

A report of the Chief Executive was submitted on the Quarter 1 Corporate Quarterly Performance report covering the period 1<sup>st</sup> April to 30<sup>th</sup> June, 2022. Two Directorate Service Summary Documents had been appended to the report submitted, providing an overview of service delivery and achievements during the given quarter focusing on Housing and Community Services and Public Realm.

Reference was made to the request previously made for training for Members in relation to performance data and the Corporate Performance Manager confirmed that discussions had commenced with the Local Government Association and Members would be updated accordingly.

In presenting key information through presentation slides, the Corporate Performance Manager made particular reference to the fifteen performance indicators that were below target, as outlined in Appendix 1 of the report submitted. It was noted that the overall annual trend for the collective key performance indicators had identified that fourteen measures had improved performance, six remained consistent and fifteen highlighted a downward trend in comparison to the previous year. A detailed account of the performance indicators was outlined in the appendix to the report submitted.

With regard to performance indicators in relation to gullies and highways, it was reported that both programmes had been delayed as a result of a change of contractors during Quarter 1, however assurance had been given that both programmes would be on target for Quarter 2.

Further consideration would be given to the monitoring and reporting of Quarter 2 and 4 data by reviewing the trend collectively and, if deemed necessary, Directors could then be invited to the respective Committee meetings based on performance in order to provide further context on the outturn and provide further service delivery information.

It was noted that alongside supporting documentation, including the corporate performance management framework and the Council Plan on a page, a Council Plan Strategic document was currently being formatted and would be launched shortly.

Members asked questions, made comments and responses were given where appropriate as follows: -

- a) In responding to a request by Councillor M Howard, the Corporate Performance Manager undertook to circulate a copy of the Corporate Complaints Policy to Members for information.
- b) Reference was made to the Members training in relation to performance data, in particular that the training should be delivered by both in-house officers and external bodies, specifically tailored to Scrutiny which incorporated an external perspective on best practice. The Committee requested that training be pursued with the Local Government Association and extended to all Members.



- c) Councillor P Sahota expressed concern regarding the number of Key Performance Indicators for each Directorate and expected that action plans were implemented for each Directorate to ensure that targets were being monitored accordingly.

The Corporate Performance Manager indicated that directorates undertake benchmarking exercises, as necessary, working in consultation with Directors and the Strategic Executive Board, whilst considering framework, delivery and monitoring within directorate performance plans. It was confirmed that although the Chief Executive considered and approved key performance indicators, it was the role of the corporate performance team in conjunction with performance leads within directorates to challenge targets and assess whether they were focused and achievable. It was further noted that Cabinet Members were updated on indicators relevant to their portfolio accordingly.

- d) In responding to a question raised by Councillor A Lees in relation to partnership working with Audit Services, the Corporate Performance Manager referred to the recently launched Audit Framework and the Spectrum Audit System which allowed directorates the ability to easily monitor audit actions, which also linked with performance indicators. The Corporate Performance Manager undertook to investigate whether the Spectrum Audit System was accessible by Elected Members via the Members Portal.

In relation to quarterly reporting on Directorate Plans, the Chair and Vice-Chair agreed to give consideration to areas for further scrutiny during Quarter 2 and Quarter 4, taking into account any recommendations submitted by Members.

## **Resolved**

- (1) That the Quarter 1 Corporate Quarterly Performance report covering the period 1<sup>st</sup> April to 30<sup>th</sup> June, 2022, be noted.



FC/22



- (2) That the Corporate Performance Manager be requested to:
- (i) circulate a copy of the Corporate Complaints Policy to Members for information;
  - (ii) arrange training with the Local Government Association in relation to performance management, to be extended to all Members.
  - (iii) investigate whether the Spectrum Audit System was accessible by Elected Members via the Members Portal.
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**16 Feedback from the Future Council Scrutiny Committee Working Group – Consultation Process Review Across the Authority**

A report of the Chair of the Future Council Scrutiny Committee Working Group was submitted on the feedback from the Future Council Scrutiny Working Group meeting held on 27<sup>th</sup> July, 2022 to consider the consultation process review across the Authority.

**Resolved**

- (1) That the information contained in the report submitted be noted.
  - (2) That the Chief Executives Office to lead a review of consultation processes across all directorates, to collate information and identify best practice areas to inform a consistent corporate approach.
  - (3) That the Scrutiny Committee support the continued use of a multi-channel approach to communication with the wider public and key stakeholders to raise awareness of consultations and encourage participation.
  - (4) That the outcomes of the review of consultation process be e-mailed to the Scrutiny Committee for information.
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**17 Future Council Scrutiny Progress Tracker and Future Business**



FC/23



In referring to the inclusion of an additional item in the Scrutiny Programme in relation to the Council's bid for City Status, the Chair confirmed that feedback had been received from the Government, however it was considered that there was insufficient data to fully scrutinise this area, and therefore this item would not be included in the current Annual Scrutiny Programme. The Chair agreed that a copy of the feedback letter would be circulated to Member's for information.

## **Resolved**

- (1) That the Future Council Scrutiny Progress Tracker and Future Business, as outlined in the report, be noted.
- (2) That a copy of the letter outlining feedback in relation to the Council's bid for City Status be circulated to Members for information.

The meeting ended at 7.20pm

CHAIR



FC/24

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**Meeting of the Future Council Scrutiny Committee – 12<sup>th</sup> October, 2022**

**Report of the Lead for Law and Governance (Monitoring Officer)**

**Call-In of Decision Sheet - Changes to the Council's Disciplinary Policy and Procedure to cease elected member involvement in Disciplinary Appeals**

**Purpose of report**

1. To consider and respond to the call-in of the decision of the Cabinet Member for Commercialisation and Human Resources concerning changes to the Council's Disciplinary Policy and Procedure to cease elected member involvement in Disciplinary Appeals.

**Recommendation**

2. That the Committee consider the 'call-in' of the decision of the Cabinet Member of Commercialisation and Human Resources and the options referred to in paragraph 8 below.

**Background**

3. On 14<sup>th</sup> September, 2022, the Cabinet Member of Commercialisation and Human Resources, considered and approved a decision sheet concerning changes to the Council's Disciplinary Policy and Procedure to cease elected member involvement in Disciplinary Appeals. The Decision Sheet is attached as Appendix 1.
4. The decision was subsequently 'Called-In' for scrutiny following a request from five Members of this Committee in accordance with Paragraph 13 of the Scrutiny Committee Procedure Rules.
5. As required by the Scrutiny Committee Procedure Rules, Members of the Committee have been invited to submit written questions in advance of the

meeting. Any questions submitted in advance, together with any responses, will be circulated to the Committee. This does not prevent Members from asking questions at the meeting itself.

6. The Cabinet Member of Commercialisation and Human Resources, Chief Executive and the Assistant Director People and Inclusion have been invited to attend the Committee to address the meeting and to respond to questions.
7. The procedure for dealing with the Call-In of the decision, as set out in Scrutiny Committee Procedure Rule 13, is attached as Appendix 2.
8. In determining the Call-In, the following options are open to the Committee:
  - (a) To raise no objection to the decision in which case no further action is necessary and the decision is implemented with immediate effect.
  - (b) To refer the decision back to the Cabinet Member along with any concerns
  - (c) To refer the matter for discussion at full Council along with any concerns.
9. In the case of options (b) and (c) above, it should be noted that the final decision rests with the Cabinet Member under powers delegated in Part 3 of the Constitution.
10. If the Scrutiny Committee is unable to reach a consensus view on any recommendation(s), then a minority report may also be submitted for consideration alongside any recommendations agreed by the majority of the Committee.

## **Finance**

11. The implications are set out in the attached decision sheet.

## **Law**

12. The legal implications relating to changes to the Council's Disciplinary Policy and Procedure are set out in the attached decision sheet. The provisions regarding the Call-In of decisions are contained in the Scrutiny Committee Procedure Rules in the Council's Constitution. The Constitution was adopted by the Council pursuant to the requirements of the Local Government Act, 2000.

## **Risk Management**

13. The implications are set out in the attached decision sheet.

### **Equality Impact**

14. The implications are set out in the attached decision sheet.

### **Human Resources/Organisational Development**

15. The implications are set out in the attached decision sheet.

### **Commercial/Procurement**

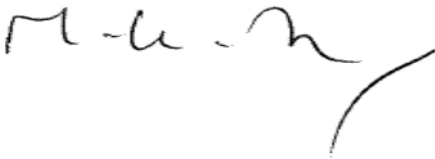
16. The implications are set out in the attached decision sheet.

### **Environment/Climate Change**

17. This report has no direct implications on the environment or the Council's work in addressing Climate Change and achieving Net Zero target by 2041.

### **Council Priorities and Projects**

18. The implications are set out in the attached decision sheet.



**Mohammed Farooq**  
**Lead for Law and Governance**  
**(Monitoring Officer)**

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### **Appendices**

Appendix 1 – Decision Sheet – CEX/06/2022 - Changes to the Council's Disciplinary Policy and Procedure to cease elected member involvement in Disciplinary Appeals

## **List of Background Documents**

### [The Council’s Constitution:](#)

Part 2 - Article 6 (Overview and Scrutiny)

Part 4 - Scrutiny Committee Procedure Rules

# Decision Sheet

<b>Reference:</b>	CEX/06/2022
<b>Key Decision:</b>	No
<b>Decision Sheet Re:</b>	Changes to the Council's Disciplinary Policy and Procedure to cease elected member involvement in Disciplinary Appeals
<b>Decision Maker:</b>	Councillor Shaun Keasey, Cabinet Member for Commercialisation and Human Resources
<b>Wards affected:</b>	All
<b>Contains exempt information:</b>	No

## 1. Decision

- To cease the involvement of elected members in the chairing and hearing of dismissal appeal cases, in order to bring the Disciplinary policy and procedures in line with the appeal process used in other Council HR policies
- The Assistant Director for People and Inclusion is authorised to amend the Disciplinary Policy and procedures accordingly.

## 2. Background

Dudley Council's Disciplinary Policy and Procedure provides the right of appeal to any employee who has been subject to the sanction of dismissal and have had their employment terminated. Currently, appeals against dismissal on the grounds of gross misconduct are considered by the Appeals Committee comprised of Elected Members. Appeals against all other dismissals are heard by senior officers, including misconduct, performance capability, health capability and redundancy.

Many Local Authorities have reviewed their disciplinary appeals arrangements, with many ceasing the involvement of elected members in appeals panels for a number of reasons including the following

- The increasing level of complexity in employee relations cases requiring increased need for elected members to be upskilled to operate effectively in this capacity.
- The potential for a lack of consistency in application of decisions
- Competing demands on Members' time e.g. many elected members being employed full-time resulting in additional demands on their workload.
- Members being called to give evidence if an employee submits an employment tribunal claim. In relation to the issue of elected members being called as a witness at Employment Tribunal, the Chair of the Appeals Panel is required to give evidence on behalf of the Council should the case be the subject of an employment tribunal.

Local benchmarking within the West Midlands region indicates that in most Local Authorities elected members are not involved in employee appeal hearings, as per the summary provided below :

Staffordshire : No appeals are heard by Elected Members.  
Coventry : Elected Members hear Gross Misconduct (Dismissals)  
Stoke : Only for Chief Officer Dismissals  
Birmingham : No appeals are heard by Elected Members  
Telford & Wrekin : Director and above only for dismissals.  
Wolverhampton : No appeals are heard by Elected Members

The amendment to the Council's Disciplinary policy & procedure will bring it in line with the employee appeal process contained in other HR policies e.g., grievance, performance and

# Decision Sheet

**Reference:** CEX/06/2022

**Key Decision:** No

attendance management, where senior officers have the responsibility for hearing appeals. It will also ensure a consistency of approach and application of our policies.

## 3. Financial Implications

The changes being made will not have a direct impact on the budget, other than that additional time which will be required for Directors and Heads of service to sit and chair dismissal panels.

## 4. Legal Implications

The law seeks to ensure that any dismissal which an employer carries out which ends up bringing an employee's contract to an end is done fairly. It's important that an employer uses a fair and reasonable procedure to decide whether to dismiss someone.

Before an employer dismisses an employee, they should:

- believe they have a valid fair reason for dismissing them in accordance with the Employment Rights Act 1996.
- The potential reasons to dismiss someone fairly include conduct, capability, redundancy, a legal reason or some other substantial reason
- follow a full and fair procedure in line with the acas code of practice on disciplinary and follow employment legislation to carry out a fair, independent process.
- Allow the employee the opportunity to appeal

If they do not, an employee could make a claim for unfair dismissal, even if the reason for dismissing them was valid.

Both the reason and procedure an employer follows will be taken into account if an employee claims for unfair dismissal and the case reaches an employment tribunal. The tribunal will decide whether the dismissal was within the "range of reasonable responses" open to the employer.

# Decision Sheet

**Reference:** CEX/06/2022

**Key Decision:** No

## 5. Equality Impact

An equality impact assessment will be undertaken to ensure that consideration is given alongside the findings of the BRAP report, to

- ensure that the Disciplinary process remains independent
- the changes do not impact on the process, in line with employment legislation
- any changes made to the Disciplinary policy keep the decision making fair and transparent.

## 6. Risk Management

No material risks have been identified

## 7. Human Resources/Organisational Development

Benchmarking has been completed based on responses received from 6 local authorities in the region and consideration has been given to the best way of managing any change in relation to the Disciplinary policy. Formal consultation will be required with Trade Unions to explain the amendment to the policy and to allow for formal feedback into the proposals. The changes to the process and amendments to the policy will be communicated out to the workforce.

## 8. Commercial/Procurement

There are no commercial or procurement implications identified

## 9. Council Priorities and Projects

Achievement of the key priorities of the council's people strategy is dependent on vital changes to our ways of working and modernising our people processes, policies and practices. The changes that will be introduced to the disciplinary policy and procedure are in line with the current practice of most local authorities.

## 6. Authorisation

Councillor Shaun Keasey, Cabinet Member for Commercialisation and Human Resources

Signed: .....

## In consultation with:

Kevin O'Keefe, Chief Executive

Signed: .....



# Decision Sheet

**Reference:** CEX/06/2022

**Key Decision:** No

**Decision date:** Tuesday, 6 September, 2022

**Prepared by:** Julie Dunn

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**Associated documents and images**

No documents have been associated with this decision

No images have been associated with this decision

### **Procedure for a Scrutiny Committee dealing with a 'Call-In'**

- The Chair will deal with preliminary items, set the context and outline the procedure for the meeting.
- The relevant Cabinet Member and/or the relevant Officer, shall be invited to make representations concerning the decision.
- The Committee will deal with any written questions that have been submitted in advance.
- Members of the Committee will have the opportunity to ask questions.
- Contributions will be invited from any other persons present along with any further questions from the Committee.
- Following all questions and contributions, the relevant Cabinet Member and/or the relevant Officer will be invited to make a final statement.
- The Committee will review all the facts, opinions and comments and consider making any recommendations or observations to the relevant decision-taker and/or the Council.

If the Scrutiny Committee considers the decision, and is still concerned about it, the decision may be referred back to the relevant decision-taker or referred to full Council. The decision-taker will be advised of the Scrutiny Committee's concerns.

If the matter is referred back to the decision-taker, arrangements will be made within 5 working days for the original decision to be reconsidered. The decision-taker will then make a final decision.

If a Scrutiny Committee does not refer the matter back to the decision-taker, or to full Council, the decision shall take immediate effect.

If a decision is referred to full Council and the Council raises no objections, the decision will take immediate effect.

If the Council objects to the decision, it will be referred back to the decision-taker along with the Council's views. Arrangements shall be made within 5 working days for the original decision to be reconsidered. The decision-taker will then make a final decision.