

**Notes of the Joint Consultative Panel**

**15th November, 2004 at 2.30 p.m.**  
**at the Fire Service Headquarters, Birmingham**

**Present:**        **Members of the Authority**

Councillors Bowen, Foster, Jackson, Rogers  
and Underhill.

**Employees Side**

**Fire Brigades Union (FBU)**

A Dennis, P Goalby and M Henn.

**UNISON**

T Cooper, J Foster (Chair), A Leonard and  
J Matthews.

**Apologies:**        Councillors Perry and Ross;  
A Nutting, R Jones and L Hyland.

12/04    **Election of Chair for Joint Meeting**

Judy Foster was elected Chair for the joint meeting.

13/04    **Notes of the Last Meeting**

The notes of the meeting held on 5th April, 2004 were confirmed as a correct record.

14/04    **Disciplinary Procedure**

The Panel considered a report setting out a revised Disciplinary Procedure proposed to apply to all employees with effect from 1st January, 2005 which had been negotiated with both trades unions.

Currently non-uniformed employees were subject to a disciplinary procedures based on ACAS guidelines, and uniformed employees were

**Joint Consultative Panel  
15th November, 2004**

subject to the Fire Service (Discipline) Regulations which had now been revoked.

The sixth edition of the Grey Book issued on 26th August, 2004 contained a new disciplinary procedure based on ACAS guidelines, and it was proposed to take the opportunity to introduce a common disciplinary procedure for all employees.

The National Joint Council for Local Authorities' Fire Brigades had agreed an implementation date of 1st January, 2005 for the new procedures in respect of uniformed staff to allow time for local consultation and appropriate training to be carried out.

The Director Human Resources confirmed, in response to a question from the FBU representatives, that under the new arrangements elected members would not be involved in the disciplinary process. The FBU representatives accepted that this reflected the national agreement but expressed regret that this practice was to cease.

The trade union representatives generally welcomed the revised procedures but felt that the new arrangements would need to be subject to continuous review and adjustment to ensure they were fit for purpose. The Director Human Resources endorsed this course of action.

**Agreed** to recommend to the Authority that the revised Disciplinary Procedure attached as Appendix 1 apply to all employees with effect from 1st January, 2005.

15/04     **Grievance Procedure**

The Panel considered a report setting out a revised Grievance Procedure proposed to apply to all employees with effect from 1st December, 2004 which had been negotiated with both trades unions.

Currently non-uniformed employees were subject to a grievance procedure based on ACAS guidelines, and uniformed employees to a procedure set out in the fifth edition of the Grey Book that had been superceded.

The sixth edition of the Grey Book issued on 26th August, 2004 contained a new grievance procedure based on ACAS guidelines, and it was proposed to take the opportunity to introduce a common grievance procedure for all employees.

**Joint Consultative Panel**  
**15th November, 2004**

The trade union representatives again emphasised the need to keep these new arrangements under continuous review to ensure they were fit for purpose. The Director Human Resources agreed this request.

The FBU representatives felt that the new grievance procedure should be brought into operation on 1st January, 2005 rather than 1st December, 2004, to allow time for dissemination and training. The Director Human Resources agreed this request.

The Director Human Resources confirmed, in response to a question from the FBU representatives, that under the new arrangements elected members would not be involved in the grievance process.

**Agreed** to recommend to the Authority that the revised Grievance Procedure attached as Appendix 2 apply to all employees with effect from 1st January, 2005.

(Meeting ended at 2.45 p.m.)

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