

**Notes of the Joint Consultative Panel**

**10<sup>th</sup> January, 2011, at 1.30 pm**  
**at the Fire Service Headquarters, Birmingham**

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

Councillor O'Neill (Chair);  
Councillor Chambers (Lead Member Human  
Resources);  
Councillors Jones and Stevenson.

**Employees' Side**

**Fire Brigades Union (FBU)**  
A Dennis and M Round (observing).

**UNISON**  
V Mallabar (observing).

**Apologies:**    Councillor M Hill, J Foster, R Moore and A Tranter.

1/11    **Declaration of Interest**

Councillor O'Neill declared a personal interest in that he is an out-of-trade member of the Fire Brigades' Union.

2/11    **Notes**

The notes of the meetings held on 11<sup>th</sup> October and 8<sup>th</sup> November, 2010, were confirmed as a correct record.

With reference to Note 10/10 (Notes), the Director Human Resources reported that he had written to the Association of Principal Fire Officers to ask them to nominate a representative to attend Panel meetings but no response had been received to date.

Andy Dennis reported that he had been nominated to fill the vacancy for a representative of Fire Brigades Union on the Panel, and that Roger Moore had been nominated to serve in place of Michael Bell.

**Resolved** that the nominations be noted.

**Joint Consultative Panel**  
**10<sup>th</sup> January, 2011**

3/11 **Disciplinary and Grievance Procedures – Proposed Scrutiny and Monitoring Process**

Further to Note 12/10 (Elected Member Appeal Panels), the Panel was advised that its recommendation that member-led monitoring and scrutiny of the disciplinary and grievance process be introduced had been approved by the Authority at its meeting held on 29<sup>th</sup> November, 2010.

Proposals for the operation of the monitoring and scrutiny process were outlined. The Joint Consultative Panel would receive a six-monthly report from the Lead Member for Human Resources setting out a retrospective summary of the number, type and outcomes of disciplinary and grievance cases concluded during the reporting period. The report would also indicate any lessons learned in relation to the application of the process, together with an update on relevant training. It was proposed to report to the Panel on this matter in March and September each year.

The Lead Member Human Resources indicated that his report would be a robust, vigorous analysis of trends and the operation of the process. The Lead Member and the Chair of the Joint Consultative Panel would receive training on disciplinary and grievance procedures to enable them to monitor the process effectively. Any concerns about the process could be referred to the Lead Member at any time. The Chair indicated that the outcome of the proposed arrangements would be a more transparent process.

The representatives of the trades unions welcomed the proposals for scrutiny and monitoring.

**Resolved** that the arrangements for scrutiny and monitoring of the disciplinary and grievance process be approved.

(The meeting ended at 1.43 pm)

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