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13 December 2010

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **GENERAL PURPOSES** Committee will be held at in the HMS Brave Room at these Offices on Tuesday 21 December 2010 at 6.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Rebecca Brough on (01304) 872304 or by e-mail at [rebeccabrough@dover.gov.uk](mailto:rebeccabrough@dover.gov.uk).

Yours sincerely

Chief Executive

General Purposes Committee Membership:

Councillor J C Record	(Chairman)
Councillor C J Smith	(Vice-Chairman)
Councillor G Cowan	
Councillor M R Eddy	
Councillor P A Watkins	

DECLARATIONS OF INTEREST

Members are required to disclose the existence and nature of a personal interest at the commencement of the item of business to which the interest relates or when the interest becomes apparent. An explanation in general terms of the interest should also be given to the meeting. If the interest is also a prejudicial interest, the Member should then withdraw from the room or chamber.

AGENDA

1. **APOLOGIES**
2. **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointment of Substitute Members.

3. **MINUTES** (Pages 3-6)

To confirm the attached Minutes of the meeting of the Committee held on 21 June 2010 and 9 November 2010.

4. **EXCLUSION OF THE PRESS AND PUBLIC** (Page 7)

The recommendation is attached.

MATTER WHICH THE MANAGEMENT TEAM SUGGESTS SHOULD BE CONSIDERED IN PRIVATE AS THE REPORT CONTAINS EXEMPT INFORMATION AS DEFINED WITHIN PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AS INDICATED AND IN RESPECT OF WHICH THE PROPER OFFICER CONSIDERS THAT THE PUBLIC INTEREST IN MAINTAINING THE EXEMPTION OUTWEIGHS THE PUBLIC INTEREST IN DISCLOSING THE INFORMATION

5. **EAST KENT DISTRICT COUNCILS' ALIGNMENT OF TERMS AND CONDITIONS (PEOPLE MANAGEMENT POLICIES)** (Paragraph 4 – Information relating to any consultations or negotiations, or contemplated negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority)

To consider the report of the Chief Executive and the recommendations of the Joint Staff Consultative Forum.

**Access to Meetings and Information**

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website [www.dover.gov.uk](http://www.dover.gov.uk). Minutes are normally published within five working days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting. Basic translations of specific reports and the Minutes are available on request in 12 different languages.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact: Rebecca Brough, Democratic Support Officer, telephone: (01304) 872304 or email: [rebeccabrough@dover.gov.uk](mailto:rebeccabrough@dover.gov.uk) for details.

Large print copies of this agenda can be supplied on request.

Minutes of the meeting of the **GENERAL PURPOSES** Committee held at the Council Offices, Whitfield on Monday 21 June 2010 at 5.00 pm.

Present:

Chairman: Councillor J C Record

Councillors: T J Bartlett  
G Cowan  
M R Eddy

Officers: Head of Governance  
Barrister (Litigation and Regulation)  
Case Consultant (Employee Relations) – East Kent HR Partnership  
HR Administrator – East Kent HR Partnership  
Democratic Services Manager

Apologies for absence were received from Councillors C J Smith and P A Watkins.

107 SUBSTITUTE MEMBERS

It was noted that, in accordance with Rule 4 of the Council's Procedure Rules, Councillor T J Bartlett had been appointed as substitute for Councillor P A Watkins

108 MINUTES

The Minutes of the meeting of Committee held on 24 March 2010 were approved as a correct record and signed by the Chairman.

109 COLLECTIVE AGREEMENT – TRADE UNION RECOGNITION AND PROCEDURE AGREEMENT BETWEEN DOVER DISTRICT COUNCIL AND UNISON [AND GMB]

Committee considered the report of the Head of Paid Service concerning a Collective Agreement in respect of collective bargaining between the Dover District Council as employer and appropriate representatives of the employees relating to terms and conditions of employment; physical working conditions; hiring, firing and suspension; discipline; union membership and union facilities, recognition and procedures. Canterbury, Shepway and Thanet Councils already had in place a Collective Agreement and it was suggested that alignment with these neighbouring authorities was advisable as the East Kent shared services progressed.

At its meeting held on 16 June 2010 the Joint Staff Consultative Forum had considered the same report and had agreed to recommend to this Committee that the Collective Agreement be approved for adoption and the Chief Executive as Head of Paid Service, be authorised to sign the Agreement.

The Case Consultant, Employee Relations, clarified that paragraph 6.5 of the Agreement should specify the Democratic Services Manager as the recipient of agenda items

RESOLVED: (a) That, subject to the addition of Appendix references, minor typographical corrections and the following amendments, the Collective Agreement, as appended to the report of the Head of Paid Service now submitted, be adopted:

- (i) Paragraph 3.6 to read "It is accepted that informal discussions between ...".
  - (ii) Paragraph 3.11 should read "Appendix 1".
  - (iii) Paragraph 4.4 to read "... based upon the agreed protocols of the Forum".
  - (iv) Paragraph 4.6 should read "Appendix 3".
  - (v) Paragraph 5.7 should read "Appendix 1".
  - (vi) Paragraph 5.9 should read Director of Governance and Director of Finance.
  - (vii) Paragraph 6.3 to read "Notes will be taken of all meetings by a member of Democratic Support staff ....".
  - (viii) Paragraph 6.4 to read "... shall normally be circulated at least five working days in advance of the meeting".
  - (ix) Paragraph 6.5 to read "Items for the agenda should be received by the Democratic Services Manager eight working days in advance of the meeting".
  - (x) Appendix 1 to the Agreement, Stage 1 (a) to read "... a meeting to be chaired by a Member appointed for the purpose".
  - (xi) Appendix 1 to the Agreement, Stage 1 (b) to read "... and normally within eight working days".
  - (xii) Appendix 1 to the Agreement, Stage 1 (c) to read "Members of the Joint Forum will attend the meeting".
  - (xiii) Appendix 1 to the Agreement, Stage 2 to read "... shall jointly refer the matter for conciliation".
  - (xiv) The Trade Union Facilities Agreement, paragraph 18(b), replace the word "stationary" with the word "stationery".
- (b) That the Chief Executive, as Head of Paid Service, be authorised to sign the Agreement and the date of signing will be the date of commencement of the Agreement.

110 DISCRETIONARY PAYMENT OF ADDED YEARS

The Head of Paid Service submitted a report in respect of proposals to remove the Council's discretion to pay added years to eligible staff on early release of pension, subject to criteria under the Local Government Pension Scheme. In the current financial climate and with present budgetary pressures this practice was financially unsustainable and potentially discriminatory. Neither Thanet District Council nor Shepway District offered discretionary augmentation on early release of pension.

The matter had also been discussed by the Joint Staff Consultative Forum but the Forum had been unable to agree on which of the three options available to the Council should be recommended to this Committee.

There being an equality of votes, the Chairman of the Committee exercised her casting vote and voted for the motion whereupon, the motion was carried.

RESOLVED: That the Council's Employer Pension Policy Decisions and Early Retirement Policy be amended to remove the discretionary and non-contractual option to award payment of added years to eligible staff on termination of employment through redundancy.

(Councillors G Cowan and M R Eddy asked that their vote against the resolution be recorded.)

The meeting ended at 5.50 pm.

Minutes of the meeting of the **GENERAL PURPOSES** Committee held at the Council Offices, Whitfield on Tuesday 9 November 2010 at 9.30 am.

Present:

Chairman: J C Record

Councillors: G Cowan  
M R Eddy  
C J Smith  
P A Watkins

Also Present: Chief Executive  
Head of East Kent Human Resources Partnership  
Democratic Services Manager

296 MINUTES

The Minutes of the meeting of Committee held on 21 June 2010 were approved as a correct record and signed by the Chairman.

297 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the items to be considered involves the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12A of the Act.

298 APPOINTMENT TO POST OF DIRECTOR 2 (DIRECTOR OF COMMUNITY AND DEVELOPMENT)

The Committee received presentations and interviewed the two candidates.

RESOLVED: That an offer of appointment be made to Mike Dawson to the post of Director 2 (Director of Community and Development) subject to the Proper Officer notifying every Member of the Executive and no objection being received within the stipulated timescale in accordance with the procedure laid down in Standing Order 4 of the Officer Employment Procedure Rules.

The meeting ended at 1.25 pm.

**EXCLUSION OF THE PRESS AND PUBLIC****Recommendation**

That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the item to be considered involves the likely disclosure of exempt information as defined in the paragraph of Part I of Schedule 12A of the Act set out below:

<u>Item Report</u>	<u>Paragraph Exempt</u>	<u>Reason</u>
East Kent District Councils' Alignment of Terms and Conditions (People Management Policies)	4	Information relating to any consultations or negotiations, or contemplated negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority