

Agenda

MUNICIPAL YEAR 2013-2014



HYNDBURN

The place to be
an excellent council

Management Review Committee

Wednesday, 29th January 2014 at 2.00 p.m.
Room 1, Scaitcliffe House

Membership

Chair: Councillor Miles Parkinson

Councillors: Peter Britcliffe, Nick Collingridge, Clare Pritchard and Joan Smith

AGENDA

1. **Apologies for Absence, Substitutions, Declarations of Interest and Dispensations**
2. **Minutes of Last Meeting**

To submit the [Minutes](#) of the last meeting of the Management Review Committee held on 31st July 2013 for approval as a correct record.

Recommended - That the Minutes be received and approved as a correct record.



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3. Travel Plan

To submit the Council's updated Travel Plan for adoption. The Plan has been updated in response to feedback received following a review of the Council's Wellbeing Charter in November 2011.

[Report attached](#)

[Travel Plan attached](#)

Recommended - That the Travel Plan be adopted.

4. Disciplinary Procedure

To propose a Disciplinary Procedure which has previously been considered by Corporate Management team and has been through formal consultation with the Trade Unions.

[Report attached](#)

[Draft Disciplinary Procedure attached](#)

Recommended (1) That the proposed Disciplinary Procedure be agreed for implementation; and,
(2) That the length of time which should apply to disciplinary warnings be agreed.

5. Performance Improvement Procedure (PIP)

To propose a Performance Improvement Procedure (PIP).

[Report attached](#)

[Draft Performance Improvement Procedure \(PIP\) attached](#)

Recommended - That the Performance Improvement Procedure (PIP) be approved.

6. Dignity at Work Appendix - Advice for Witnesses

To present a proposed Appendix to the Dignity at Work Policy.

[Report attached](#)

[Appendix attached](#)

Recommended - That the addition of the Appendix to the current Dignity at Work Policy be approved and be communicated to staff by the Head of Human Resources.

7. Grievance Procedure

To present a revised Grievance Procedure.

[Report attached](#)

[Draft Grievance Procedure attached](#)

Recommended - That the revised Grievance Procedure be agreed for implementation.

8. Communications Procedure

To present a revised Communications Procedure.

[Report attached](#)

[Draft Communications Procedure attached](#)

Recommended - That the revised Communications Procedure be agreed and implemented, with appropriate briefings and other communication to managers and other staff.