



**MINUTES OF THE EXTRAORDINARY EMPLOYMENT COMMITTEE MEETING  
HELD AT 5PM ON  
17 JUNE 2021  
SAND MARTIN HOUSE, PETERBOROUGH**

**Committee Members Present:** Councillors Brown (Chair), Fitzgerald (Vice-Chair), J Allen, Tyler Jamil and Hemraj

Officers Present:	Dan Kalley	Senior Democratic Services Officer
	Mandy Pullen	Assistant Director HR & Organisational Development
	Lisa Brightey	Policy, Reward and Compliance Manager

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Wiggin

**2. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**3. MINUTES OF THE PREVIOUS MEETINGS HELD ON:**

**3.1 25 AUGUST 2020**

The minutes of the meeting held on 25 August 2020 were agreed as true and accurate record.

**3.2 17 SEPTEMBER 2020**

The minutes of the meeting held on 17 September 2020 were agreed as true and accurate record.

**3.3 14 OCTOBER 2020**

The minutes of the meeting held on 14 October 2020 were agreed as true and accurate record.

**3.4 17 NOVEMBER 2020**

The minutes of the meeting held on 17 November 2020 were agreed as true and accurate record.

**3.5 27 NOVEMBER 2020 (AM)**

The minutes of the meeting held on 27 November 2020 (AM) were agreed as true and accurate record.

**3.6 27 NOVEMBER 2020 (PM)**

The minutes of the meeting held on 27 November 2020 (PM) were agreed as true and accurate record.

### **3.7 18 DECEMBER 2020**

The minutes of the meeting held on 18 December 2020 were agreed as true and accurate record.

### **3.8 18 FEBRUARY 2021**

The minutes of the meeting held on 18 February 2021 were agreed as true and accurate record.

### **3.9 15 APRIL 2021**

The minutes of the meeting held on 15 April 2021 were agreed as true and accurate record.

## **4. REVISED EMPLOYMENT POLICIES**

The Committee received a report in relation to the Revised Employment Policies namely: the new Respect at Work Policy and Procedure, the revised Grievance Policy & Procedure and the revised Equality and Diversity Policy

The Assistant Director HR & Organisational Development informed members that the Respect at Work Policy and Procedure was a new policy which also impacted on other policies held by the Council.

The Policy, Reward and Compliance Manager introduced the report and stated that all reports on bullying and harassments were dealt with as grievances under the grievance policy. The Council had engaged with managers and the union representatives in formulating the Respect at Work Policy. It was agreed amongst all parties that respect at work needed to be set out in a separate policy. The new Respect at Work Policy outlined what constituted bullying and harassment in the work place and in any work related setting outside the work place. The policy covered any inappropriate messages by email or text, or posting any unnecessary messages online about an employee, including social media platforms. This policy covered managers, employees, contractors and agency staff. The policy also contained a procedure checklist for any member of staff that felt any unacceptable behaviour had taken place. Guidance was also given to any members of staff who had witnessed unacceptable behaviour. In addition guidance was given to anyone who had been approached about their behaviour towards a colleague.

If the policy were to be approved a communications campaign would be actioned to keep this at the forefront of employee's minds.

The Grievance Policy had slight alterations to it due to references to bullying and harassment being contained in the Respect at Work Policy. The Equality and Diversity Policy had also been impacted, directing the reader to the Respect at Work Policy instead of the Grievance Policy.

The Employment Committee debated the report and in summary, key points raised and responses to questions included:

- The Employee Assistance programme was open to all members of staff. This was

a confidential helpline that staff could call if they had any issues, such as mental health or financial assistance they might need help with. This also included up to six counselling sessions. This service was procured through an independent organisation called Healthsure.

**RESOLVED:**

The Employment Committee **RESOLVED** (Unanimous) to approve:

- 1) the new Respect at Work Policy and Procedure
- 2) the revised Grievance Policy & Procedure
- 3) the revised Equality and Diversity Policy

Chairman  
17 June 2021  
5.00pm-5.11pm