

REPORT OF GENERAL PURPOSES AND LICENSING COMMITTEE

(Meeting held on 12 September 2003)

1. COMMERCIAL SERVICES PROCEDURES (REPORT F) (MINUTE 19)

Members have noted that the Commercial Services Directorate had been formally established in September 2002 to allow partnership working between New Forest District Council and Test Valley Borough Council to enable the delivery of a wide range of services including engineering works; property maintenance; refuse and recycling; street cleansing; fleet management; grounds maintenance; and central purchasing.

The Committee has considered a report which refers to three new policies (Capability Procedure; Disciplinary Procedure; and Grievance Procedure) which had been developed from the current practice of both New Forest and Test Valley following full consultations. Common procedures were proposed to be adopted within the Commercial Services Directorate and to form terms and conditions for both existing employees and new staff.

The Industrial Relations Committee fully supported the proposals.

The full detailed texts of all three of the new procedures can be viewed on ForestNet under "C" for Commercial Services and a copy has also been placed in the Members' Room for reference.

RECOMMENDED:

That the revised Disciplinary, Grievance and Capability Procedures as outlined in Report F to be used in the Commercial Services Directorate with effect from 1 October 2003 to apply to new and existing staff, be adopted.

**CLLR W H DOW
CHAIRMAN**