

## Mediation Review - Update

### Report of the Chief Fire Officer

For further information about this report please contact Paul Raymond, Chief Fire Officer, on 01743 260203 or Natalie Hill, Equality and Diversity Officer on 01743 260236.

#### 1 Purpose of Report

To provide the Human Resources (HR) Committee with an update on progress regarding the agreed actions to implement an external mediation provider.

#### 2 Recommendations

The HR Committee is asked to note this report

#### 3 Background

In December 2008 HR Committee requested that a review of the mediation process be undertaken. This was completed and at their meeting on the 26 February 2009 the HR Committee agreed that mediation should be provided through an external provider.

An update on progress was brought to the HR Committee meeting on the 28 May 2009 and this report provides a further update

#### 4 Current Situation

A draft mediation policy is currently being consulted with representative bodies and a meeting has been arranged to discuss this with them. When this meeting and the consultation process has concluded we will produce and issue a final policy document.

As requested by the Human Resources Committee, the draft mediation policy contains the following information:

- Process for initiating mediation - policy
- Referral form
- Terms of reference (or code of practice)
- Written agreement for both parties
- Written agreement on the final outcome (if appropriate)
- Capability and performance issues – this will need to be reviewed on a case by case basis
- Gatekeeper – Human Resources Manager and the Equality and Diversity Officer

In addition to this the following have also been included

- Confidentiality statement
- Evaluation questionnaire

An analysis of 3 providers has been undertaken and further information is being sought before finalising this process.

When consultation on the draft mediation policy has been completed the choice of external mediator can be confirmed. This cannot be done prior to the completion of consultation as we need to ensure that the chosen provider can deliver on all essential requirements within the policy, as agreed with the representative bodies.

## **5 Financial Implications**

We have consulted with the Principal Accountant and are confident that these costs can be met from within existing budgets.

## **6 Legal Comment**

Mediation seeks to provide an informal and speedy solution to individual workplace conflict, and can be used at any stage of the disagreement or dispute. The process is entirely voluntary, it is flexible, and any agreement is morally rather than legally binding.

## **7 Equality Impact Assessment**

As this is an update report an Equality Impact Assessment is not required.

## **8 Appendices**

There are no appendices attached to this report.

## 9 Background Papers

### Human Resources

Committee Report 4, 26 February 2009 – Mediation Review  
Committee Report 8, 28 May 2009 – Mediation Review Update

Implications of all of the following have been considered and, where they are significant (i.e. marked with an asterisk), the implications are detailed within the report itself.

Balanced Score Card		Integrated Risk Management Planning	
Business Continuity Planning		Legal	*
Capacity		Member Involvement	
Civil Contingencies Act		National Framework	
Comprehensive Performance Assessment		Operational Assurance	
Efficiency Savings		Retained	
Environmental		Risk and Insurance	
Financial	*	Staff	*
Fire Control/Fire Link		Strategic Planning	
Information Communications and Technology		West Midlands Regional Management Board	
Freedom of Information / Data Protection / Environmental Information		Equality Impact Assessment	*