

Time began:10.02am
Time ended: 11.32am

Personnel Committee 25 November2014

Present Councillor Redfern (Chair),
 Councillors Barker, Carr, Eldret, MacDonald and Tittley

19/14 Apologies

Apologies for absence were received from Councillor Hickson.

20/14 Late items to be introduced by the Chair

In accordance with Section 100(B)(4) of the Local Government Act 1972, the Chair agreed to admit the following items on the grounds that it needed to be considered before the next meeting of the Personnel Committee:

- Pay and Reward Strategy Update
- Budget 2015/16 and trade union consultation

21/14 Declarations of Interest

There were none.

22/14 Minutes of the meeting held on 7 October2014

The minutes of the meeting held on 7 October 2014 were agreed as a correct record and signed by the Chair.

23/14 Volunteering Policy

The Committee received a report of the Strategic Director of Resources on Volunteering Policy. The report was presented by the Strategic HR Manager – OD and Pay and Reward Strategy.

It was reported that the purpose of the policy was to support, encourage and develop employees by facilitating their involvement in a wide range of local and national community organisations. It was further reported that the policy would allow staff to invest time into their local communities whilst linking the activity to their personal development plans and developing skill sets that would benefit them and the organisation. It was noted that it was an integral part of the Council's Corporate Social Responsibility (CSR).

Members noted that employees could request up to 15 hours to participate in voluntary work each financial year using their own annual leave, flexi or unpaid leave and that part-time staff would be able to take a proportionate amount of time off.

Members supported the initiative and agreed that the policy could be developed over time to include paid time off work to undertake volunteering. Members accepted that it was not currently possible for the Council to pay for the 15 hours but agreed that this should be aspirational.

Members agreed that a report should be brought to a future meeting, detailing take up of the policy.

Resolved:

- 1. to implement the draft Volunteering Policy (Appendix 2);**
- 2. to agree that employees can request up to 15 hours to participate in voluntary work each financial year using their own annual leave, flexi or unpaid leave. Part-time staff will be able to take a proportionate amount of time off; and**
- 3. to request that a report be brought to a future meeting of the Personnel Committee, detailing take up of the Volunteering Policy.**

24/14 Market Rate Supplement Policy

The Committee received a report of the Strategic Director of Resources on Market Rate Supplement Policy. The report was presented by the Strategic HR Manager – OD and Pay and Reward Strategy.

It was reported that following the outcome of the Council's Equal Pay Review, it had been identified that there may be occasions where there was a need to attach a Market Rate Supplement to a post, to ensure that the Council could compete in the market place and retain staff for some organisational critical posts. It was further reported that the Market Rate Policy, attached at Appendix 1 of the report, had been written to address this specific situation, and was a separate policy to the Council's Pay Policy which was still in development.

Members noted that the payment of a Market Rate Supplement was lawful under the Equality Act 2010 where there was a 'material' reason for a post attracting a higher rate of pay than those graded similarly.

It was reported that the policy set out when such supplements may be paid, the process by which cases were considered and approved, and the conditions attached to them and that this was necessary to comply with equal pay legislation.

Members pointed out that paragraphs 3.5 and 3.6 appeared to contradict each other in relation to whether or not an existing employee would receive the supplement. Members asked for this to be clarified and the response to be circulated.

Members agreed that the policy should be seen to be transparent and asked for update reports to be brought before the Personnel Committee every six months.

Members noted that at paragraph 4.2, it was stated that existing employees would be given one months notice that the payment would cease and agreed that the notice period should be three months.

Members discussed the areas where market rate supplements could be applied and the reasons for this.

Members agreed that the policy should set out the mechanism for challenge in circumstances when a market rate supplement had been agreed. Members noted that challenge would take place through the existing grievance procedure.

Resolved:

- 1. to agree the Market Rate Supplement Policy and approve for formal consultations to commence;**
- 2. to agree that each Market Supplement Application received will be reviewed by Chief Officers;**
- 3. to request that update reports be brought before the Personnel Committee every six months; and**
- 4. to agree that the notice period that the supplement will cease should be three months.**

25/14 Exclusion of Press and Public

Resolved that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of the following items on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 1 and 4 of Part 1 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighed the public interest in disclosing this information.

26/14 Voluntary Redundancy (VR) and Returners

The Committee received a report of the Strategic Director of Resources on Voluntary redundancy (VR) and Returners. The report was presented by the Strategic HR Manager – OD and Pay and Reward Strategy.

Resolved:

- 1. to note the contents of the report; and**
- 2. to request that future reports on Voluntary Redundancy (VR) and Returners include figures on the use of consultants.**

27/14 Pay and Reward Strategy Update

The Committee received a report of the Strategic Director of Resources on Pay and Reward Strategy Update. The report was presented by the Director of Legal and Democratic Services.

The report provided Members with an update on the current issues that needed to be addressed and also detailed a review of critical issues that needed decisions.

It was reported that there was a need to re-commence a Project Strategy Board.

Members noted that further update reports would be brought to future meetings of the Personnel Committee. Members agreed that an extra meeting of the Personnel Committee be held on Wednesday 17 December 2014.

Resolved:

- 1. to agree a revised commencement date for the job evaluation process for schools of no later than January 2015, and a revised implementation in schools of no later than April 2016 for both job evaluation and revised terms and conditions, subject to further legal advice. To agree that a revised communications and engagement strategy for schools and non-schools be developed;**
- 2. to ratify delegated authority to the Director of Legal and Democratic Services and Pay and Reward Project Manager, to engage appropriate resourcing support to expedite the project;**
- 3. to agree, subject to approval of costs and adhering to Council contract procedure rules, to the Hay Group providing the pay modelling expertise, following the review of existing posts, including the completion of the EIA;**
- 4. to review the proposal not to implement incremental progression from April 2015 and to review the implementation of a Performance Related Pay Scheme at a future date;**
- 5. to approve the review of the Protection of Earnings Policy, and to update Personnel Committee at a future date on contingency plans should the Hay Group review not have concluded by March 2015;**
- 6. to approve the formation of a new Project Strategy Board, that will report to COG and Personnel Committee. Draft Terms of Reference are attached at Appendix 2;**
- 7. to agree that future update reports will be brought to Personnel Committee on a regular basis;**
- 8. to agree that an extra meeting of the Personnel Committee be held on Wednesday 17 December 2014; and**
- 9. to request that a report be brought to a future meeting of the Personnel Committee on Performance Related Pay.**

28/14 Budget 2015/16 and trade union consultation

The Committee received a report of the Strategic Director of Resources on Budget 2015/16 and trade union consultation. The report was presented by the Strategic HR Business Partner – AHH & CYP.

It was reported that staffing savings may be required to be delivered for 2015/16 and Members noted the process for managing any potential compulsory redundancies that might be necessary following a period of consultation.

It was reported that at the Trade Union budget consultation meeting on 3 December 2014, the Trade Unions would be formally notified of any FTE reduction required by 30 September 2015 to balance the 2015/16 budget. It was further reported that if any proposed FTE reduction was required, a Section 188 letter would need to be issued to the Trade Unions to open consultation over possible dismissals on the grounds of redundancy, and to enable the Council to actively seek applications for voluntary redundancy in order to mitigate potential compulsory redundancies.

Resolved:

- 1. to note that the Council will notify the Trade Unions on 3 December 2014 of any proposed FTE reduction that may be required by 30 September 2015 to balance the budget; and**
- 2. to note the established dismissals process for any compulsory redundancies arising out of a restructuring process covered under collective consultation which is detailed in the Council's Consultation, Restructuring and Redundancies policy and guidance.**

MINUTES END