

Employment Committee



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Wednesday, 29 July 2020 at 2.00 pm
Virtual meeting - This meeting is being held remotely using
Skype for Business

Committee Members: Councillor Jacky Smith, Chairman of the Council (Chairman)
Councillor Annie Mason, Cabinet Member for Communities (Vice-Chairman)

Councillor Kelham Cooke, Councillor Barry Dobson, Councillor Anna Kelly, Councillor Adam Stokes and Councillor Paul Wood

Agenda

Virtual Meeting - Joining Arrangements

Councillors should access the meeting using the link in their calendar.

Members of the press and public can gain access to the meeting by using the following link:

[Employment Committee - 29 July 2020](#)

If you are using a smartphone or tablet it may be necessary to download the Skype for Business app before you can enter the meeting; please allow yourself time to do this. If you are using a laptop or desktop computer, you should be able to access the meeting via your web browser.

When you follow the link to the meeting you will enter a virtual lobby; you will be invited into the meeting from the lobby just before the meeting begins. Members of the public should not use the Chat function in Skype for Business. This is for use by Councillors, who will use it to indicate that they would like to speak.

If you have any questions about how to join the meeting, please e-mail democracy@southkesteven.gov.uk.

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☎ 01476 406080

Karen Bradford, Chief Executive

www.southkesteven.gov.uk

1. **Register of attendance, membership and apologies for absence**
2. **Disclosure of interests**
Members are asked to disclose any interests in matters for consideration at the meeting
3. **Minutes of the meeting held on 18 February 2020** (Pages 3 - 7)
4. **Interim staffing arrangements** (To follow)
This item is exempt under paragraphs 1 and 2, Schedule 12A of the Local Government Act 1972 (as amended) because it contains information relating to individuals and is likely to reveal the identity of those individuals if disclosed.
5. **Corporate Restructure** (Information to be presented at the meeting)
This item is exempt under paragraphs 1 and 2, Schedule 12A of the Local Government Act 1972 (as amended) because it contains information relating to individuals and is likely to reveal the identity of those individuals if disclosed.
6. **Work programme** (Pages 9 - 11)
7. **Any other business, which the Chairman, by reason of special circumstances, decides is urgent**

Minutes

Employment Committee
Tuesday, 18 February 2020



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Committee members present

Councillor Ashley Baxter
Councillor Kelham Cooke
Councillor Annie Mason (Vice-Chairman)

Councillor Jacky Smith (Chairman)
Councillor Adam Stokes
Councillor Paul Wood

Officers

Interim Chief Executive (Paul Thomas)
Strategic Director, Transformation and
Change (Lee Sirdifield)
Head of Organisational Development
(Elaine Pepper)
Senior Human Resources Officer (Jane
Jenkinson)
Head of Governance (Jo Toomey)

Other Members

Councillor Robert Reid

35. Membership

The Committee was notified that Councillor Baxter would be substituting for Councillor Kelly for this meeting only.

36. Apologies for absence

An apology for absence was received from Councillor Dobson.

37. Disclosure of interests

No interests were disclosed.

38. Minutes of the meeting held on 4 December 2019

The minutes of the meeting held on 4 December 2019 were agreed as a correct record of the decisions taken.

39. Minutes of the meeting held on 8 January 2020

The minutes of the meeting held on 8 January 2020 were agreed as a correct record subject to the following amendment to the Committee's resolution (adding those words that are underlined):

It was proposed, seconded and AGREED:

That the preferred candidate for the role of Chief Executive was Karen Bradford and that a recommendation be made to Council that the preferred candidate, Karen Bradford, be appointed to the role of permanent Chief Executive, Head of Paid Service, Returning Officer and Electoral Registration Officer.

40. Pay Policy Statement

The report of the Leader of the Council on the draft Pay Policy Statement 2020/21 was presented to the Committee. Members were advised that the Council was required to produce an annual Pay Policy Statement through provisions in the Localism Act 2011. There were a number of areas that the Council was required to include in its Pay Policy Statement, including: remuneration of chief officers, remuneration of the lowest paid employees and the relationship between those and the policy for making any termination payments to chief officers.

The Committee was informed that in producing its Pay Policy Statement, the Council also included information that was not statutorily required, including: information on pay reviews, allowances, payment of apprentices, employee and employer pension contributions and a statement on the re-engagement of employees.

The Employment Committee was being asked to consider the draft Pay Policy Statement prior to its submission to Council for approval. The document had to be approved through a resolution of the authority before 31 March 2020. As soon as reasonably practicable following approval, the council was required to publish its Pay Policy Statement, including publishing it on the Council's website.

The Committee was given an overview of the main changes between the current draft and the 2019/20 Pay Policy Statement:

- Chief officer job titles
- Current rates of pay
- Updated information on pension contributions
- Information on the review of pay and reward arrangements which was underway

Members of the Committee were given the opportunity to ask questions and make comments on the draft document.

A question was asked about performance related pay; this was not currently being used by the Council but formed part of the review of pay and reward arrangements, which

would be brought before the Committee. It was noted that there was some form of performance-related pay arrangement within EnvironmentSK.

Questions were raised about the definition of 'Chief Officer' within the document, querying why Assistant Chief Executives were listed, but not Assistant Directors, who sat at a comparable level. Members were advised that the designation was related to the reporting line of an individual. The Assistant Chief Executive had been included because they reported directly to the Head of Paid Service, whilst Assistant Directors reported to a Strategic Director. A request was made that paragraph 9.3 under the heading allowances be updated to confirm that a review of arrangements for mileage payments would take place in 2020-21; this would form part of the review of pay and reward.

Action Point:

- **Update paragraph 9.3 to state: “The Council *may will* review these arrangements in 2020-2021 to better support cost effective flexible working.”**

A suggestion was made that the Pay Policy Statement could include more information to make the document more useful. One member had compared the Council's draft Pay Policy Statement with other local authorities, which had provided more information about the duties undertaken by chief officers; this sat alongside payscale information. This suggestion received the support of members of the Committee. Some questions were raised about those officers who were listed within the Pay Policy Statement; this was again due to lines of reporting.

Action Point:

- **When the next Pay Policy Statement is produced, additional information should be provided around the duties of Chief Officers**

Discussion turned to the national living wage and the national minimum wage. The Committee was informed that the national minimum wage for people 25 and over was the same as the national living wage (£8.21). Within the national minimum wage there were additional bands for workers under 18, aged between 18 and 20, and 21 and 24. The values referred to within the Pay Policy Statement related to 2020; the rates for 2021 had yet to be announced by Government.

Action Point:

- **To add a line within the Pay Policy Statement to clarify the terms national minimum wage and national living wage and to set out the value of the national living wage**

Members noted that there was also a separate minimum wage for apprentices and a question was raised about how the Council remunerated individuals who were taking up apprenticeships. The Committee was advised that there were introductory apprentices

who were paid the national minimum wage for their age band. There were also professional apprentices where the individual was paid the appropriate rate for the role that they were undertaking. Members asked what the cost implication would be of paying all apprentices within the organisation who were currently earning the national minimum wage for their age band the national living wage; this was identified as a way to help apprentices feel more positive and loyal towards their employer. The financial impact would depend where the apprentice was working and where they fell in relation to relevant payscales.

Action Point:

- **Identify cost implications of paying all apprentices currently receiving the national minimum wage for their age band the national living wage**

A question was raised about the requirements to publish salary information for the Chief Executive and senior officers. This information was published within the transparency section of the Council's website, setting out the relevant salary ranges for those posts.

There was some interest in whether the Council's companies had their own Pay Policy Statements and how closely they resembled the Council's own Pay Policy Statement. It was also suggested that there should be transparency around the companies' pay policy and a request was made that each of the Council's companies present its pay policy to the Companies Committee.

Action Point:

- **Recommends that the Companies Committee looks at the pay policy for all of the Council's companies**

A request was made that wherever a report to the Committee referred to a particular HR policy, that a copy of that policy should be attached as an appendix. In this instance, the Committee was interested in the secondment policy.

Action Point:

- **To include a copy of the Council's secondment policy as an appendix to the Pay Policy Statement report**

It was proposed, seconded and AGREED:

That the draft Pay Policy Statement 2020/21 be approved for submission to Council and recommended for adoption subject to the amendments noted above.

41. Work Programme

The Committee was advised that HR officers had met with the Chairman to discuss what the Committee would like to see on its agenda and items captured in the circulated work programme. Items for the Committee meeting in March 2020 were:

- Gender pay gap report and an update on the action plan
- Sickness statistics and managing attendance (including mental health)
- Apprenticeship update including detailed examples and examples of people working for the authority who had been on apprenticeship schemes
- Key items on the human resources work programme: induction, recruitment, wellbeing, learning and development, skills, talent, update on engagement and pay and reward

The Committee was advised that it would be able to pick items from the human resources work programme on which it would like further information; this would then be used to inform the development of the work programme for the 2020/21 municipal year in addition to those items on which it already received quarterly reports.

Members noted that an additional item needed to be added to the work programme, which was the restructure of the Council's management team. Members were informed that this review would be undertaken within the first three months of the arrival of the new Chief Executive.

A member referred to the staff survey that had taken place previously and asked when the next survey, which had been promised in the new year, would be available. The Committee was advised that the next staff survey would be undertaken within the first three months of the arrival of the new Chief Executive. A commitment was made that the surveys would continue to be undertaken annually. The staff survey was captured under the 'engagement' item within the Committee's work programme. A request was made for the final details of the previous employee survey that had been undertaken.

Committee members noted the contents of the work programme.

42. Any other business, which the Chairman, by reason of special circumstances, decides is urgent

The Chairman asked for the Committee's consent to change the date of its next meeting from Wednesday 11 March 2020 to Wednesday 18 March 2020 to enable the Cabinet Member with responsibility for HR to attend the meeting. It was proposed, seconded and agreed that the meeting should now take place at 10am on Wednesday 18 March 2020.

43. Close of meeting

The meeting was closed at 10:35am.

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Employment Committee

Workplan
2020/21



Employment Committee Workplan

	Meeting Date	Work Item	Time Constraint (where known)
1	February 2021	Pay Policy Report	Annually (Due Jan/Feb 2021)
2	March 2021	Gender Pay Gap – Results for 2019 and Update on Action Plan	Annually - Action Plan (Due March 2021)
3	September 2020	Managing Attendance – Sickness Stats	Every 3 months/Every Employment Committee (September 2020)
4	September 2020	Apprentice Update	Every 3 months/Every Employment Committee update (September 2020)
5	Deferred-see notes	HR Report to contain:-	Awaiting approval of Corporate Plan and development of People Strategy
		Induction and Onboarding Recruitment and Selection Wellbeing Learning and Development – update (followed by presentation) Engagement – update on staff survey and plans for the future Pay and Reward (including current Employee Benefits)	Important Note : The HR and OD Work Plan will be reviewed/renewed in line with the Corporate Plan currently in development, which will feed into the development of the new People Strategy.
6	Deferred-see notes above	Learning and Development Update (Presentation)	Will form part of the People Strategy as above.



Agreed Workplan

	Meeting Date	Work Item	Time Constraint (where known)
7	TBA	Leadership Performance – Director Targets/CPD/Competency Framework	
8	TBA	Member Development (Plans/Budget)	Sam Selby to present.

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