

# MINUTES

## Meeting of the Employment Committee

Wednesday, 16 June 2021, 10.00 am



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

Council Chamber, South Kesteven House,  
St Peter's Hill, Grantham. NG31 6PZ

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### Committee Members present

Councillor Sarah Trotter (Chairman)  
Councillor Anna Kelly (Vice-Chairman)

Councillor Kelham Cook (The Leader of The Council)  
Councillor Barry Dobson (The Deputy Leader of The Council)  
Councillor Annie Mason (Cabinet Member for People and Safer Communities)  
Councillor Penny Milnes  
Councillor Adam Stokes (Cabinet Member for Finance and Resources)

### Officers in attendance

Karen Bradford (Chief Executive)  
Alan Robison (Deputy Chief Executive)  
Shahin Ismail (Monitoring Officer)  
Neil Moverley (HR Manager)  
Jane Jenkinson (Senior HR Officer)  
Shelley Thirkell (Acting Principal Democratic Officer)  
Alice Atkins (Local Government Association Graduate Trainee)

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### 6. Apologies for absence

Councillor Paul Wood had provided his apologies for the meeting and was substituted by Councillor Penny Milnes, for this meeting only.

### 7. Disclosure of interests

There were none.

### 8. Minutes of the meeting held on 10 March 2021

A clarification was made to the minutes of the meeting held on 10 March 2021, that under minute no 35. the period '2019/2021' should read '2019/2020'.

The minutes of the meeting held on 10 March 2021 were proposed, seconded and **AGREED**, subject to the following amendment:

- minute no 35. the period '2019/2021' should read '2019/2020'.

## **9. Updates from the previous meeting**

Members considered the update provided on actions from previous meetings.

It was noted that the actions were progressing well.

## **10. HR Dashboard**

The HR Manager introduced the Committee to the report on the HR Dashboard. The HR Dashboard provided updates on establishment data and HR metrics on a quarterly basis, which could be compared with data from previous years. The HR Team had worked with the Organisation Development Team to identify ways of automating the Dashboard, currently the information was collated manually.

The HR Manager provided the Committee with a presentation on the current workforce data, which was contained within the HR Dashboard, as well as the actions taken in response.

Members raised various questions and the responses were as follows:

- One department in particular had struggled to recruit to permanent roles, had a reason been identified?

The HR Manager noted that this was due to HGV Licensed drivers were difficult to recruit, but that the Team were exploring apprenticeships that included HGV training.

- Was any information captured in relation to why officers visited Mental Health First Aiders? Members were concerned that those seeking support may be affected due to their roles within the organisation.

The HR Manager explained that this information was not recorded to ensure anonymity.

- Questions were raised about the onboarding and exit processes. The HR Manager confirmed that a new onboarding process was to be proposed to the Chief Executive. There was an online exit survey for leavers to complete, as well as an optional in-person interview. It was noted that the in-person interview was rarely taken up by leavers.

The Chief Executive noted that going forward all managers should be made aware of and utilise the information provided by the HR Dashboard.

Members requested a summary of the information contained within the Dashboard, with concentration on areas that needed more focus. With in-depth presentations on a six-months basis.

The Leader, Chairman and Chief Executive thanked the HR Manager and his Team for the comprehensive presentation.

## **ACTIONS:**

- a) Going forward the HR Dashboard would be presented to Employment every six months.
- b) A report to be provided on absentees, apprentices and equal opportunities at the next Employment Committee meeting.

## **DECISIONS:**

1. The Employment Committee noted the layout and data provided in the HR Dashboard and requested that their feedback on the design of the dashboard for future development be taken into consideration.
2. The Employment Committee noted the information provided in the dashboard and request that their feedback on the data for the HR workplan 2021/22, including a review of the equality and diversity information held on file at the Council, be taken into consideration.

*(The Chairman called a short recess at 11:08 and the meeting reconvened at 11:20)*

### **11. iTrent Human Resource system and Capabilities**

The HR Manager introduced the Committee to the report detailing the iTrent Human Resource System. The report identified potential future modules that could increase the capability of the system.

There was some discussion following the overview of the report, one Member enquired about the set-up costs associated with the iTrent system, there was concern as the system was already in place. The HR Manager confirmed that this question had been put to MidlandHR, who confirmed that a higher up-front cost would be charged, with lower costs in subsequent years.

Following a vote, the recommendations of the report were **AGREED**.

## **DECISIONS:**

1. The Employment Committee noted the current capabilities of the iTrent HR system.
2. The Employment Committee noted the future modules that the Council could access when it renewed its contracts with MidlandHR.
3. The Employment Committee noted the future modules that the Council could purchase and approved the exploration of value for money and suitability of purpose of those modules.
4. The Employment Committee approved the exploration for joint working and information sharing with neighbouring district councils who utilise the iTrent system.

## 12. Gender Pay Gap 2019/2020

The Committee received a report from the Senior HR Adviser on the Gender Pay Gap 2019/2020. Under the Equality Act 2010, Regulations 2017, the Council was required by law to publish an annual Gender Pay Gap Report. The information contained within the report was as of 31 March 2020 and showed a significant improvement when compared nationally, the sector figure and the Council's own performance in 2018/19.

Members raised various questions and the responses were as follows:

- How would new ways of gender recognition impact the process of measuring the Gender Pay Gap?

The Senior HR Officer recognised that adapting how gender was recorded was something which required consideration going forward. The way in which the gender pay gap was calculated was currently based on Government guidance. There was hope that the Government would give this further consideration for future years looking at potentially changing legislation. The HR Manager noted that internally there was the wish to refresh the Council's Equalities Policy.

- Members asked if different types of roles were taken into consideration when considering the Gender Pay Gap? For example, some roles were predominately occupied by males.

The Deputy Chief Executive clarified that legally the Council must pay the same amount to men and women for the same job, but that the gender pay gap calculates overall pay gap to establish differences in opportunity to progress.

### **DECISION:**

**The Employment Committee noted the outcomes of the 2019/2020 Gender Pay Gap Reporting.**

## 13. Work Programme 2021 - 2022

The Committee received the Work Programme for 2021 - 2022.

## 14. Exclusion of Press and Public

Members considered excluding the press and public, following a vote it was **AGREED** unanimously.

### **DECISION:**

**That the press and public be excluded during discussion of the following agenda item because of the likelihood that information that was exempt under paragraph 2 of Schedule 12A of the Local government Act 1972 (as amended) would be disclosed.**

## **15. Employee Survey 2020/21**

The HR Manager introduced the Committee to a report on the Employee Survey 2020/2021. The survey had been conducted in October 2020 and all South Kesteven District Council employees had been invited to participate.

The HR Manager produced a presentation on the findings of the Employee Survey 2020/2021, this was provided to Members. The presentation also detailed what the Council had done in response to the findings and any upcoming programmes to address the various issues raised.

Following the presentation, Members raised various questions.

### **DECISIONS:**

**That the Committee:**

- 1. Noted the findings of the Employee Survey 2020/21**
- 2. Noted the actions that have taken place since the survey was conducted and proposed new steps.**
- 3. Discussed the survey results and provided direction for future areas of focus.**

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

There was none.

## **17. Close of meeting**

The Chairman closed the meeting at 13:00.