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Ask for Christine Lewis
Email christine.lewis@lichfielddc.gov.uk



District Council House, Frog Lane
Lichfield, Staffordshire WS136YU

Customer Services 01543 308000
Direct Line 01543 308065

22nd August 2017

Dear Sir/Madam

EMPLOYMENT COMMITTEE

A meeting of the Employment Committee has been arranged to take place **WEDNESDAY 30th AUGUST 2017 at 6.00 PM IN THE COMMITTEE ROOM** District Council House, Lichfield to consider the following business.

Access to the Committee Room is via the Members' Entrance.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Neil Turner', is written in a cursive style.

Neil Turner BSc (Hons) MSc
Director of Transformation & Resources

To: Members of Employment Committee

Councillors Mrs Baker (Chairman), Mrs Boyle (Vice-Chairman), Mrs Banevicius, Cox, Mrs Eagland, Grestorex, Miss Hassall, Rayner, Salter, Smedley, and B. W. Yeates.



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AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Minutes of the meeting held on the 27th July 2017 (copy attached)
4. Committee Remit (presentation)

5. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED: That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following item of business, which would involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended.

6. Update Summary Report - Redundancies from July 17 Committee (copy attached)
7. Redundancy (copy attached)



EMPLOYMENT COMMITTEE

27th JULY 2017

PRESENT:

Councillors Mrs Baker (Chairman), Mrs Boyle (Vice Chairman), Mrs Banevicius, Cox, Greatorex, Miss Hassall, Rayner, Salter, Smedley and B. W. Yeates.

... (AN APOLOGY FOR ABSENCE was received from Councillor Mrs Eagland).

... DECLARATIONS OF INTEREST

There were no Declarations of Interests

... MINUTES

The Minutes of the Meeting held on 9th February 2017 and 16th May 2017, as printed and circulated, were taken as read, approved as a correct record and signed by the Chairman.

... TERMS OF REFERENCE

The Chairman welcomed all Members to the Committee and introduced her thoughts of what work would be undertaken in this municipal year including the People Strategy. She reported that the Committee was more than a rubber stamping entity and expected challenges to be given.

The Committee was reminded of role of the Committee as set out in the Council's Constitution. It was asked if there had been any meetings of the Joint Consultative Committee and it was noted that there had not been in recent years and that its role was to consult with pay structures. It was agreed to investigate amending the Constitution to state that the Committee met on an ad hoc basis.

The Committee was also reminded that there may be occasions where special meetings will be required to address and resolve employment issues within their remit in a timely manner and whilst due notice will be given, advanced notice cannot always be guaranteed.

... MEMBERS' LEARNING AND DEVELOPMENT NEEDS ANALYSIS 2017-18

The Committee received a report on the results of the Elected Members' Learning and Development Needs Analysis (LDNA) which was carried out in February 2017.

It was reported that the return rate was 56% which was lower than previous years and the Committee expressed their concern at this and felt that the reasons should be investigated further. It was asked if the non-responders were new Members and it was reported that it was more long standing Councillors who had not returned their forms. This information raised further concern that Members were not in receipt of up to date information on legislation changes that affected the District and the Council. It was requested that training attendance for the last two years be provided to allow for a comparison to see if Members who did not return their LDNA still attended training or not.

It was then suggested that the format of the questionnaire be considered and whether it would be advantageous to include an opportunity to detail desired content from training and not just a general subject area. It was also suggested that expiry dates be included in training sessions to ensure knowledge is kept up to date. It was reported that there were mandatory training subjects including Safeguarding which had a life span before required to be repeated but it could be considered further to extend to all training subjects.

RESOLVED: That the identified learning and training priorities of Elected Members for the next 12 months be agreed.

... **PAY POLICY STATEMENT**

Members received a report on the Council's duties under Section 38 of the Localism Act 2011 regarding the preparation of a Pay Policy Statement for 2017/17. It was reported that its purpose was to be open and transparent about the distribution of pay to Officers. It was noted that it was a public document and would require approval from Full Council.

It was reported that since the publication of the 2016/17 Pay Policy Statement earlier in the year, there had been organisational structure changes which meant a revised Policy needed to be republished in line with requirements of the Act.

It was noted that there were not any apprentices at the current time and it was reported that there was a target of 13 however there were no penalties for not hitting that target as of yet as the legislation was still new. It was also reported that internal posts could be converted into apprenticeships to aid development however it could cause a resource strain as a full time post would be reduced to allow for the educational aspect. It was noted that not all services and levels were currently available on the frameworks and programmes already in place.

Payment of termination was discussed and it was asked if the multiplier had to be declared and it was reported that there was no set national standard level but the locally agreed one was available to all staff. It was reported that there was a 66 week cap as required by the LGPS.

Finally, essential car allowance was discussed and it was noted that discussions were taking place regarding a reduction in the number of spaces available to staff as Frog lane. This policy would be reviewed as part of the terms and conditions review that will be established to support the People Strategy.

RESOLVED: That the contents of the Pay Policy Statement as set out in the report be noted and it be recommended to Council for approval.

... **EMPLOYEE PERFORMANCE DEVELOPMENT REVIEWS**

The Chairman verbally reported that the Audit Committee had considered the Annual Governance Statement and concern was expressed about the relatively low number of PDRs undertaken. She also reported that the Audit Committee had acknowledged that the figure for 2016/17 was likely to have been affected by the management restructure but thought the matter was something that Employment Committee should be aware of and may like to monitor/investigate further in future.

The Chairman then reported that she had agreed to this request and believed it would be advantageous to investigate whether there were other trends or sticking points in getting PDR's completed and to then pass this data onto Senior Officers to take further action. She requested for this Committee to consider the Members Learning and Development Questionnaire, specifically the timing of the release, questions and format/channel used. She proposed that this work be completed at a future meeting, either a full Committee meeting or a working group that would report back.

It was noted that the worst areas were those with operational staff as they were rarely on site to be able to receive a review. The Committee felt that management should be pushed and aided more to complete these important reviews. It was reported that although the PDR was a face to face process, paperwork was still required to report the review and it was this part that needed to be focused on.

Officer training was discussed and it was reported that it was provided and part of the PDR process with departments holding their own budgets albeit small.

RESOLVED: That the Members Learning and Development Questionnaire and Officer PDRs be considered at a further meeting.

... **WITHDRAWAL OF RELOCATION POLICY**

The Human Resources Manager verbally reported that a Relocation Policy was created in the 1990's and was revisited last year. It was noted that it had not been used for many years and was out of date and so with agreement of Leadership Team and Unions, it was agreed to remove it.

RESOLVED: That the Relocation Disturbance Policy be withdrawn.

... **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED: That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following item of business, which would involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended.

IN PRIVATE

... **REDUNDANCY**

The Committee received a report relating to the compulsory redundancy of a post where the tasks performed will cease and no suitable redeployment could be made.

RESOLVED: That the Compulsory Redundancy as detailed in Appendix A of the report be approved and recommended to Full Council.

... **REDUNDANCY**

The Committee received a report on an application for voluntary redundancy together with the financial implications.

RESOLVED: That the Voluntary Redundancy application on the schedule attached at Appendix A of the Report be approved and recommended to Full Council.

... **REDUNDANCY**

The Committee received a report on an application for voluntary redundancy together with the financial implications.

RESOLVED: That the Voluntary Redundancy application on the schedule attached at Appendix A of the Report be approved and recommended to Full Council.

(The Meeting closed at 7.11 p.m.)

CHAIRMAN