

# Employment Committee

Minutes of the meeting held on Wednesday 13 December 2017 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**Present:** Councillor Mrs Bunker (Chairman); Councillors Barrott, Day, Doody, Mrs Evetts, Margrave, Mobbs, Noone and Parkins.

## 34. Apologies and Substitutes

- (a) There were no apologies.
- (b) Councillor Margrave substituted for Councillor Mrs Falp.

## 35. Declarations of Interest

There were no Declarations of Interest made.

## 36. Minutes

The minutes of the meeting held on 13 September 2017 were taken as read and signed by the Chairman as a correct record subject to an amendment showing Councillor Doody as present.

## 37. Members/Trades Unions Joint Consultation & Safety Panel Minutes

The minutes of the meeting of the Members/Trades Unions Joint Consultation & Safety Panel held on 31 August 2017 were noted.

## 38. New posts for CIL Officer

The Committee considered a report from Development Services that sought to establish a new post of Community Infrastructure Levy (CIL) Officer within the Development Services.

At the meeting of the Council on 20 November 2017, it was agreed to adopt the CIL Charging Schedule. The CIL Scheme was due to be implemented prior to 18 December 2017. Testing work undertaken to-date showed that the work involved was likely to be time consuming and without an additional and dedicated resource, this would impact on the capacity of the Development Manager to deliver statutory requirements and high quality outcomes.

At the meeting of the Executive on 29 November 2017, it was agreed to fund a post from the Planning Reserve until the end of March 2018 (with a view to the Reserve being replenished over time from the administration allowance from the future CIL receipts). Beyond March 2018, the Executive agreed that the post should be funded from either the 5% CIL receipts or the increase in planning fees. Until a decision was reached on how best to utilise the increase in planning fees, it was agreed that both options for permanent funding were kept open and that details of the recommended option for the permanent funding of the CIL post should be considered alongside the 2018/19 budget in February 2018.



## **EMPLOYMENT COMMITTEE MINUTES (Continued)**

The Head of Development Services explained that it was intended to recruit to the position as soon as the post was approved, and in the interim, existing staff resources would process the work.

**Resolved** that a new permanent post of CIL Officer be established within the Development Management Section of Development Services.

### **39. Apprenticeship Policy**

The Committee considered a report from Human Resources that requested approval of the Corporate Apprenticeship Policy. A Corporate Apprenticeship Programme would operate in addition to the Council's agreed staffing establishment and budget and funding had been agreed by the Executive. A copy of the Council's Apprenticeship Policy was provided at appendix 1 to the report.

The Executive had approved the creation of a fund for a Corporate Apprenticeship Programme at its meeting on 29 November 2017. This allowed the Council to offer up to eight apprenticeship opportunities at any one time.

In response to questions from Members, the Senior HR Officer informed the Committee that:

- Existing staff members could undertake apprenticeship training.
- If an existing member of staff undertook apprenticeship training, then they would be paid a substantive salary.
- A vacancy could be filled by an apprentice, but never in place of an existing member of staff
- An amendment to the Corporate Apprenticeship Programme would be made 1.8, second paragraph, to replace the last two words "recruitment problem" with "need".
- The Council was mirroring the County Council's salary levels for apprentices and had also benchmarked against other councils. People over 25 years of age would receive the National Living Wage.
- People from 16 years of age upwards could apply for apprenticeships.
- The ages of people who successfully applied for apprenticeship positions would be monitored by the People Strategy Steering Group (PSSG), and would be reported to the Employment Committee.
- The selection criteria would be more flexible to allow more people to develop.

**Resolved** that the Apprenticeship Policy attached at appendix 1 to the report is approved.

(Councillor Noone arrived at the meeting during discussions of this item.)



**EMPLOYMENT COMMITTEE MINUTES (Continued)**

**40. People Strategy Update**

The Committee considered a report from Human Resources which gave an update on the progress made on the People Strategy Action Plan as discussed at the People Strategy Steering Group (PSSG).

The PSSG comprised of Councillors Mobbs, Mrs Bunker, Naimo and Mrs Falp and was supported by the Chief Executive, Heads of Service from Cultural Services, Neighbourhood Services, Development Services, the HR Manager and HR Senior Officers. The Group met quarterly prior to the Employment Committee and reviewed successful work completion, plans in progress and areas to highlight for discussion.

The report detailed the areas of success/highlights within the agreed People Strategy themes for the last quarter at sections 8.3.1 to 8.3.6 of the report.

In response to a question from a Member, the HR Manager assured the Committee that stress amongst the workforce was monitored, with a tailored response to each individual circumstance. Stress would be added to the agenda for the next meeting of the PSSG and the outcome would be reported back to the Employment Committee.

**Resolved** that the report be noted.

**41. Public and Press**

**Resolved** that under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items, by reason of the likely disclosure of exempt information within paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

| Minute No. | Para Nos. | Reason   |
|------------|-----------|--|
| 42 to 47   | 1         | Information relating to an individual                                |
| 42 to 47   | 2         | Information which is likely to reveal the identity of an individual. |

The full text of Minutes 42 to 47 was recorded in a confidential minute which would be considered for publication following implementation of the relevant decisions. A summary is as follows:

**42. ICT Services Redesign**

The Committee approved the recommendations in the report.



## **EMPLOYMENT COMMITTEE MINUTES (Continued)**

### **43. Development Services Restructure**

The Committee approved the recommendations in the report.

### **44. Additional Accountancy Resource**

The Committee approved the recommendations in the report.

### **45. Temporary Project Management Resources**

The Committee approved the recommendations in the report.

### **46. HR/Media & Communications Resources Review**

The Committee approved the recommendations in the report.

### **47. Minutes**

The confidential minutes of the meeting held on 13 September 2017 were taken as read and signed by the Chairman as a correct record subject to an amendment showing Councillor Doody as present.

(The meeting ended at 7.10 pm)

CHAIR  
21 March 2018