

# EMPLOYMENT COMMITTEE

Minutes of the meeting held on Thursday 13 March 2014 at the Town Hall, Royal Leamington Spa at 4.30 pm.

**PRESENT:** Councillor Mrs Bunker (Chairman); Councillors Mrs Bromley, Coker, Copping, Hammon, Mrs Knight, Mobbs, Pratt, Wilkinson and Wreford-Bush.

Apologies for absence were received from Councillors Doody and Kirton.

The Chairman welcomed Tracy Dolphin to the meeting, recently appointed as Acting Head of Human Resources. Senior HR Officer Elaine Priestley, also in attendance, was thanked for all the hard work she had done throughout a difficult staffing period.

## 40. **SUBSTITUTES**

Councillor Pratt substituted for Councillor Doody.

## 41. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

## 42. **MINUTES**

The minutes of the meeting held on 8 January 2014 were agreed and signed by the Chairman as a correct record.

## 43. **HEAD OF SERVICE RECRUITMENT**

The Committee received a report from Human Resources asking it to consider changing the current recruitment process for Head of Service appointments in line with feedback following the recent recruitment projects.

Following the recruitment processes for the Heads of Neighbourhood and Development Services, feedback had been received from Members in relation to the two-stage process adopted and the clarity of who should participate in the process at the various stages.

The revisions proposed in the report made the following changes:

- a. enable Deputy Chief Executive to substitute for the Chief Executive when appropriate;
- b. in the event of a small number (4 or less) of applications being received giving the Chief Executive discretion to go straight to the shortlisting stage, foregoing longlisting;
- c. in the event of a huge number of applications being received, limit those longlisted to those who most closely meet the essential and desirable criteria. The long list should not exceed 20 but could be less. Previously all applicants meeting the essential criteria would have been longlisted;

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

- d. propose that shortlisting and final interviews are carried out by a Selection Panel comprising the Leader, the Chair of Employment Committee and three other members of the Employment Committee to be appointed by the Chief Executive in consultation with Group Leaders;
- e. to reflect the request of Employment Committee that clarification is given that only those Members who participate in the shortlisting meeting may take part in the final interview process; and
- f. propose that the Selection Panel make a recommendation for appointment to a closed meeting of the Employment Committee.

The Chairman explained that she had proposed changes as a result of concern that the length of the process could alienate valuable candidates, particularly when there were only a small number of candidates. As part of the revised proposal it was suggested that any Councillors who had not been involved in shortlisting should not attend the selection panel meeting either. Also put forward for discussion was a suggestion that the interview panel should be smaller than the whole Employment Committee – perhaps 4 or 5 Councillors in total.

Officers pointed out that their own research suggested that no more than 4 persons on a panel allowed both candidates and interviewers to get the best out of that situation. While some Members supported a more streamlined interview panel, others were concerned that such a panel might lack the knowledge, experience and common sense of the whole Committee. It was suggested that in appointments relating to senior officers, the calibre of candidates being considered should not be fazed by a large panel.

Following an extensive discussion focusing on the proposed revisions and how they would work in practice, the Committee took a vote on whether to accept proposal D. Four Members voted to accept proposal D but five voted against it, and so proposal D was lost, in favour of the shortlisting and final interviews being carried out by all available members of the Employment Committee who had been involved in the shortlisting process. Members noted that because proposal D as written in the report had been rejected, proposal F would not apply either.

**RESOLVED** that Employment Committee agrees that the recruitment guidance for Heads of Service is revised as detailed at Appendix 1 to the report, excluding proposals D and F, but that shortlisting be carried out by all available members of the Employment Committee and that interviews be carried by all available members of the Committee who had been involved in the shortlisting process.

(Councillor Hammon joined the meeting during the course of this item.)

### **44. OFF STREET CAR PARKING SERVICE**

The Committee considered a report from the Head of Neighbourhood Services requesting permission to recruit staff to provide the off-street car parking function, which the Executive had agreed to retain following

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

Warwickshire County Council's decision to let a tender for the provision of on-street car parking enforcement.

As the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) applied to all but 2.5 full time equivalent (FTE) posts in the Parking Services team, they would transfer to either a contractor or Warwickshire County Council from 1 November 2014. The 2.5 FTE were associated with the pay on exit car parks. No staff would be put at risk and no redundancies were anticipated.

The Council needed to recruit staff to deliver the off-street car parking service. This would ensure income of approximately £2.5 million associated with the off-street car parking service.

To recruit the new car parks team without delay would give an opportunity to the existing parking team to apply for the new positions. It was anticipated that this would help give stability to part of the team until the transfer took place.

Responding to Members' questions, officers advised the Committee that the County Council had yet to confirm that TUPE applied, although legal advice given to this Council was that it did, 80% of the posts in question being concerned with the on-street service. It was recognised that if no contract was in place by 1 November, then staff would remain with the District Council and with nowhere to transfer them to. Officers were continuing to take legal advice.

The Committee agreed to the recommendations in the report but was concerned at what might occur if staff transfers did not go according to plan. Members therefore agreed to request a progress report to the Executive, which could be referred on to this Committee in order that action could be taken to protect staff if that proved necessary.

### **RESOLVED** that

- (1) Members agree to the following posts being added to the Council's establishment:

Car Parks Team Leader x 1  
Car Parks Supervisor x 1  
Car Parks Notice Processing Officer x 1  
Car Parks Civil Enforcement Officer x 7;

- (2) Members agree to beginning the recruitment process now although these new roles will not commence until 1st November 2014;

- (3) Members agree that the existing Parking Services team consisting of; Parking Services Manager x 1, Notice Processing Manager x 1, Parking Enforcement Team Manager x 1, Parking Enforcement Supervisors x 3, Technical Clerks x 2, Notice Processing Officer x 3, Civil Enforcement Officers x 20, be

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

deleted from the establishment list from 31st October 2014, as they will TUPE across to the new provider for on street enforcement; and

- (4) a progress report be made to the Executive and referred to the Employment Committee, if necessary, in order that action can be taken to protect staff.

### **45. PAY POLICY STATEMENT**

The Committee considered a report from Human Resources which presented the Council's Pay Policy Statement for 2014-2015 as required under the Localism Act 2011.

The report set out the Authority's policies for the financial year relating to the remuneration of chief officers, the remuneration of the lowest paid employees and the relationship between the remuneration of its chief officers and its employees who were not chief officers.

The report also gave a definition of chief officers and lowest paid employees. It covered different elements of remuneration and outlined the guidelines and policies that governed remuneration.

The Committee noted that a Pay Policy Statement was a requirement under the Localism Act 2011 and needed to be formally adopted by the Council each year. The report before this meeting of the Committee was the third annual statement. The only real change since the last report to the Committee was in respect of the National Living Wage.

#### **RECOMMENDED** that

- (1) Council approve the Pay Policy Statement – at Appendix 1 to the report – as presented and agree for its publication for the 2014/2015 financial year; and
- (2) Council agree to publication of the approved Pay Policy Statement on an annual basis with reviews and amendments in-year if required, subject to agreement by Council.

### **46. 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, 3 and 7 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

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

The full text of Minutes 47 and 48 were recorded in a confidential minute which was to be considered for publication following implementation of the relevant decisions. A summary is as follows:

### **47. FLEXIBLE RETIREMENT CASE 1**

The Committee received a report from Health & Community Protection requesting that it consider granting flexible retirement to a member of staff.

### **48. FLEXIBLE RETIREMENT CASE 2**

The Committee received a report from the Customer Contact Manager requesting that it consider granting flexible retirement to a member of staff.

(The meeting ended at 3.45 pm)