

Employment Committee

Minutes of the meeting held on Tuesday 3 September 2019 at the Town Hall, Royal Leamington Spa at 6.00pm.

Present: Councillor Margrave (Chairman); Councillors Day, B Gifford, Hales, Jacques, Kennedy, Kohler, Mangat, Tangri, Tracey and Wright.

13. **Apologies and Substitutes**

There were no apologies or substitutions made.

14. **Declarations of Interest**

There were no declarations of interest made.

15. **Minutes**

The minutes of the meetings held on 11 June 2019 were taken as read and signed by the Chairman as a correct record.

16. **Minutes – Members/Trades Unions Joint Consultation & Safety Panel**

The minutes of the meeting held on 6 June 2019 were noted.

17. **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 and associated areas as discussed at the People Strategy Steering Group (PSSG).

Members of the PSSG were Councillors Margrave, Mangat, B Gifford and Wright, supported by the Chief Executive, Heads of Service for Culture, Neighbourhood Services, Housing and the HR Manager and HR Senior Business Partners.

The purpose of the People Strategy was to support the Council's Fit for the Future programme of work. Its aim was to ensure that the approaches to resourcing, learning and development, cultural change and organisational development were designed to deliver the workforce that the Council required. The People Strategy Action Plan underpinned the People Strategy and reported progress to SMT, CMT, People Strategy Steering Group and Employment Committee.

The Local Government Maternity Leave scheme included the provision to receive 12 weeks' Occupational Maternity Pay at half pay subject to pledging to return to work for at least three months. At the March meeting of the Employment Committee, the requirement to pay back 12 weeks' Occupational Maternity Pay was waived.

Members were pleased to note the success of the Apprenticeship Scheme and asked what the outlook was for retaining apprentices. The Head of

Human Resources advised that there was a £150,000 budget for the year set aside to spend and that continual monitoring would be carried out to assess if this amount required increase. With this in mind, Human Resources staff would be liaising with the Head of Finance should such an increase prove necessary. So far, two apprentices had applied for permanent roles with the Council.

Councillor Gifford was interested to know which departments had taken on apprentices and which had not. He questioned whether the apprentices themselves chose the department they would work in or if they were simply allocated to a department. The Head of Human Resources advised that this information would be provided to Members in an email. Members would receive updates on the Apprenticeship Scheme in the People Strategy Update report.

In response to questions, Members were advised that:

- The Council did not belong to any sort of national programme to facilitate moving apprentices from local authority to local authority. It did, however, network with other local authorities to learn any useful lessons.
- The success of the apprenticeship scheme had been publicised to all Members of the Council in the Members' Update which was sent out via email weekly. It had also been promoted at a Jobs Fair, and Human Resources fully intended to communicate the success of the scheme to other local authorities.

The requirement for an increase in staff resource as requested at 2.5 in the report, would require constant evaluation and could potentially require further increase. One of the emerging themes in training and development was the emerging Climate Emergency and this might require extra staffing resource in the future.

Resolved that

- (1) the report be noted;
- (2) the review of the Apprenticeship scheme and next steps as shown in Appendix 1 to the report, be noted;
- (3) the update to local employment conditions and amendments to NJC Employment Contracts in relation to continuous service, to reflect National Conditions of Service, be approved;
- (4) the update to the Recruitment and Selection Policy so that the Chief Executive be authorised to establish fixed term posts for up to two years as long as funding is in place for the post, be approved; and
- (5) increasing the Learning and Development Officer post (WD00023) from 0.8 to 1.0 FTE from 1 April 2020, be approved.

18. Gender Pay Gap

The Committee considered a report from Human Resources which presented the mandatory gender pay gap information that had to be reported to central Government and published on the Warwick District Council website.

The report had been brought before the Employment Committee ahead of schedule, set in March 2020, because it was due for publication in April 2020.

Members noted that men all occupied the highest ranking positions in the Council although it was remarked that women were starting to occupy more management posts.

The Council wished to uncover whether there were barriers perceived to genders applying for certain roles, but until sufficient data had been collated, it was not possible to evaluate whether there were barriers perceived real or not. It was hoped that the Recruitment Portal would provide this data; this Portal was being set up in liaison with Coventry City Council. However, the start of the initiative had been delayed. In the meantime, the Council would collect data itself but officers did not want this to be a drain of staffing resources when the Employment Portal would provide the data when it was in operation.

Members noted that there were anomalies between the genders in the tables shown on page 6 of the report. Members specifically remarked on average weekly hours. Human Resources would look further into this and would report back to Members.

Resolved that

- (1) the Gender Pay Gap reporting as at 31 March 2019, presented in Appendix 1 to the report, prior to its publication on 1 April 2020, be noted; and
- (2) the next steps identified within the Gender Pay Gap Report, be endorsed.

19. 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 item, 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 Nos.	Para Nos.	Reason
20	1	Information relating to an individual

20

2

Information which is likely to reveal the identity of an individual.

20. **Minutes**

The confidential minutes of the meeting held on 11 June 2019 were taken as read and signed by the Chairman as a correct record.

(The meeting ended at 6.42 pm)

CHAIRMAN
10 December 2019