

Employment Committee

Minutes of the meeting held on Wednesday 25 March 2015 at the Town Hall, Royal Leamington Spa at 4.30 pm.

Present: Councillor Mrs Bunker (Chairman); Councillors Mrs Bromley, Doody, Hammon, Mrs Knight, Mobbs, Wilkinson and Wreford-Bush.

Apologies for absence were received from Councillors Coker, Copping, and Kirton.

40. **Substitutes**

There were no substitutes.

41. **Declarations of Interest**

There were no declarations of interest.

42. **Minutes**

The minutes of the meeting held on 27 January 2015 were agreed and signed by the Chairman as a correct record.

Members requested that the confidential minutes from the meeting held on 27 January 2015 be sent to them by email for checking before the Election in May 2015.

Minute number 38, 27 January 2015 – Improvement Programme III – Re-shaping the Organisation

The Chairman informed Members that subsequent to the last meeting, she had received an email from the Council's Asset Manager, which sought to clarify a matter regarding a report presented at the last meeting and subsequently approved "Improvement Programme III – Re-shaping the Organisation".

The report stated that the three Property Maintenance Officer posts would be full-time posts, which required 14.48 (two days) to be added to the establishment. However, the report did not make an explicit recommendation to cover this need.

The post was clearly identified as being a full-time post elsewhere in the report and the hours were included for within the approved budgets so there would be no effects on the approvals that had been given at the last meeting.

Members were asked to accept the email as clarification or if an update report was required at the next Employment Committee. Members were happy to accept the clarification and did not require an update report.

EMPLOYMENT COMMITTEE MINUTES (Continued)

Minute number 29, 27 January 2015 – Members/Trades Unions Joint Consultation and Safety Panel Minutes

The Chairman referred to the minutes of the meeting 27 January 2015 which stated that the Members/Trades Unions Joint Consultation & Safety Panel minutes from the meeting 9 December 2014 would be considered at the next meeting. Members were handed a copy each of these minutes for noting. They were informed that in respect of the Cleaning Contract – Ocean CC Update, the Council was currently working with Ocean to see if it was possible to work within the existing arrangements if this company could provide the service that had been tendered.

Councillor Mobbs agreed to speak with the Portfolio Holder to find out the situation and whether the matter should be brought to Executive to be sorted before the Council retired. He would advise Employment Committee Members of the way forward.

43. Pension Banding

The Committee considered a report from the HR Transactional Payroll Project Manager which detailed the current arrangements for calculating the employees' pension contributions, and the proposed change to this calculation method.

Currently re-banding of pension contribution rates was undertaken on an annual basis, based on pay levels in force in April each year. A move to monthly banding would mean that the pension contributions of employees more accurately reflected their earnings in any particular period and could be easier to administer.

It was noted that there was a mistake in the last two rows of "Actual Pay" figures in the table at paragraph 3.1 in the report. £10,201 should have been £101,201 and £15,801 should have been £151,801.

Resolved that the proposed change from annual banding of Pension Contribution rates to monthly banding be approved.

The Chairman thanked the HR Transactional Payroll Project Manager for the successful move of administering the Council's payroll function to Coventry City Council to administer.

44. 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.

EMPLOYMENT COMMITTEE MINUTES (Continued)

Minute Nos.	Para Nos.	Reason
45 to 47	1	Information relating to an individual
45 to 47	2	Information which is likely to reveal the identity of an individual.

The full text of Minutes 45 to 47 were recorded in confidential minutes which would to be considered for publication following implementation of the relevant decisions. A summary is as follows:

45. Payroll Review

The Committee agreed the recommendations in the report.

46. Neighbourhood Services Establishment Changes

The Committee agreed the recommendations in the report.

47. Democratic Services Assistant – Temporary Contract Extension

The Committee agreed the recommendations in the report.

48. People Strategy Update

The Committee considered a report from Human Resources which gave an update on the progress made against the People Strategy Action Plan 2012-2015 discussed at CMT/SMT and the People Strategy Steering Group (comprised of a sub group of Employment Committee and senior officers).

The Interim Head of Human Resources informed Members that the Council had received very positive feedback in respect of the Investors in People assessment. 80 members of staff had been interviewed as part of the process and the Council would now be benchmarked against other organisations. The Council intended to undertake a staff survey shortly which would be linked into the staff assessment process. This would facilitate the process for planning the next three years.

It was noted with concern that "Succession Planning" and "Staff Morale" were still listed as actions to be carried forward as priorities. Members were informed that some work had been done on these but that more needed doing. Human Resources would present a report at a future meeting on how good or bad the situation was on the issues identified in paragraph 7.3 of the report. Members were asked to be patient because the data needed to be presented in a meaningful manner.

The Interim Head of Human Resources was also asked to consider how the Council should log the numbers of staff that approach an Employee Support Officer and a Union Representative. The method for measuring this would be taken to the PSSG for consideration.

It was noted that the Council had an officer dedicated to promoting and raising awareness of health and wellbeing issues to staff and public.

EMPLOYMENT COMMITTEE MINUTES (Continued)

Employee Support Officers were also champions of health and wellbeing. Events had already been held during the year and more were planned.

Resolved that the report is noted and any feedback and comments to take to the next People Strategy Steering Group meeting planned for June 2015 to enable an updated strategy and action plan to be prepared.

The Chairman thanked everyone for their hard work and staff who had supported the Committee.

(The meeting ended at 5.35 pm)