

Employment Committee

Minutes of the meeting held on Wednesday 5 December 2018 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Mrs Bunker (Chairman); Councillors D'Arcy, Day Mrs Evetts, Heath, Mobbs, Noone, Parkins and Phillips.

23. Council Procedure Rule 33, to record future meetings

Resolved that:

- (1) from this point forward, any meetings of this Committee and its sub-committees, held in the Council Chamber at the Town Hall, Royal Leamington Spa, are both audio and visually recorded including where the press and public have been excluded; and
- (2) that Council be notified of this decision so that it can update Council procedure rules to reflect this.

24. Apologies and Substitutes

- (a) An apology for absence was received from Councillor Doody.
- (b) Councillor D'Arcy substituted for Councillor Barrott and Councillor Heath substituted for Councillor Mrs Falp.

25. Declarations of Interest

There were no declarations of interest.

26. Minutes

The minutes of the meeting held on 12 September 2018 were taken as read and signed by the Chairman as a correct record.

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

The minutes of the meeting on 30 August 2018 were noted.

28. 2019/20 NJC Pay Award Implementation

The Committee considered a report from Human Resources which requested approval of the proposed implementation of the National Joint Council (NJC) Pay Award.

Warwick District Council's current pay and grading structure together with the mapping to the 2019/20 proposal was included as Appendix 2 to the report. An NJC circular, giving details of the agreed two year pay award for 2018/19 and 2019/20 was attached as Appendix 3 to the report.

EMPLOYMENT COMMITTEE MINUTES (Continued)

The National Employers and Trade Unions agreed a two year pay deal for staff on NJC terms and conditions for 2018/19 and 2019/20. This would affect approximately 460 staff across the Council, not including apprentices and those on JNC terms and conditions.

The pay award had two parts to the deal, a straight-forward percentage increase for 2018/19 and more complex grade changes for 2019/20.

There were a number of elements that the pay award was trying to address nationally:

- responding to pressures of the National Living Wage (NLW); and
- the need for longer term sustainability.

The report explained how it was proposed these aims would be achieved and what considerations had to be taken into account such as the effect on the lower graded staff that were predominantly female.

Appendix 4 to the report mapped the 2018/19 grades, the NJC 2019/20 agreement proposal and the WDC 2019/20 proposal.

The Senior HR Officer informed the Committee that the report had already been considered by the Members/Trades Unions Joint Consultation & Safety Panel, which supported the proposals and the effect of implementing the proposals in the report would mean that all staff would be paid above the level set for the National Living Wage.

Resolved that:

- (1) the 2019/20 NJC Pay Award as detailed in Appendix 1 to the report is implemented with effect from 1 April 2019. This implements the 2019/20 NJC Pay Award as agreed by the National Employers and Trade Unions with the exception of:
 - (a) the lowest spinal column point is not used and staff on grade J are incorporated into grade I; and
 - (b) the five new spinal column points are not used; and
- (2) the necessary steps to amend terms and conditions to reflect the proposed changes are approved.

29. People Strategy Update

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

An Investors in People assessment undertaken in September 2018 concluded that Warwick District Council had achieved the Silver

EMPLOYMENT COMMITTEE MINUTES (Continued)

accreditation, the bronze accreditation having been achieved in 2015. Appendix 1 to the report was a copy of the Executive summary from the Investors in People assessment.

After two years of operation (*this was later confirmed to be four years following the meeting*) there had been a light touch review of the Warwick District Council Employee Code of Conduct. The majority of the changes were proposed to provide a greater clarity for all users of the Code. The revised code and the appendix listing the significant changes were attached as Appendices 2 and 3 to the report. The only significant change was that all staff would be required to complete the disclosure form from when the code was adopted and for officers to make amendments to this disclosure within 28 days of the change in circumstance occurring.

The Democratic Services Manager and Deputy Monitoring Officer informed the Committee that a small amendment was required on page 45, 4.7.5 – the job title Head of Internal Audit should have stated Audit & Risk Manager.

The report would need to be presented to Council if approved by the Employment Committee. The Code would then be filtered down to all staff through Heads of Service, and any further changes would be presented to Employment Committee in January 2019. The Code would be discussed at the Managers' Forum on the week following Employment Committee and then all staff would be required to read the whole Code and complete a quiz via Metacompliance.

The Committee asked the Democratic Services Manager to:

- 1.6 – to confirm the legal advice that if this did not form part of the Contract of Employment, officers could still be required to follow the rules and action could still be enforced. He was asked to feedback the response from Legal ahead of Council.
- 1.7 – to remove the words "repeated or intentional".
- 1.8 – amend the wording in the last sentence to read "Copies of any documents referred to in this Code are available via the intranet or from your manager on request".
- 4.7.5 – replace Head of Internal Audit with "Audit & Risk Manager".
- 4.8.3 (d) – amend the wording to read ".....within the agreed timescales as set out in the Member/Officer Protocol".

Resolved that:

- (1) the report be noted; and
- (2) the amendments to the Employee Code of Conduct (as detailed in appendices 2 and 3 to the report) are approved with the appropriate amendments/actions following discussion of the report at the meeting in respect of paragraphs 1.6, 1.7, 1.8, 4.7.5 and 4.8.3(d) of the report, as set out above.



EMPLOYMENT COMMITTEE MINUTES (Continued)

30. Public & Press

Resolved that under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following two 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
31	1	Information relating to an individual
31	2	Information which is likely to reveal the identity of an individual.

31. Minutes

The confidential minutes of the meeting held on 12 September 2018 were taken as read and signed by the Chairman as a correct record.

(The meeting ended at 6.27 pm)

Signature redacted

CHAIRMAN
20 March 2019