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14 December 2019

To: All Members of the Staffing and Remuneration Committee

Dear Member,

Staffing and Remuneration Committee - Monday, 16th December, 2019

I attach a copy of the following reports for the above-mentioned meeting which were not available at the time of collation of the agenda:

**6. MINUTES (PAGES 1 - 6)**

To confirm and sign the minutes of the meetings held on 25 and 29 November 2019

**12. MINUTES (PAGES 7 - 8)**

To approve the exempt minutes of the meeting held on 29 November 2019.

Yours sincerely

Felicity Foley, Acting Committees Manager

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**MINUTES OF MEETING STAFFING AND REMUNERATION  
COMMITTEE HELD ON MONDAY, 25TH NOVEMBER, 2019, 7.00 -  
8.50 PM**

**PRESENT:**

**Councillors: Makbule Gunes (Chair), Patrick Berryman (Vice-Chair),  
Gideon Bull, Paul Dennison and Reg Rice**

**6. FILMING AT MEETINGS**

Noted.

**7. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (IF ANY)**

None.

**8. URGENT BUSINESS**

None.

**9. DECLARATIONS OF INTEREST**

None.

**10. DEPUTATIONS / PETITIONS / PRESENTATIONS / QUESTIONS**

None.

**11. MINUTES**

**RESOLVED that the minutes of the meeting held on 24 June 2019 be approved  
as a correct record.**

**12. REVIEW OF COUNCIL DISCIPLINARY POLICY**

Ian Morgan, Reward Strategy Manager, introduced the report as set out. HR was carrying out a rolling review of HR policies, and the consensus was that greater clarity was required on the disciplinary policy. Practice notes had been produced to use alongside the policy, and provided information on suggested forms and templates to use.

Officers responded to questions from the Committee:

- Paragraph 3.3 of the policy referred to legal representation. It was important to recognise that in some instances disciplinary decisions could affect future employment, as well as employment in the Council therefore certain individuals would require legal representation at an earlier stage of the process. All

employees were entitled to have a colleague or workplace representative at each stage.

- Guidance around timelines had been produced in the past, however, it had been largely ignored. The practice notes had therefore been introduced to provide guidance for dealing with disciplinaries in a timely manner.
- Members would only be required to attend an Employment Tribunal hearings when the Council's legal representative considered that there was material evidence to be heard.

It was suggested by a Member of the Committee that recommendation set out at 3.2 of the report be updated to include the Chair of the Staffing and Remuneration Committee, and the relevant Cabinet Member.

**RESOLVED that**

- i. **The new Disciplinary Policy and Practice Notes be approved and implemented with effect from 1 January 2020, with a series of training sessions and workshops to be provided to HR staff and line managers; and**
- ii. **The Director of Customers, Transformation and Resources, the Chair of the Staffing and Remuneration Committee, and the relevant Cabinet Member be delegated the power to make minor changes to the policy and practice notes.**

**13. UPDATE TO APPRENTICESHIP PROGRAMME**

Daksha Desai, Interim Head of HR and OD, introduced the report as set out. This was an update for the Committee to note, following the update report provided in June 2019. Since the last meeting, the team had met with Members to discuss areas where the Council could improve.

**NOTED:**

- Apprenticeships were for a minimum of 12 months, and paid an average for £12,000. The criteria to join an apprenticeship scheme varied, based on basic qualifications.
- The target for apprenticeships was set by Central Government, and the target could include both new and existing staff.
- 25% of an organisation's apprenticeship levy could be attached to other organisations – work was being carried out with the Economic Regeneration Team to see how this could work with smaller businesses in the borough.
- For any restructures within the Council affecting over 30 staff, at least one apprenticeship role had to be created.

Officers responded to questions from the Committee:

- There were set guidelines on apprenticeship salaries according to the age of the apprentice.
- The apprenticeship levy could not be used for administration or pastoral support, only for training.

- Further information could be provided on the work carried out by the Economic Regeneration team – there was a dedicated apprenticeship co-ordinator within the service.
- Further thought needed to be given to advertisement of apprenticeships. An update could be provided to a future meeting on this.

**RESOLVED that the report be noted.**

**14. DIGNITY AT WORK PRACTICE NOTES**

Ian Morgan, Reward Strategy Manager, introduced the report as set out. Following a short discussion it was

**RESOLVED that the Dignity at Work Practice Notes be noted.**

**15. SOCIAL MEDIA PRACTICE NOTE**

Sinead Booth, HR Policy Officer, introduced the report as set out. Following a short discussion it was

**RESOLVED that the implementation of the Social Media Practice Notes be noted.**

**16. PEOPLE REPORT - DECEMBER 2019**

Daksha Desai, Interim Head of HR and OD, introduced the report as set out.

Officers responded to questions from the Committee:

- The average amount of sickness days was between 9 and 9.5 – the Council target was 6 days. Analysis of sickness reasons had been carried out, and 29% of sickness taken was due to mental health / stress.
- The next set of 'My Conversation' outcomes would be available in January.
- Where services used agency staff, the HR Business partner for the service would investigate with managers as to why permanent staff were not recruited. This could be due to genuine gaps in recruitment, or in trends in certain areas such as social workers.
- Any appointment of consultants must be approved by the relevant Director.

**RESOLVED that the report be noted.**

**17. NEW ITEMS OF URGENT BUSINESS**

None.

CHAIR: Councillor Makbule Gunes

Signed by Chair .....

Date .....

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## **MINUTES OF MEETING STAFFING AND REMUNERATION COMMITTEE HELD ON FRIDAY, 29TH NOVEMBER, 2019, 3.00 PM**

### **PRESENT:**

**Councillors: Makbule Gunes (Chair), Zena Brabazon and Tammy Palmer**

### **ALSO ATTENDING:**

#### **1. FILMING AT MEETINGS**

The meeting was not filmed or recorded.

#### **2. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (IF ANY)**

Apologies for absence were noted from Councillors Berryman, Bull, Dennison and Rice.

Councillor Amin was in attendance as substitute for Councillor Bull, and as the relevant Cabinet Member. Councillor Palmer was in attendance as substitute for Councillor Dennison.

#### **3. URGENT BUSINESS**

In accordance with Part 4 Section B, paragraph 17 of the Constitution, there were no items of urgent business to be considered.

#### **4. DECLARATIONS OF INTEREST**

None.

#### **5. APPOINTMENT TO THE POST OF ASSISTANT DIRECTOR FOR SAFEGUARDING AND SOCIAL CARE**

The Committee considered the report of the Director of Children's Services on the appointment to the position of Assistant Director for Safeguarding and Social Care. In accordance with the Local Authorities Standing Orders (England) Regulations 2001 (as amended) and Part 4 Section K, the Committee considered the recommendation of an interview panel, which took place prior to the Committee convening.

#### **RESOLVED that**

- a. Beverley Hendricks be appointed to the position of Assistant Director for Safeguarding and Social Care, subject to the objections process of the Cabinet

whereby this Committee may only make or approve the appointment of the Assistant Director for Safeguarding and Social Care when:

- (i) no objection has been made by any member of the Cabinet, or
- (ii) if any objection is made, the Staffing and Remuneration Committee has declared itself satisfied that the objection is not material or well-founded.

- b. Subject to (a) above, that the appointment of the candidate to the post of Assistant Director of Safeguarding and Social Care will be on the salary that is proposed to the Committee. This will be in the range of £99,600 - £115,800 as set out in the Council's Pay Policy Statement.
- c. Subject to (a) above, that this appointment will take effect when the appointed candidate accepts in writing the contract of employment offered to him/her by the Council.

**6. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that the press and public be excluded from the meeting for the consideration of item 7 as it contained exempt information as defined in Section 100a of the Local Government Act 1972 (as amended by Section 12A of the Local Government Act 1985); paragraph 1.

**7. APPOINTMENT TO THE POST OF ASSISTANT DIRECTOR FOR SAFEGUARDING AND SOCIAL CARE**

The Committee considered exempt information pertaining to item 5 of the agenda.

CHAIR: Councillor Makbule Gunes

Signed by Chair .....

Date .....



By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is exempt

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