

MINUTES OF THE MEETING OF THE STAFFING AND REMUNERATION COMMITTEE HELD ON MONDAY, 23RD JULY, 2018, 7.00 - 8.35 pm

PRESENT:

Councillors: Julie Davies (Chair), Eldridge Culverwell (Vice-Chair), Patrick Berryman, Zena Brabazon and Alessandra Rossetti

86. FILMING AT MEETINGS

Clerks note – the Chair varied the order of the agenda at the meeting. The minutes follow the order of the agenda.

The Chair referred Members present to agenda Item 1 as shown on the agenda in respect of filming at this meeting, and Members noted the information contained therein.

87. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (IF ANY)

Apologies for absence were received from Councillor Dennison, and Councillor Rossetti attended as his substitute.

88. URGENT BUSINESS

The Chair advised of one item of urgent business – a late report advising on assimilations to the posts of Director of Customers, Transformation and Resources; Director of Adult Services and Public Health; and Director of Environment and Neighbourhoods

89. DECLARATIONS OF INTEREST

None.

90. DEPUTATIONS / PETITIONS / PRESENTATIONS / QUESTIONS

None.

91. MINUTES

RESOLVED that the minutes of the meeting held on 26 March 2018 be approved as a correct record of the meeting.

92. GENDER PAY GAP REPORTING

Christiana Kyriacou, Rewards Manager, introduced the report as set out. It was a requirement under the Equality Act 2010 that the differences in aggregate pay and

bonuses of men and women be reported publically every year. The data published in 2018 was data up to March 2017. The figures showed that on average, women were paid 1% lower than men, which was lower than the London Borough average of 3.5%.

RESOLVED that the results of the Council's Gender Pay Gap report in the context of the analysis undertaken by London Councils be noted.

93. PEOPLE REPORT - MARCH 2018

Christiana Kyriacou, Rewards Manager, introduced the report as set out. The main principle of the report was to combine key workforce data and analysis, including headcount, the cost of both the permanent workforce and off payroll arrangements, starters/leavers and sickness absence. Since March 2015, the workforce had reduced by 20%, and agency use had decreased.

In response to questions from the Committee, officers advised that:

- The jump in agency and consultancy use from December 2017 to March 2018 was a seasonal fluctuation, and when compared to September 2017, the figure had reduced.
- When requests were made for agency use, managers had to follow a robust challenge to get approval. HR had been monitoring interim and consultant posts, and challenging managers on the need for these posts.
- All permanent jobs within the Council should go through the same recruitment process, and no appointments should be made without having been through the process.
- Consultants were procured via a framework contract, which was owned and managed by London Borough of Waltham Forest, and there was no set or annual fee for the use of the framework – the Council only paid for hours worked by consultants.
- The cost of sickness pay would depend on which members of staff were sick, as it was calculated using staff base rate of salary. The overall reduction in staff would not necessarily affect the cost of sickness pay.
- The last Pulse survey was carried out in 2017 and it was not known if another would be carried out. The Chair commented that it would be a good idea to do so.
- Work was being carried out with service areas to improve the use of the 'My Conversation' performance management tool, and an update would be provided at the next meeting.

Members requested further information on social worker roles, around recruitment and retention. Mark Rudd advised that it may be worth producing a separate report on this due to the complexities of the roles.

ACTION: Mark Rudd

Post meeting note: this has been arranged for the Staffing & Remuneration Committee meeting in December

RESOLVED that the report be noted.

94. STAFFING AND REMUNERATION COMMITTEE TERMS OF REFERENCE

Ed Jankowski, Lawyer, advised that the report was for noting, as the Terms of Reference had been adopted by Full Council in July 2017.

RESOLVED that the report and Terms of Reference of the Staffing and Remuneration Committee be noted.

95. HUMAN RESOURCES FORWARD PLAN 2018-19

The following was noted during discussion of the Staffing & Remuneration Committee Forward Plan:

- The Chair had had preliminary conversations with the Cabinet Member for Communities, Safety and Engagement in relation to apprenticeship levy.
- The Transgender Policy was not a requirement, but had arisen as a recommendation following the work carried out for Stonewall. The Chair suggested that it may be prudent to wait until the agreement of the Gender Recognition Act.
- Whilst Hays managed the process for permanent and agency recruitment, the decision to appointment rested with the manager recruiting to a post. Members raised concerns over the use of Hays, when the money spent on the contract could be used to fund a recruitment service in the Council. Mark Rudd advised that he had instructed Internal Audit to look at the contract, and a report would be provided to the Committee once this had been done.
Post meeting note: Mark Rudd has agreed the terms of reference with Internal Audit for the review of the Hays Contract, and work is due to commence on 20 September. A report on the findings will be presented at a later date. (The overall spend on the contract per annum was £18m).
- The Chair requested that Transgender Policy be moved to a future date, and the Apprenticeship Levy be moved to October.

RESOLVED that the Forward Plan be noted.

96. DOMESTIC VIOLENCE AND VIOLENCE AGAINST WOMEN AND GIRLS POLICY

Fiona Dwyer, Violence Against Women & Girls Strategic Lead, introduced the report as set out. The idea for producing the policy had arisen following two homicide reviews involving staff who had worked for Haringey, and the team had since looked at what policies currently existed in order to provide simple guidance for managers on how to deal with disclosures made by employees.

In response to questions from the Committee, Ms Dwyer advised that:

- She was working with Homes for Haringey (HfH) to redesign the housing pathways for women who need support, if they were HfH tenants. She was also looking at how to deal with situations where the perpetrators were HfH tenants or employees of HfH / the Council.
- The policy would generally be suitable for other areas of the authority, but may need some tweaking to ensure it would work for Haringey schools and

academies. Julie Amory advised that she would work with Fiona Dwyer through the process of rolling the policy out to schools. The Chair requested that be done by the next meeting of the Committee in October, Ms Amory advised that whilst a draft may be available for the meeting, she could not guarantee that it would have been considered by the Schools Consultative Group by this point.

ACTION: Fiona Dwyer / Julie Amory

RESOLVED that

- i. the Domestic Violence and Violence Against Women and Girls Policy be approved by the Staffing & Remuneration Committee, and the implementation of the policy be supported; and**
- ii. further updates be provided at the next meeting of the Staffing & Remuneration Committee in relation to the implementation of the policies in Haringey Schools.**

97. SCHOOLS HR POLICIES

Julie Amory, HR Business Partner, introduced the report as set out. The report presented a number of model policies to be recommended by the Council for adoption by the governing bodies of the community, voluntary controlled, community special and maintained nursery schools, which are maintained by the Council, and to be implemented by the Council in respect of any unattached teachers employed by the Council.

Three of the policies – Annual Leave and Special Leave; Flexible Working; and Whistleblowing – were last updated in 2009, and the changes were mainly legislative. The policies for General Data Protection and GDPR Privacy Notices were now required following changes in May 2018.

The policies had already been approved by the Schools Consultative Group, and would be circulated to schools for adoption from September. The reason for the exemption of the policies was to protect the intellectual property of the service.

In response to questions from the Committee, Ms Amory advised that:

- All maintained schools would be using these policies, and academies would be encouraged to do the same.
- The service was exploring how to implement an operating model to meet the needs of all schools, whether they wanted to buy the whole suite of policies, templates and support, or certain aspects of the package.
- Schools who had signed up to receive templates and policies from other agencies had been advised to carry out due diligence.

RESOLVED that

- i. The model policies for:
Haringey Schools Model Annual and Special Leave Policy**

Haringey Schools Model Flexible Working Policy
Haringey Schools Model Whistleblowing Policy
Haringey Schools Model General Data Protection Policy and Practices

- a. be approved for adoption by the governing bodies of the community, voluntary controlled, community special and maintained nursery schools which the Council maintains;
 - b. be implemented by the Council in respect of any attached teachers it employs from 23 July 2018;
- ii. these new policies will replace any existing policies and guidance that are currently in place; and
 - iii. the Assistant Director Corporate Resources, in consultation with the Chair of the Staffing & Remuneration Committee, be authorised to make such amendment to the policies as he considers minor, and any such amendments shall be reported back to the Committee following the making of said amendments.

98. NEW ITEMS OF URGENT BUSINESS

Mark Rudd introduced the late report which advised on assimilations to the posts of Director of Customers, Transformation and Resources; Director of Adult Services and Public Health; and Director of Environment and Neighbourhoods. The assimilations dated back to the Chief Executive's management restructure, and proposals for interim arrangements had previously been reported to the Staffing & Remuneration Committee at the last meeting on 26 March 2018. Since this time, assimilation interviews had been carried out and the interim staff members had been appointed as permanent members of staff.

The Chair commented that since no promotion was involved, this seemed to be a straightforward process, but advised that the Staffing & Remuneration Committee would ensure that they were involved in the process for any future appointments.

Councillor Brabazon asked for an update on the roles within Regeneration, and Mark Rudd advised that he would provide a written update, as he did not have the information to hand.

Post meeting note: The Chief Executive and Head of Paid Service is currently reviewing the structure of the directorate with a view to a formal restructure commencing in September 2018.

RESOLVED that the contents of the report be noted.

99. DATES OF FUTURE MEETINGS

1 October 2018

CHAIR: Councillor Julie Davies

Signed by Chair

Date