

EMPLOYMENT COMMITTEE

THURSDAY 19 JULY 2012
3.00 PM

Viersen Room - Town Hall

AGENDA

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Committee Members:

Councillors: Fitzgerald (Chairman), Holdich (Vice Chairman), Cereste, Lamb, Khan, Swift and Sandford

Substitutes: Councillors: Walsh, Shearman and Fletcher

Further information about this meeting can be obtained from Gemma George on telephone 01733 452268 or by email – gemma.george@peterborough.gov.uk



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Minutes of a Meeting of the Employment Committee held at the Town Hall, Peterborough on 26 January 2012

Members Present: Councillors Benton (Chairman), Lamb (Vice Chairman), Swift, Holdich and Fitzgerald

Also Present: Councillor Scott - Cabinet Member for Children's Services

Officers present: Mike Kealey, Acting Head of HR
Lisa Trowbridge, Senior HR Advisor Policy Development
Amy Brown, Solicitor
Karen S Dunleavy, Governance Officer

1. Apologies for Absence

There were no apologies for absence received.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Meetings held on:

- 3.1 24 November 2011
- 3.2 22 December 2011

The minutes of the meetings were approved as true and accurate records.

4. Changes to Employee Policies and Procedures

The Committee received a report and presentation from the Senior HR Advisor Policy Development on a number of employment policies, which had been shared with the Joint Consultative Forum (JCF).

The report sought the agreement of the Committee to implement the appended employment policies to ensure the council's policies remained up to date and legal.

The Employment Committee was requested to agree the following employment policies:

- i) Temporary Workers Policy (Appendix A) and the Use of Fixed Term Workers Procedure (Appendix B); and
- ii) Recruitment and Selection Procedure (Appendix C)

Comments and responses to questions included:

- Members sought clarification over whether an apprenticeship appointment would be subject to a redundancy payment if they had been employed for more than two years. Members were advised that temporary contractors would be entitled to a redundancy payment if a redundancy process was being followed and had two years or more service.

- The Acting Head of Human Resources provided clarification over what consultation had taken place over the proposed policies the Committee were advised that appropriate consultation processes had been followed with Unison, Unite and GMB through the formal Joint Consultative Forum (JCF).

RESOLVED:

The Employment Committee agreed to implement the following policies:

- i) Temporary Workers Policy (Appendix A) and the Use of Fixed Term Workers Procedure (Appendix B); and
- ii) Recruitment and Selection Procedure (Appendix C)

Reasons for the decision:

The changes to policy and procedures would ensure that the council maintain up to date and legal employment practices which support the Council's objectives.

3.00pm - 3.10 pm
Chairman

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Minutes of a Meeting of the Employment Committee
held at the Town Hall, Peterborough on 14 June 2012

Members Present: Councillors Hiller (Chairman), Casey, Fletcher, Thacker, Khan and Walsh.

Officers present: Mike Kealey, Acting Head of HR
Colin Wilson, Training & Development Manager
Amy Brown, Solicitor
Karen S Dunleavy, Governance Officer

Appointment of Chairman

RESOLVED: to appoint Councillor Hiller as Chairman of the Committee for the duration of the meeting.

1. Apologies for Absence

Apologies were received from Councillors Fitzgerald (Chairman), Holdich (Vice Chairman), Lamb, Cereste and Councillor Swift.

Councillor Walsh and Councillor Fletcher were in attendance as substitutes.

Councillor Hiller, Councillor Casey and Councillor Thacker were in attendance as nominated substitutes for the duration of the meeting.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Meetings Held on:

3.1 19 January 2012

The minutes of the meeting held on 19 January 2012 were agreed as a true and accurate record.

3.2 26 January 2012

As none of the Members listed as being present at the meeting held on 26 January 2012 were in attendance, the approval of these minutes was deferred until the next meeting.

3.3 30 March 2012

The minutes of the meeting held on 30 March 2012, were agreed as a true and accurate record.

4. Changes to Employee Policies and Procedures

The Committee received a report from the Training & Development Manager which outlined a number of policies that had been shared with the Joint Consultative Forum (JCF)

The report sought the agreement of the Committee to implement the appended employment policies to ensure the Council's policies remained up to date and legal.

The Employment Committee was requested to agree the following employment policies:

- i) Youth Worker grades and responsibilities (Appendix 1);
- ii) Revision to the Self Disclosure Policy (Appendix 2); and
- iii) Revision to the Training & Development Policy (Appendix 3)

In addition, the Employment Committee was requested to note and agree the amendment to the following policy:

- iii) Revision to the Training & Development Policy (Appendix 3)

Comments and responses to questions included:

- Members sought clarification over whether it was legal for Peterborough City Council (PCC) to claim training fees back from employees? The Acting Head of Human Resources advised the Committee that an employee was required to sign a contract prior to receiving training funding, which would outline the salary deduction agreement in the event of cessation of employment. The Committee was also advised that there was a prescribed timescale which would apply to when the cessation occurred and a sliding scale of salary would calculate the value of salary deduction;
- Members sought clarification over whether the same pay back arrangements would be applicable for apprentices? The Training & Development Manager advised Members that apprentices would be subject to a separate contract which would not enforce pay back of training fees following cessation of employment;
- Members were advised that an employee would be required to complete a business case before an application for training was considered by a department. Members were also advised that occasionally, support was also offered in the form of time off by PCC for employees to attend training courses;
- Members were advised that if an employee disagreed with a decision made by a department over an application for training, there was a grievance procedure that the employee would follow;
- Members were informed that there were two PCC employees completing foundation degrees in management.
- Members were advised that the estimated figure for employees wishing to raise their academic attainment levels within the organisation was around five percent.

Following discussion, Members were advised that due to the relevant presenting Officer not being in attendance, the policy for Youth Worker grades and responsibilities at Appendix 1 was recommended for deferral to the next meeting of Employment Committee.

RESOLVED:

The Employment Committee agreed to implement the following policies subject to the inclusion of the amendment at 3.7 for the Revision to the Training & Development Policy (Appendix 3):

- ii) Revision to the Self Disclosure Policy (Appendix 2); and
- iii) Revision to the Training & Development Policy (Appendix 3)

The Employment Committee agreed to defer the following policy to be considered at the next meeting:

- i) Youth Worker grades and responsibilities (Appendix 1)

5. Member Appointment to the Employee Appeals Sub-Committee

The Employment Committee received a report which outlined the requirements for the Committee to appoint three Members to the Employee Appeals Sub-Committee.

The report sought the appointment of three Members to the Employee Appeals Sub-Committee; these appointments were to be in accordance with political balance arrangements of the Council:

- i) Two Conservative Members; and
- ii) One minority Member.

RESOLVED:

As there were a number of Members not in attendance at the meeting, the Employment Committee agreed to defer the appointment of Members for the Employee Appeals Sub-Committee until the next meeting .

Chairman
3.00pm - 3.43pm

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Minutes of a Meeting of the Employment Committee
held at the Town Hall, Peterborough on 6 July 2012

Members Present: Councillors Fitzgerald (Chairman), Holdich (Vice Chairman), Swift and Khan

Officers present: Terry Rich, Executive Director Adult Social Care
Lynn Neely, Head of HR
Gemma George, Senior Governance Officer

1. Apologies for Absence

Apologies were received from Councillor Cereste, Councillor Lamb and Councillor Sandford.

2. Declarations of Interest

There were no declarations of interest.

3. Exclusion of Press and Public

In accordance with Standing Orders, Members agreed that agenda item 4 contained exempt information as defined by paragraphs 1, 2 and 3 of Schedule 12A of Part 1 of the Local Government Act 1972 and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information, therefore the press and public were excluded from the meeting.

4. Interviews for the Post of Assistant Director, Care Services Delivery

Two candidates were interviewed for the post of Assistant Director, Care Services Delivery.

RESOLVED: to appoint Mrs Jana Burton, who was currently working as a consultant and had undertaken a number of very senior adult social care roles.

Chairman
9.15am to 12.20pm

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EMPLOYMENT COMMITTEE	AGENDA ITEM No. 4
19 JULY 2012	PUBLIC REPORT

Cabinet Member(s) responsible:	Councillor Irene Walsh – Cabinet Member for Community Cohesion and Safety	
Contact Officer(s):	Mike Kealey - Acting Head of Human Resources	Tel. (01733) 384500

CHANGES TO EMPLOYEE POLICIES AND PROCEDURES

RECOMMENDATIONS	
FROM : Trade Union Representatives	Deadline date : N.A.
<p>It is recommended that Employment Committee agrees to implement the following employment policy and procedure:</p> <p>i) Youth Work Grades and Responsibilities (Appendix 1)</p>	

1. ORIGIN OF REPORT

- 1.1 This report is submitted to the Employment Committee following a referral from the Joint Consultative Forum on 31 May 2012.
- 1.2 This report was presented to the Employment Committee at its previous meeting, however due to the unavailability of the responsible officer, the approval of the policy was deferred.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to ensure that the Council maintains up to date and legal employment policies.
- 2.2 This report is for the Committee to consider under its Terms of Reference No. 2.3.1.4 'to determine local terms and conditions of employment for employees'.

3. TIMESCALE

Is this a Major Policy Item/Statutory Plan?	NO	If Yes, date for relevant Cabinet Meeting	N/A
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4. BACKGROUND

Youth Work Grade Matrix

- 4.1 The current Youth Work Grade Matrix was developed for youth and community workers in 2005, following new national guidance on salary structures issued by the Joint Negotiating Committee for Youth and Community Work (ref Joint Education Services Circulars No 133,135 and 136).
- 4.2 Significant changes in service structures and senior managers since then mean that there is no record of the consultation process around this. Service managers have identified a number of situations where interpretation and application of the matrix has not been

consistent and that the career grade structure needs to be much clearer and more transparent to ensure fair and consistent decision making for any new staff appointed and for those staff who gain qualifications or take on additional responsibilities.

- 4.3 The final draft Youth Work Grades and Responsibilities (Appendix 1) for consideration, aims to give clear, transparent criteria based on the key principles of the original guidance.

5. CONSULTATION

- 5.1 The joint Trade Unions have been consulted on the Youth Work Grade Matrix. This was agreed at the meeting of the Joint Consultative Forum on 31 May 2012.

6. ANTICIPATED OUTCOMES

- 6.1 The above proposed changes to the Youth Work Grade Matrix and responsibilities will ensure fair and consistent decision making.
- 6.2 Once approved by Employment Committee the Youth Work Grade Matrix and responsibilities will be communicated to affected staff.
- 6.3 The Youth Work Grade Matrix will be implemented after the date of this Employment Committee. The Council is not looking to apply any changes to the Youth Work Grade Matrix retrospectively.

7. REASONS FOR RECOMMENDATIONS

- 7.1 These proposed changes to the Youth Work Grade Matrix and Responsibilities will help to ensure fair and consistent decision making.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 The Youth Work Grade Matrix and Responsibilities was considered against the report of the Joint National Committee for Youth and Community Workers 2005 Edition.

9. IMPLICATIONS

- 9.1 The Youth Work Grade Matrix and Responsibilities will be reviewed on an ongoing basis and will be amended from time to time to ensure legal compliance. The financial implications to introducing the amended Youth Work Grade Matrix are minimal.

10. BACKGROUND DOCUMENTS

None.

11. APPENDICES

- Appendix 1 - Youth Work grades and responsibilities

PCC's 8-19 Service
Youth Work grades and responsibilities – final draft

Please note: new and existing staff need to meet all requirements (qualifications, responsibilities and experience) in order to be appointed to or progress to the appropriate minimum pay point.

Youth Support Worker roles			
Pay points	Qualifications	Scope of work and responsibilities	Experience
1-2	No relevant qualifications	Workers in training and newly appointed staff. Undertaking a support role in youth projects. Working as part of a team under the direction of a professional youth worker or lead worker. Completion of induction and required training.	Less than 6 months experience of working with young people.
3-4	Relevant Level 1 qualification, e.g. Level 2 Award in Youth Work Practice, Entry level in Youth Work or recognised equivalent	Undertaking a support role in youth projects. Working as part of a team under the direction of a professional youth worker or lead worker. Completion of required training for job role.	At least 1 year's experience (minimum 120 hours) of working with young people in a relevant youth work setting
5-8	Relevant Level 2 qualification, e.g. Level 2 Certificate in Youth Work Practice, NVQ/VRQ 2 in Youth Work or recognised equivalent	Undertaking a support role in youth projects. Working under direction but with scope for using initiative and working independently. Responsible for taking the lead on particular aspects of a project or on occasions taking the lead role in a project e.g. to cover sickness. Completion of required on-going training.	At least 2 years experience (minimum 240 hours) of working with young people in a relevant youth work setting.
9-12	Relevant Level 2 qualification, e.g. Level 2 Certificate in Youth Work Practice, NVQ/VRQ 2 in Youth Work or recognised equivalent. Relevant level 3 qualification (where available/appropriate e.g. to support	Taking a lead role in youth project/s on a regular or long term basis e.g. where the professional youth worker is absent or a post is vacant. Operational supervision of other staff. Responsible for planning, overseeing and recording regular activities, with strategic support from youth	At least 3 years experience (minimum 360 hours) of working with young people in a relevant youth work setting.

	progression to professional youth work role	worker/locality manager. Completion of required on-going training.
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Professional youth worker roles - Community Based Youth Worker and Curriculum Specialist Youth Worker			
Pay points	Qualifications	Scope of work and responsibilities	Experience
13-14	Commitment and ability to undertake a JNC professional qualification at NVQ 4 or above.	Newly appointed staff; those preparing to start professional JNC qualifications; those taking professional JNC qualifications. After initial induction and training, responsible for leading projects or clubs with appropriate support and guidance from line manager and experienced colleagues. With appropriate support from manager, responsible for day to day management and supervision of youth support workers and/or volunteers (where relevant to role).	At least 1 year's experience (full time equivalent) of working directly with young people in groups and one to one.
15-18	Professional JNC Youth Work qualification (or recognised equivalent)	Responsible for leading youth projects or clubs. Responsible for day to day management and supervision of youth support workers and/or volunteers (where relevant to role). Competency in role demonstrated by successful PDRs and professional observations. Contributes to strategic planning, development and implementation of projects and work. Supports colleagues to carry out their role e.g. through mentoring new staff.	At least 2 years experience (full time equivalent) of working in a relevant youth work role.
19-22	Professional JNC Youth Work qualification (or recognised equivalent)	Responsible for full duties and responsibilities outlined for points 15-18. In addition to full duties, takes on substantial and on-going additional responsibility for specialist strategic/policy developments across the city or service, e.g. strategic development of city wide youth themes/projects to deliver high priority outcomes, delivering regular training on specialist areas to colleagues; regular supervisory/coaching role with colleagues taking professional qualifications	At least 3 years post qualification experience in a relevant youth work role.

EMPLOYMENT COMMITTEE	AGENDA ITEM No. 5
19 JULY 2012	PUBLIC REPORT

Cabinet Member(s) responsible:	Councillor Irene Walsh – Cabinet Member for Community Cohesion and Safety	
Contact Officer(s):	Helen Edwards – Solicitor to the Council Gemma George – Senior Governance Officer	Tel. (01733) 452539 Tel. (01733) 452268

MEMBER APPOINTMENTS TO THE EMPLOYEE APPEALS SUB-COMMITTEE

RECOMMENDATIONS	
FROM : Solicitor to the Council	Deadline date : N.A.
That the Employment Committee appoints three Members to the Employee Appeals Sub-Committee, these appointments to be in accordance with the political balance arrangements of the Council.	

1. ORIGIN OF REPORT

1.1 This report is submitted to the Employment Committee following the approval of the revised Committee structure at the Annual Council meeting held on 23 May 2012.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to appoint three Members to the Employee Appeals Sub-Committee in accordance with the political balance arrangements of the Council.

2.2 This report is for the Committee to consider under its Terms of Reference No. 2.3.1.2 ‘to determine employee procedures, including dismissal procedures’ and 2.3.2 ‘to hear and determine all employee appeals arising from agreed employee policies and procedures’.

3. TIMESCALE

Is this a Major Policy Item/Statutory Plan?	NO	If Yes, date for relevant Cabinet Meeting	N/A
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4. BACKGROUND

4.1 At the meeting of Annual Council, held on 23 May 2012, the Committee structure for 2012 / 2013 was debated.

4.2 The original proposed Committee structure had been voted against by a minority of Members and a revised Committee structure was subsequently tabled. This revised structure incorporated the Employee Appeals Sub-Committee into the political balance arrangements where it had not been previously.

4.3 The core membership of the Employee Appeals Sub-Committee is therefore three Members; two to be Conservative and one Minority Group Member, in accordance with the political balance requirements.

- 4.4 It was highlighted that Members would be appointed to the Employee Appeals Sub-Committee by the Employment Committee's at its first meeting of the new Municipal Year.
- 4.5 At the first meeting of the Employment Committee, a number of Members had given their apologies therefore this item was deferred for discussion at a later meeting.
- 4.5 In addition to those nominated as the core members, additional Members may also be nominated, trained and called upon to hear particular cases. This is to ensure that sufficient Members are available to hear appeals, that the Members hearing an appeal have received the relevant training with regards to the issue in question and that the Members hearing an appeal were not involved in the original decision which is in question.

5. CONSULTATION

- 5.1 All Members have been notified, via the Annual Council papers, that Sub-Committee Members would be nominated at the first meeting of the Employment Committee.

6. ANTICIPATED OUTCOMES

- 6.1 Three Members, two Conservative and one minority Member, will be nominated to sit on the Employee Appeals Sub-Committee.

7. REASONS FOR RECOMMENDATIONS

- 7.1 To enable employee dismissal appeals to be conducted in a consistent manner, with Members who are knowledgeable and capable.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 There were no other options considered. If appointments were not made it would be unclear which Members should form the Sub-Committee when required.

9. IMPLICATIONS

- 9.1 If Members were not appointed to the Sub-Committee the process for undertaking employee dismissal appeals would be less efficient.