

**MINUTES OF A MEETING OF THE EMPLOYMENT COMMITTEE  
HELD AT THE TOWN HALL, PETERBOROUGH ON 22 NOVEMBER 2012**

**Members Present:** Councillors Fitzgerald, Holdich, Lamb and Cereste

**Officers present:** Mike Kealey, Acting Head of Human Resources  
Karen Craig, Senior Human Resources Consultant – Job Evaluation  
Diane Baker, Head of Governance  
Amy Brown, Solicitor  
Karen S Dunleavy, Governance Officer

**1. Apologies for Absence**

Apologies were received from Councillors Swift and Fletcher.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Minutes of the Meetings Held on:**

**3.1** The minutes of the meeting held on 19 July 2012 were approved as a true and accurate record

**3.2** The minutes of the meeting held on 19 September 2012 were approved as a true and accurate record

**4. Changes to Employee Policies and Procedures**

The Committee received a report from the Head of Governance on the introduction of the Data Incident Response Policy (DIRP) and the procedure for employees to follow if a data protection breach occurred and the potential employment implications of a breach. The draft DIRP had also been discussed and approved at the Audit Committee meeting held on 7 June 2012.

The Committee received a report from the Acting Head of Human Resources (HR) on the updates to the existing Redundancy Policy which was to include staff employed under teachers terms and conditions of service. The Policy also made clear that the Council would not agree to a release of pension upon redundancy to teachers. The proposed changes had been made in consultation with the Joint Consultative Forum (JCF).

The Acting Head of Human resources advised the Committee that the Travel and Subsistence Policy had also been amended to provide clear processes for staff to follow when completing a claim form. This was to ensure complete transparency and clarity was provided for employees and their managers. In addition to the policy updates there was inclusion of a statement outlining that those who were employed on a Senior Management scale may not apply for the Travel and Subsistence Key User status.

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 Head of Governance responded to questions from Members in relation to the introduction of the Data Incident Response Policy (DIRP). Key points included:

- The provision of briefing sessions for Members was an option that could be explored and a specialist lawyer would be invited to provide these briefing sessions. Furthermore, guidance on the DIRP would be sent to all Members in due course;
- A Data Protection Act Group (DPAG) had been formed, which provided good employee representation, shared the procedures in place and the robust work plan;
- Budget provision was available for Member training in relation to the DIRP. Extending the training to other Councils in order to share costs would be beneficial.

The Acting Head of Human Resources advised Members that the DIRP had also been presented to JCF for their comment and subsequent approval.

The Head of HR responded to questions regarding the changes to Travel and Subsistence policy. Key points included:

- Those Officers who qualified for the Travel and Subsistence Key User Allowance would be identified based on their salary and the level of responsibility they held. The salary level would be based on senior managers in receipt of and in excess of £50k per annum;
- The changes to the Travel and Subsistence Policy had been completed in consultation with the JCF and agreement had been sought from the Forum to include the Key User salary level. This had been agreed;
- Decisions to approve an Officer as qualifying for Key User Status would be made at Key User Review Panel, rather than at management level;
- The Key User Review Panel would ensure that the job role was assessed for Key User status; and
- In a question regarding cost of increases for employees' insurance fees for Key User status, the Acting Head of HR advised that the majority of insurance companies would not increase their premium for those employees qualifying for Key User Status and employees were entitled to claim £0.45p per mile. This was deemed adequate to cover all car running costs.

The Head of HR further responded to questions regarding the changes to the redundancy policy. Key points included:

- The policy would apply to every teacher or tutor under the Burgundy Book terms of conditions.

#### **RESOLVED:**

The Employment Committee agreed to implement the following policies:

- i) Revision to the Redundancy Policy;
- ii) Revision to the Travel & Subsistence Policy; and
- iii) Data Incident Response Policy.

**Reasons for the decision**

The agreed changes would ensure that the Council operated within frameworks that were lawful, best practice, transparent and consistent.

Chairman  
3.00pm - 3.25 pm