

PETERBOROUGH



**MINUTES OF A MEETING OF THE EMPLOYMENT COMMITTEE
HELD AT THE TOWN HALL, PETERBOROUGH ON 3 JULY 2014**

Members Present: Councillors Nadeem, Holdich, Fitzgerald, North, Khan and Swift.

Officers Present: Lyn Neely, Acting Head of Human Resources
Karen Craig, Senior Human Resources Consultant (Policy and Development)
Phil McCourt, Interim Head of Legal and Governance
Philippa Turvey, Senior Governance Officer

1. Apologies for Absence

Apologies were received from Councillors Cereste and Sandford.

Councillor North was in attendance as a substitute.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Meeting held on:

3.1 3 February 2014

The Minutes of the meeting held on 3 February 2014 were agreed as a true and accurate record.

3.2 12 February 2014

The Minutes of the meeting held on 12 February 2014 were agreed as a true and accurate record.

3.3 20 February 2014

The Minutes of the meeting held on 20 February 2014 were agreed as a true and accurate record.

4. Changes to Employee Policies and Procedures

Councillor Fitzgerald joined the meeting.

The Employment Committee received a report on the changes to employee policies and procedures. The report was submitted to the Employment Committee following a referral from the Joint Consultative Forum following Education Consultative Forum meetings held on 21 and 30 January 2014. Appendices 4, 5 and 6 to the report were agreed by the trade unions on 3 June 2014.

Pay Policy, Appraisal Policy and Capability Process

The Employment Committee was requested to consider and agree to implement the following employment policies and procedures:

- i)(Centrally employed Teacher's) Pay Policy;
- ii) (Centrally employed Teacher's) Appraisal Policy;
- iii) (Centrally employed Teacher's) Capability Process;

The Senior Human Resources Consultant responded to comments and questions raised. It was advised that the Minutes of the Joint Consultative Forum and trade unions meetings were not included with the report as standard, however the date of agreement and a signatory sheet was kept as a record of these agreements.

The Committee discussed the inclusion of the paragraph "The council will not exercise its discretionary power to allocate additional scale points on the main scale for "excellent" performance", in the Teacher's Pay Policy. Concern was raised by several Members as to whether this was unduly restrictive.

A motion was proposed and seconded to approve the policies, with the deletion of this paragraph. The motion was carried.

RESOLVED:

The Employment Committee agreed to implement the following employment policies and procedures:

- i) (Centrally employed Teacher's) Pay Policy, subject to the deletion of the paragraph, "The council will not exercise its discretionary power to allocate additional scale points on the main scale for "excellent" performance";
- ii) (Centrally employed Teacher's) Appraisal Policy;
- iii) (Centrally employed Teacher's) Capability Process;

Reasons for the decision

To ensure that the Council operated within the School Teacher's Pay and Conditions Document.

Travel and Subsistence Policy

The Employment Committee was requested to consider and agree to implement the following employment policies and procedures:

- iv) Travel & Subsistence Policy;

The Committee questioned whether it was worth considering using an alternative calculation for mileage, other than HMRC figures. It was also clarified that submitting VAT receipts was currently a requirement to ensure that VAT could be reclaimed.

A motion was proposed and seconded to approve the policy. The motion was carried.

RESOLVED:

The Employment Committee agreed to implement the following employment policies and procedures:

- iv) Travel & Subsistence Policy;

Reasons for the decision

To move forward with improved Human Resources policies.

Overpayments Policy

The Employment Committee was requested to consider and agree to implement the following employment policies and procedures:

- v) Overpayments Policy;

A motion was proposed and seconded to approve the policy. The motion was carried.

RESOLVED:

The Employment Committee agreed to implement the following employment policies and procedures:

- v) Overpayments Policy;

Reasons for the decision

To move forward with improved Human Resources policies.

Whistleblowing Policy

The Employment Committee was requested to consider and agree to implement the following employment policies and procedures:

- vi) Whistleblowing Policy;

A motion was proposed and seconded to approve the policy. The motion was carried.

RESOLVED:

The Employment Committee agreed to implement the following employment policies and procedures:

- vi) Whistleblowing Policy;

Reasons for the decision

To move forward with improved Human Resources policies.

Chairman
3.00pm – 3:30pm