

EMPLOYMENT COMMITTEE

FRIDAY 16 AUGUST 2019
2.00 PM

Stanton Conference Centre, Stanton Way, Huntingdon PE29 6XL

AGENDA

Page No

1. **Apologies for Absence**

2. **Declarations of Interest**

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification " that has been disclosed to the Solicitor to the Council.

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

3.1 **1 March 2019** 3 - 4

3.2 **7 March 2019** 5 - 6

4. **Exclusion of the Public and Press**

To resolve that the press and public be excluded from the meeting on Item 5, Appointment of Shared Director, Highways and Transport on the grounds that the items contains exempt information under Paragraph 1, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed (Information relating to an individual and negotiations in connection with a labour relations matter arising between the authority and employees or office holders of the authority).

5. **Service Director, Highways & Transport Appointment** 7 - 22



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<http://democracy.peterborough.gov.uk/documents/s21850/Protocol%20on%20the%20use%20of%20Recording.pdf>

Committee Members:

Councillors: J Holdich (Vice Chairman), M Jamil, Hemraj, W Fitzgerald, R Brown (Chairman), Yurgutene and Wiggin

Substitutes: Councillors: Hogg, Iqbal, Hussain and J Goodwin

Further information about this meeting can be obtained from Dan Kalley on telephone 01733 296334 or by email – daniel.kalley@peterborough.gov.uk

**MINUTES OF THE EMPLOYMENT COMMITTEE MEETING
HELD AT 9.30AM, ON
1 MARCH 2019
HINCHINGBROOKE COUNTRY PARK, HUNTINGDON**

Committee Members Present: Brown (Chairman) Holdich (Vice-Chairman), Councillors Fitzgerald, Hiller, Amjad Iqbal, Jamil, and Hogg

Officers Present: Gillian Beasley Chief Executive
Mandy Pullen Assistant Director HR & OD
Dan Kalley Senior Democratic Services Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Lamb.

Councillor Hiller was in attendance as substitute.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. MINUTES OF THE MEETING HELD ON 17 JANUARY 2019

The minutes of the meeting held on 17 January 2019 were agreed as a true and accurate record.

4. EXCLUSION OF PUBLIC AND PRESS

In accordance with Standing Orders, the Committee was asked to determine whether item 5 'Appointment of Shared Executive Director Economy and Place' as defined by Paragraph 1, 2 and 4 of Schedule 12A of Part 1 of the Local Government Act 1972, should be exempt and the press and public excluded from the meeting when they were discussed, or whether the public interest in disclosing this information outweighed the public interest in maintaining the exemption.

The Committee unanimously agreed to the exclusion of the press and public for agenda item 5.

5. APPOINTMENT OF SHARED EXECUTIVE DIRECTOR ECONOMY AND PLACE

As agreed at agenda item 5, the meeting moved into exempt session.

At this point Members from Cambridgeshire County Council's Staffing and Appeals Committee joined the meeting to interview for the position of Shared Executive Director Economy and Place.

RESOLVED:

The Employment Committee **RESOLVED** to

1. Appoint a shared Executive Director Economy and Place by way of secondment arrangements with Cambridgeshire County Council, and
2. Formally appoint Steve Cox to the shared Executive Director Economy and Place.

Chairman
9.30am – 12.30pm

**MINUTES OF THE EMPLOYMENT COMMITTEE MEETING
HELD AT 7PM, ON
7 MARCH 2019
BOURGES/VIERSEN ROOM, PETERBOROUGH**

Committee Members Present: Brown (Chairman) Holdich (Vice-Chairman), Councillors Fitzgerald, Amjad Iqbal, Jamil, and Hogg

Officers Present: Karen Craig Senior Rewards Officer
Mandy Pullen Assistant Director HR & OD
Dan Kalley Senior Democratic Services Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Lamb.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. REVISED EMPLOYMENT POLICIES

The Employment Committee received a report in relation to revised employment policies.

The purpose of the report was to inform the Committee about revised employment policies and to gain approval to implement these policies from the Committee. The Assistant Director outlined that there were a number of policies and a new managers guidance in respect of writing references.

Smoke Free Policy

The Senior Reward Advisor commented that the policy had been updated to stress that 'smoking' included e-cigarettes, and also to confirm the location of the Fletton Quays smoking shelter.

DBS Policy

There were no significant changes to the DBS policy but an amendment had been made to ensure that it was compliant with the GDPR legislation. Staff were asked for their consent to retain information for more than six months.

Single Status Agreement

This had to be updated to reflect the revised pay scales (already agreed at the last Employment Committee). The changes were minor technical changes.

Managers guidance on references

New guidance around how managers should address references were to be put in place. This guidance should help managers understand what is required when writing a reference. A form was being introduced to record information to allow references to be written years after the employee has left.

The Employment Committee debated the report and in summary the key points highlighted included:

- Councillors also needed to abide by the smoking policy in order to ensure consistency.
- The Council's policy was to carry out a DBS re-check on eligible staff every three years. However staff were expected to disclose any issue that occurred, to their manager.
- The form asking for information on previous employees needed to include some detailed questions in order to ensure a full reference could be provided.

The Employment Committee **RESOLVED** to:

- 1) Agree to the implementation of the revised employment policies detailed within the report at paragraph 4.1, 4.2, and 4.3.
- 2) Note the new managers guidance document on the writing of references at para 4.4.

4. GENDER PAY GAP REPORTING

The Employment Committee received a report in relation to the Council's Gender Pay Gap reporting data.

The purpose of the report was to inform the Committee about the Council's gender pay gap results. The Assistant Director introduced the report stating that the information was for noting only. The Senior Reward Officer explained that the figures have to be uploaded to the relevant government website. A more detailed report will be published on the Council's website. The mean gender pay gap had reduced to 7.19%, which equated to £1.28 in favour of men. The median pay gap had also reduced to 3.56% (56p) in favour of men. Both figures were a reduction from last year. Various reasons accounted for this improvement.

The Employment Committee debated the report and in summary the key points highlighted included:

- The information was clear that only people on Peterborough City Council's payroll would be included, not those who were employed by Cambridgeshire County Council but working across both councils.
- The Council did not monitor arms length companies such as Serco. However, depending on the size of the workforce it would be necessary for Peterborough Ltd to report their figures next year.
- It was hoped that the Council would be able to report on other protected characteristics going forward eventually.

The Employment Committee **RESOLVED** to note the report.

Chairman
7pm – 7.30pm

EMPLOYMENT COMMITTEE	AGENDA ITEM No. 5
16 AUGUST 2019	PUBLIC REPORT This report contains an exempt Annex, not for publication, by virtue of Paragraph 4 of Schedule 12A of Part 1 of the Local Government Act 1972.

Cabinet Member responsible:	Cllr Peter Hiller, Cabinet Member Place & Economy	
Contact Officer:	Steve Cox (Shared Executive Director Place and Economy)	Tel: 01733 453492

SERVICE DIRECTOR, HIGHWAYS & TRANSPORT APPOINTMENT

1. ORIGIN OF REPORT

- 1.1 This report is submitted following the Employment Committee meeting held on 7th December 2018, whereby the Chief Executive shared restructure proposals designed to meet future senior leadership requirements across Peterborough City Council (PCC) and Cambridgeshire County Council (CCC). Agreement was provided to enter into a shared interview and appointment process for the two new Service Director posts within Place & Economy.
- 1.2 The exempt annex to this report contains the information required by Employment Committee to determine the appointment.

2. PURPOSE AND REASON FOR REPORT

- 2.1 As a result of the Chief Executive's restructure in December 2018 and the subsequent appointment of the Shared Executive Director Place & Economy, the Shared Employment Committee are requested to interview and consider a recommendation to appoint to the role of Service Director - Highways and Transport.
- 2.2 This report is for the Committee to consider under its Terms of Reference:
- No. 2.3.1.1 'To appoint Directors and Heads of Service, and determine terms and conditions of employment'.
 - No. 2.3.1.6 'To promote and pursue a policy of equal opportunities in employment'

3. REASONS FOR EXEMPTION

- 3.1 Information relating to this report is NOT FOR PUBLICATION in accordance with paragraph 4 of Schedule 12A of Part 1 of the Local Government Act 1972 in that it contains information relating to contemplated consultations or negotiations in connection with a labour relations matter arising between the authority and employees or office holders of the authority. The public interest test has been applied to the information contained within the exempt report and it is considered that the need to retain the information as exempt outweighs the public interest in disclosing it.

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of the Local Government Act 1972.

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