

EMPLOYMENT COMMITTEE

THURSDAY 2 MARCH 2023
5.00 PM

Bourges/Viersen Room - Town Hall

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 10 October 2022 3 - 4

3.2 1 December 2022 5 - 8

3.3 2 February 2023 9 - 10

3.4 7 February 2023 11 - 12

4. Gender Pay Gap Results 13 - 20

5. Annual Pay Policy Statement 21 - 34

6. Employment Committee Start Time 2023/24 35 - 38



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

Committee Members:

Councillors: M Jamil (Chair), W Fitzgerald, Wiggin, Allen, Tyler, Jones (Vice Chairman) and Coles

Substitutes: Councillors: Hogg and Hemraj

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 EXTRAORDINARY EMPLOYMENT COMMITTEE MEETING
HELD AT 9AM ON
10 OCTOBER 2022
BOURGES/MIERSEN, PETERBOROUGH**

Committee Members Present: Councillors Jamil (Chair), Alison Jones (Vice-Chair), Fitzgerald, J Allen, Coles, Tyler and Wiggin.

Officers Present:	Matt Gladstone	Chief Executive
	Dan Kalley	Senior Democratic Services Officer
	Sarah Spendelow	HR Manager
	Mandy Pullen	Assistant Director HR & Development

13. APOLOGIES FOR ABSENCE

There were no apologies for absence.

14. DECLARATIONS OF INTEREST

No declarations of interest were received.

15. EXCLUSION OF THE PUBLIC AND PRESS

In accordance with Standing Orders, the Committee was asked to determine whether item 4 'Appointment of Director of Legal and Governance (Monitoring Officer) and Determination of Salary, as defined by Paragraph 1 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 resolved (**unanimous**) to agree the exclusion of the press and public for agenda item 4.

16. APPOINTMENT OF DIRECTOR OF LEGAL AND GOVERNANCE (MONITORING OFFICER) AND DETERMINATION OF SALARY

As agreed at item 3 the meeting moved into exempt session.

The Committee at this point interviewed for the position of Director of Legal and Governance (Monitoring Officer)

RESOLVED:

The Employment Committee **RESOLVED** (unanimous) to recommend to Full Council to:

- 1) Appoint Rochelle Tapping to the position of Director of Legal and Governance (Monitoring Officer).

Chairman
10 October 2022
9am-1.30pm

**MINUTES OF THE EXTRAORDINARY EMPLOYMENT COMMITTEE MEETING
HELD AT 3.30PM ON
1 DECEMBER 2022
BOURGES/VIERSEN ROOM, TOWN HALL, PETERBOROUGH**

Committee Members Present: Councillors Jamil (Chair), Alison Jones (Vice-Chair), Fitzgerald, Ayres, Coles, Tyler and Wiggin.

Officers Present:	Matt Gladstone Dan Kalley Mandy Pullen Lisa Brightey Sarah Spendelow	Chief Executive Senior Democratic Services Officer Assistant Director HR and Development Policy, Reward and Compliance Manager Senior HR Business Partner
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Also Present: Councillor Lynne Ayres Cabinet Member for Children’s Services, Education, Skills and the University

17. APOLOGIES FOR ABSENCE

There were no apologies for absence.

18. DECLARATIONS OF INTEREST

No declarations of interest were received.

19. EXCLUSION OF THE PUBLIC AND PRESS

In accordance with Standing Orders, the Committee was asked to determine whether item 4 ‘People’s Services Options paper and Structure Proposal and Item 5 Finance Structure Proposal and Recruitment of Deputy Chief Officers 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 resolved (**unanimous**) to agree the exclusion of the press and public for agenda item 4 and 5.

20. PEOPLE’S SERVICES OPTIONS PAPER & STRUCTURE PROPOSAL

As agreed at item 3 the meeting moved into exempt session.

RESOLVED:

The Employment Committee **RESOLVED** (unanimous) to:

- a) Consider and approve the proposals for separation as set out in the report and authorise the Chief Executive to commence statutory consultation with the affected employees.
- b) Confirm that the current acting up arrangement for the substantive shared Director of Adults and Safeguarding as shared Executive Director of People Services will continue for the duration of this review as previously agreed, until her departure date on 21st February 2023 to focus on these proposals and lead Adult Services and Commissioning.
- c) Delegate authority to the Chief Executive to commence the executive search and selection process for an Executive Director for Children and Young People's Services (Statutory Director of Children's Services) and an Executive Director for Adults Services, (Statutory Director of Adult Social Services) for Peterborough County Council.
- d) Delegate authority to the Chief Executive, in consultation with the Cabinet Member for Adult Social Care, Health and Public Health, to put in place arrangements including the appointment of an interim Executive Director for Adults Services (Statutory Director of Adult Social Services).

21. **FINANCE STRUCTURE PROPOSAL AND RECRUITMENT OF DEPUTY CHIEF OFFICERS**

As agreed at item 3 the meeting moved into exempt session.

RESOLVED:

The Employment Committee **RESOLVED** (unanimous) to:

- 1) Note the position in respect of the Finance restructure proposal
- 2) Approve that recruitment commences for the two proposed Service Director Posts (s151s).

22. **EQUALITY MONITORING REPORT**

At this point the meeting moved back into public session.

The Policy, Rewards and Compliance Manager introduced the report and stated that there had been some small errors in the report namely:

- In paragraph 4.5 the sentence was to read, '*We therefore wanted to enable our staff....*' rather than '*unable....*'
- In paragraph 4.6 to avoid confusion it should read '*90.42% of female staff were working on a permanent contract with 88.92% of male staff working on a permanent contract.*'

With regards to the ethnic make-up of employees the actual number had grown from 113 in March 2018 to 152 in March 2022. The current trend moved towards the local population census 2011 breakdown. The next equality monitoring report would be using data from the 2021 census.

The number of staff with a declared disability had reduced to 30, although this was a slight decrease from March 2021 this was because there had been an increase in the number of disabled staff resigning from the Council.

The Council was working hard to attract younger people into the organisation and improve the overall balance of the workforce.

The Employment Committee raised a number of questions and comments

- A number of graphs and charts could be produced to explain more easily some of the data contained in the report. This could also focus on the key data that members should be aware of.
- Members were informed that when the final report was published on the website it would include a number of graphs and more streamlined data.
- Discussions were underway with the university to try and engage students to work for the Council. On the other end of the spectrum the Council was working at encouraging those who were closer to retirement to take up opportunities at the Council.
- There were some errors on the report as the data referred to March 2022 and not March 2021.
- Officers agreed to look in depth as to the reasons why there had been an increase in the number of disabled staff who had left the Council over the course of the past year.

RESOLVED:

The Employment Committee **RESOLVED** (unanimous) to:

- 1) Note the results of the Equality Monitoring Report

Chairman
1 December 2022
3.30pm - 4.18pm

**MINUTES OF THE EXTRAORDINARY EMPLOYMENT COMMITTEE MEETING
HELD AT 10AM ON
2 FEBRUARY 2023
BOURGES/MIERSEN, PETERBOROUGH TOWN HALL**

Committee Members Present: Councillors Jamil (Chair), Alison Jones (Vice-Chair), Fitzgerald, Coles, Jackie Allen, Tyler and Wiggin

Officers Present: Cecilie Booth Executive Director of Corporate Services
 Pippa Turvey Democratic and Constitutional Services Manager
 Mandy Pullen Assistant Director HR and Development

23. APOLOGIES FOR ABSENCE

No apologies for absence were received.

24. DECLARATIONS OF INTEREST

No declarations of interest were received.

25. MINUTES OF THE MEETING HELD ON:

25.1 17 FEBRUARY 2022

The minutes of the meeting held on 17 February 2022 were agreed as true and accurate record.

25.2 26 APRIL 2022

The minutes of the meeting held on 26 April 2022 were agreed as true and accurate record.

25.3 4 AUGUST 2022

The minutes of the meeting held on 4 August 2022 were agreed as true and accurate record.

25.4 2 SEPTEMBER 2022

The minutes of the meeting held on 2 September 2022 were agreed as true and accurate record.

26. EXCLUSION OF THE PUBLIC AND PRESS

In accordance with Standing Orders, the Committee was asked to determine whether item 5, Appointment to Service Director Financial Management and Deputy S151 Officer and Determination of Salary', as defined by Paragraph 1 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 resolved (unanimous) to agree the exclusion of the press and public for agenda item 4.

27. APPOINTMENT OF SERVICE DIRECTOR FINANCIAL MANAGEMENT AND DEPUTY S151 OFFICER

As agreed at item 3 the meeting moved into exempt session.

RESOLVED:

The Employment Committee **RESOLVED** (unanimous) to:

- 1) To appoint Emma Riding to the position of Service Director Financial Management and Deputy S151 Officer.

Chairman
2 February 2023
10am-1pm

The Employment Committee **RESOLVED** (unanimous) to:

- 1) Appoint Jill Evans to the position of Service Director Corporate Finance and Deputy S151 Officer.
- 2) That the annual salary for the position was to be £109,180 (98454 – 117591)

Chairman
7 February 2023
10am – adjourned at 12:50pm
Reconvened at 5pm, ended at 5:10pm

EMPLOYMENT COMMITTEE	AGENDA ITEM No. 4
2 MARCH 2023	PUBLIC REPORT

Report of:	Mandy Pullen – Assistant Director HR & Development	
Cabinet Member(s) responsible:	Cllr Coles, Cabinet Member for Finance and Corporate Governance	
Contact Officer(s):	Mandy Pullen, Assistant Director HR & Development	Tel. 863628

GENDER PAY GAP RESULTS

R E C O M M E N D A T I O N S	
FROM: Mandy Pullen	Deadline date: 30 March 2023
<p>It is recommended that Employment Committee:</p> <ol style="list-style-type: none"> 1. Note the results of the gender pay gap calculations of 31 March 2022 that must be reported on the relevant gov.uk portal by 30 March 2023. 2. Note the results of the ethnicity pay gap calculations as of 31 March 2022 which will be published on the councils website. 	

1. ORIGIN OF REPORT

- 1.1 This report is submitted to Employment Committee following a referral from Corporate Management Team on 12 October 2022.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to ensure that members are fully aware of the results of the gender pay gap analysis before the results are published on the government portal and the council's website.
- 2.2 This report is for Employment Committee to consider under its Terms of Reference No. 2.3.2.6
To promote and pursue a policy of equal opportunities in employment.

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	
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4. BACKGROUND AND KEY ISSUES

- 4.1 From 2017, any organisation that has 250 or more employees must publish and report specific figures about their gender pay gap. The gender pay gap is the difference between the average earnings of men and women, expressed relative to men's earnings. Public sector organisations must calculate their figures on a 'snapshot' date (i.e. here the 31 March 2019) and publish results by 30 March 2020. Employers must both:
 - publish their gender pay gap data, and a written statement on their public facing website, and

- report their data to government online - using the gender pay gap reporting service.

Gender pay gap reporting compares the hourly rate on a fixed date at gender level only. The mean gender pay gap in the council has decreased from 6.3% in 2021 to 3.7% in 2022. The median gender pay gap has also decreased from 4.2% in 2021 to 0% in 2022.

There has been an increase in the numbers of females in the upper middle quartile, and a decrease in the other quartiles. There has been a slight decrease in the total numbers of females in the workforce.

All post/contract types for directly employed staff were included whether main or secondary posts. Further analysis has revealed:

Male employees had slightly longer average service with Peterborough City Council than female employees and so were more likely to have reached the top of their grade. Whereas women had shorter service and were lower down the grade. This is a result of natural progression.

The number of men has increased in every quartile except the upper quartile where it has decreased slightly from the previous year. The highest number of men is in the upper quartile. This distribution has changed from the 2021 gender pay gap figures and will have been an important reason why the mean and the median has decreased in the last 12 months.

The workforce was 72.34% female in 2021 and has now reduced slightly to 71.80% female in 2022.

- 4.2 Large organisations are not yet legally required to publish their ethnicity pay gap. However, we have decided to voluntarily publish our ethnicity pay gap for the first year as we believe it is a fundamental step on the Council's journey to improving workplace equality.

The ethnicity pay gap is the percentage difference in the average hourly pay rate for employees from minority ethnic groups compared to the average hourly pay rate for white employees. We calculate our ethnicity pay gap using largely the same methodology as set out in the Government regulations for calculating the gender pay gap.

Calculation of the hourly rate of employees of an ethnic origin other than white, compared against those declaring they are white, demonstrates that those employees of an ethnic origin other than white are earning an average of £2.03 less than white employees, and have a lower median hourly rate at £1.76 less than white employees.

However, it is difficult to give accurate Ethnicity Pay Gap figures as only 143 employees gave their ethnicity as other than white, and 206 employees either prefer not to say or the information is unknown.

- 4.3 Our job evaluation scheme and recruitment processes are designed to remove any bias and ensure all appointments are solely based on the requirements of the role and no other factor. Therefore, if challenged we could prove the robustness of our recruitment and promotion systems.

5. CORPORATE PRIORITIES

The Gender Pay Gap Reporting links to the following Council's Corporate Priority

1. Sustainable Future City Council
 - How we Work
 - How we Serve
 - How we Enable

6. CONSULTATION

- 6.1 This data has been shared with Directors and with the joint trade unions.

7. ANTICIPATED OUTCOMES OR IMPACT

- 7.1 Once members of the Employment Committee are briefed this information will be published and shared on the council's website. The gender pay gap figures will be uploaded to the national website set up for reporting gender pay gap data.

8. REASON FOR THE RECOMMENDATION

- 8.1 To be fully compliant with the requirements and expectations of this legislation. Obtaining this data allows us to monitor our pay gaps and determine actions to reduce it further where applicable.

9. ALTERNATIVE OPTIONS CONSIDERED

- 9.1 The data has to be published in the format set out in the legislation.

10. IMPLICATIONS

Financial Implications

- 10.1 There are no specific financial implications related to this item.

Legal Implications

- 10.2 This reporting fulfils the council's legal obligations in respect of employment equalities reporting.

Equalities Implications

- 10.3 This assists us with monitoring of data in respect of gender.

11. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 11.1 Employment data extracted from the payroll system.
The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

12. APPENDICES

- 12.1 Gender Pay Gap report

Appendix A

Pay Gap Report

To be published March 2023

Peterborough City Council is required by law to carry out gender pay reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. This involves carrying out calculations that show the difference between the average earnings of men and women in our council; it does not involve publishing individual employees' data. The data used for the calculations is the council's pay data as of 31 March 2022.

We are required to publish the results on a government gender pay gap [website](#), and in addition it is advisable to publish the high-level results on the Peterborough City Council website alongside our pay and transparency data.

Gender pay reporting is used to assess:

- the levels of gender equality in the workplace
- the balance of male and female employees at different levels

Although not a legislative requirement, we have also chosen to publish our ethnicity pay gap and have included recommendations as a result of the figures into the action plan below.

Few employers in Peterborough can boast the breadth and variety of roles we enjoy at Peterborough City Council. With over 1,300 employees, we are one of the biggest employers in the city with a diverse workforce to be proud of. We are committed to equality within our workforce and our flexibility, working practices and wide range of roles ensure that we encourage and support employees to come to work for us, and develop their long-term career to stay with us.

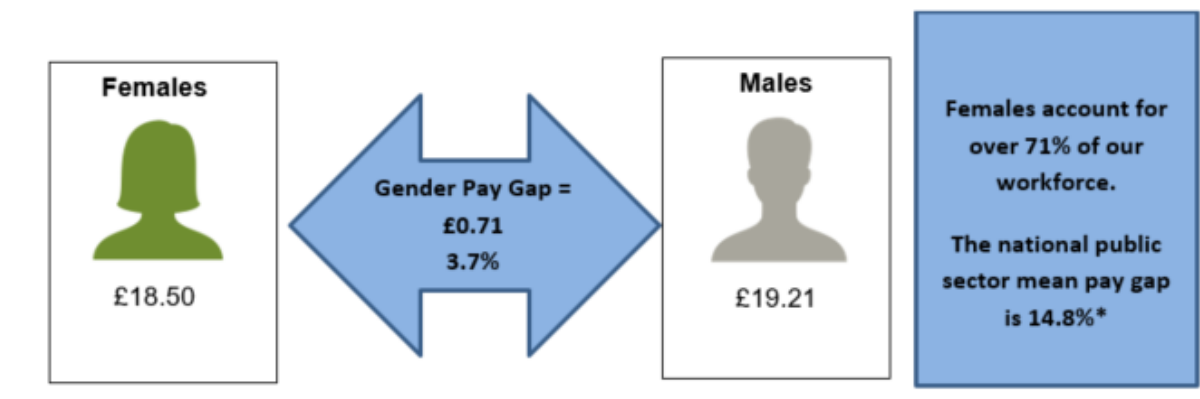
Gender Pay Gap

Our workforce profile

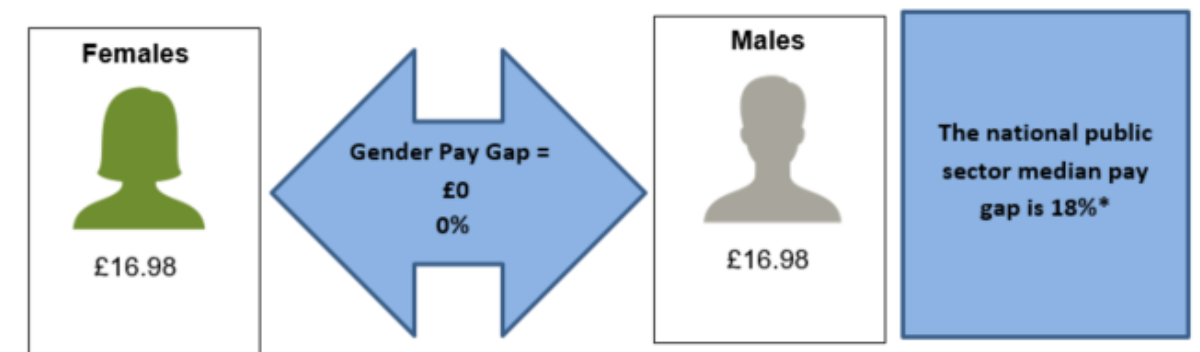
On 31 March 2022 we had 1,280 employees, of which 71.80% (919) were female and 28.20% (361) male.

When calculating the gender pay gap, the staff numbers used only includes staff if they have received their full pay and not been on sick pay, maternity pay etc. This equates to 874 female and 350 male employees.

Mean gender pay gap in hourly pay: average hourly rate of pay and percentage difference



Median gender pay gap in hourly pay: middle hourly rate of pay and percentage difference



Peterborough City Council’s mean and median gender pay gaps are well below the national public sector average. With both the mean and the median decreasing significantly in the last 12 months, resulting in the median pay gap at zero and the mean almost halving. There has been an increase in the numbers of females in the upper middle quartile, and a decrease in the other quartiles. There has been a slight decrease in the total numbers of females in the workforce.

All post/contract types for directly employed staff were included whether main or secondary posts. Further analysis has revealed:

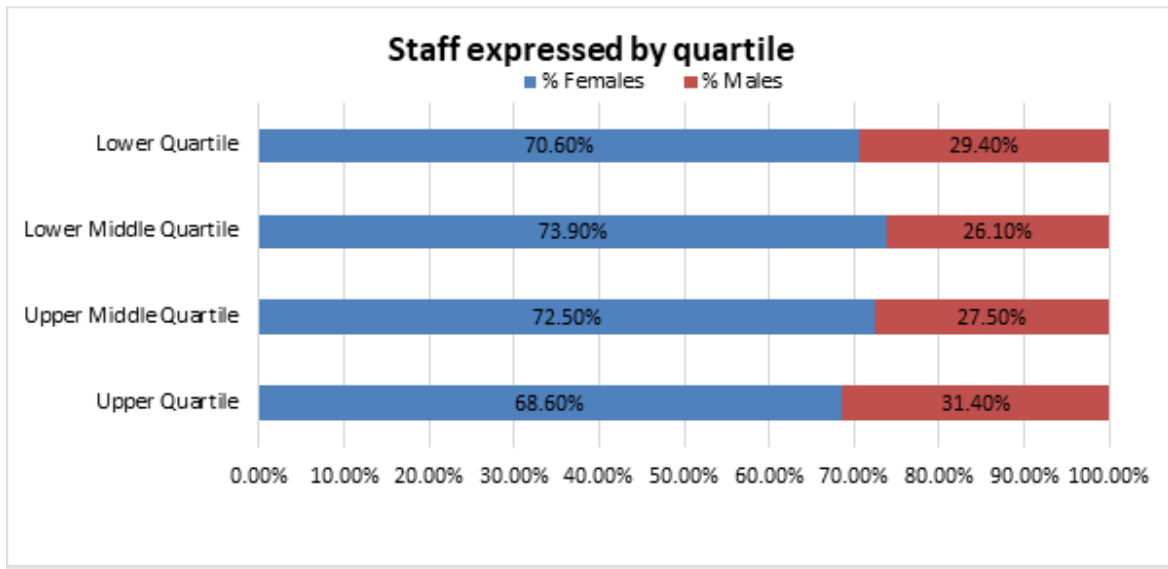
- Male employees had slightly longer average service with Peterborough City Council than female employees and so were more likely to have reached the top of their grade. Whereas women had shorter service and were lower down the grade. This is a result of natural progression.
- The number of men has increased in every quartile except the upper quartile where it has decreased slightly from the previous year. The highest number of men is in the upper quartile. This distribution has changed from the 2021 gender pay gap figures and will have been an important reason why the mean and the median has decreased in the last 12 months.

Mean, median and proportion of males and females receiving a bonus payment

Peterborough City Council does not operate a bonus payment scheme. Therefore, has no bonus payment pay gap.

Proportion of males and females in each pay quartile

The graph below outlines the gender split by pay quartile. The lower quartile range relates to hourly rates from £8.35 up to £13.42. The lower middle quartile is hourly rates from £13.42 up to £16.98. The upper middle quartile is hourly rates from £16.98 up to £21.53. The upper quartile relates to hourly rates of £21.53 and above.



Further analysis of the data demonstrates that there is a fairly consistent split between males and females across all pay qu artiles, with the largest gap is in the lower middle quartile.

Ethnicity Pay Gap Report

Large organisations are not yet legally required to publish their ethnicity pay gap. However, we have decided to voluntarily publish our ethnicity pay gap for the first year as we believe it is a fundamental step on the Council’s journey to improving workplace equality. We will use this information to help us reflect on what we are doing both internally and externally to achieve a truly diverse and inclusive organisation and where we need to take action to tackle inequality.

The ethnicity pay gap is the percentage difference in the average hourly pay rate for employees from minority ethnic groups compared to the average hourly pay rate for white employees. We calculate our ethnicity pay gap using largely the same methodology as set out in the Government regulations for calculating the gender pay gap.

White	Ethnicity other than white	Unknown	Prefer not to say
875 employees	143 employees	183 employees	23 employees
71% of employees	12% of employees	15% of employees	2% of employees

Mean hourly rate = £19.21	Mean hourly rate = £17.18	Mean hourly rate = £17.54	Mean hourly rate = £18.25
Median hourly rate = £17.34	Median hourly rate = £15.58	Median hourly rate = £16.94	Median hourly rate = £17.45

Pay Gap

Calculation of the hourly rate of employees of an ethnic origin other than white, compared against those declaring they are white

Mean Ethnicity Pay Gap 10.6%	Median Ethnicity Pay Gap 10.1%
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The data above demonstrates that those employees of an ethnic origin other than white are earning an average of £2.03 less than white employees, and have a lower median hourly rate at £1.76 less than white employees.

Action we are taking

The council is committed to reviewing the results of equal pay audits it carries out (including gender and ethnicity pay gap analysis) to ensure there is no gender or ethnicity bias in respect of pay or in recruitment and other processes.

We continue to advertise apprenticeships, allowing existing staff to undertake qualifications from level 2 to level 7 whilst they continue in their existing role. We believe that this will encourage staff to gain additional qualifications allowing them to improve their promotion prospects while learning on-the-job. We are concentrating on developing our current staff by offering a higher level of professional apprenticeship, such as Social Worker. In addition, Master level apprenticeships are now on offer for existing employees that do not have the opportunity to study away from the workplace, this enables them to continue to develop. This provides our female workforce, the group that have historically been unable to acquire formal work-related qualifications, the opportunity to develop and have their skills formally recognised.

We have been a fully agile workforce, (except shift workers), for over five years. This has enabled staff to adapt quickly and to work from home during the Covid19 pandemic, combining work with the care and support that they may provide, allowing them to also develop their careers and achieve a satisfactory work life balance. This also allows staff the maximum flexibility within their working day, providing the delivery of the service is not compromised. We will continue to offer this flexibility as we move out of the pandemic and become a truly hybrid workforce.

We are delivering services for and with other local authorities in the area. This has provided opportunities for staff to develop their skills and broaden their career aspirations going forward.

We are reviewing our career development opportunities, and aim to implement a succession planning process to identify and develop new, potential leaders who can move into leadership roles when they become vacant by 2023.

The council offers a wide range of flexible working options to encourage employees to return to work after maternity and other carers leave.

Our aim is to simplify the range of terms and conditions on which staff are employed whilst maintaining protection where appropriate for (a) staff that have been transferred into the council from other organisations and (b) those that are covered by specialist professional conditions. By bringing staff together the process to evaluate roles under a single job evaluation scheme is made simpler over time as job roles are assessed on a consistent set of factors. The council's use of the National Joint Council job evaluation scheme ensures that there is a consistent, rigorous evaluation of individual job roles against agreed criteria, which does not allow for any personal gender bias.

To mitigate against gender and ethnicity pay bias this council ensures:

- Salaries are the same for posts which have been evaluated as being of equal worth regardless of the gender (or any other protected characteristic) of the individual filling the role.
- Staff in most cases progress through the increments within a grade automatically.
- There are no circumstances within the standard grading structure where men and women in the same grade and with the same length of service are paid different basic salaries.
- There are no opportunities for managers to pay bonus or any other non-objective form of payment to any employee.
- Gender bias is eliminated as far as possible within the recruitment and development processes.
- All existing staff are provided with a monthly review which includes consideration of their development.

The challenge in our council, as it is nationally, is to eliminate any gender and ethnicity pay gap. The council is continuing to review its recruitment and retention practices to ensure that there is no discriminatory practice within our processes. This remains a priority. We will continue to ensure that our pay and reward system is fair and transparent. We will strengthen our employment monitoring and use it to continue to show an equal balance of males and females in each quartile. We have agreed an action plan as we revise our Equality, Diversity and Inclusion Strategy to address any potential areas of inequality. This will be

complimented by our staff surveys which include questions relating to equality and diversity, providing us with a holistic picture of our workforce as well as highlighting areas for improvement. This data will be presented to members of our Employment Committee to ensure it is properly scrutinised.

*[Office of National Statistics](#) Annual survey of Hours and Earnings Provisional 2021 figures

EMPLOYMENT COMMITTEE	AGENDA ITEM No. 5
2 MARCH 2023	PUBLIC REPORT

Report of:	Matt Gladstone, Chief Executive	
Cabinet Member(s) responsible:	Cllr Coles, Cabinet Member for Finance and Corporate Governance	
Contact Officer(s):	Mandy Pullen - Assistant Director HR & Development	Tel. XXXXXX

ANNUAL PAY POLICY STATEMENT

RECOMMENDATIONS	
FROM: Chief Executive	Deadline date: <i>Employment Committee 2 March 2023. Full Council for approval 22 March 2023</i>
<p>Members of Employment Committee are requested:</p> <p>1. To note the content of the Pay Policy Statement for 2023/24 and make any suggestions as appropriate before being recommended for approval at Full Council on 22 March 2023</p>	

1. ORIGIN OF REPORT

1.1 This report is submitted to Employment Committee following CLT being made aware of the contents.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to ask Employment Committee to note the content of the Pay Policy Statement for 2023/24 ahead of this being issued to Full Council recommended for approval, and to note the content of the Gender Pay Gap Report. The policy is attached as Appendix 1 to the report.

2.2 This report is for the Employment Committee to consider under its Terms of Reference No. 2.3.2.6
To promote and pursue a policy of equal opportunities in employment.

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	
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4. BACKGROUND AND KEY ISSUES

- 4.1 Council is required by the Localism Act 2011 to pass a resolution approving the Pay Policy Statement for each financial year.
- 4.2 The Localism Act (the Act) requires that the council approves a pay policy statement that sets out the authority's policies for the financial year relating to the remuneration of its chief officers, the remuneration of its lowest paid employees and the relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.
- 4.3 The Act contains specific items that must be included in the Pay Policy, and the statement recommended to council is compliant with those requirements. It has also been drafted having regard to the guidance provided by the Department of Communities and Local Government (DCLG) "*Openness and accountability in local pay: Draft guidance under section 40 of the Localism Act*" and supplementary guidance.
- 4.4 The requirement to approve, publish and comply with a Pay Policy Statement builds on the Code of Recommended Practice for Local Authorities on Data Transparency that has led to the council already publishing data on senior salaries and the structure of the council's workforce. The requirement in the Act is based on the premise that elected members should have a significant input into how decisions on pay are made, particularly decisions on senior pay, and that they are open about policies that determine those decisions, to enable local taxpayers to take an informed view of whether local decisions on remuneration are fair and make the best use of public funds.
- 4.5 The Act and government guidance recognises that each local authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers. The Act does not impose policies, and only requires that authorities are open about how their own policies and local decisions are made.
- 4.6 Should the pay policy be amended during the financial year the Council would be required to approve such amendments and publish the amended policy accordingly.
- 4.7 The pay policy statement at Appendix 1 demonstrates that between January 2022 - January 2023 the median salary in the council increased from £32,234 to £34,723. This is determined where the full-time equivalent salaries of every employee are listed in order of value, and the value of the employee in the middle is used. The mean salary increased from £35,137 to £37,575. This is where the full-time equivalent salary packages of every employee are added together and then divided by the total number of employees. It should be noted that adding the salaries together is not the same as calculating the total pay bill. This is because full time equivalent salaries are used for these figures, but in the council a significant number of staff have part time contracts.
- 4.8 The Localism Act requires the council to state the relationship between the remuneration of chief officers and those who are not chief officers and leaves the council the flexibility to determine how to express this. This was considered in the Hutton report, which was asked to explore the case for a fixed limit on pay dispersion in the public sector through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. Hutton concluded that this was not helpful, and that the most appropriate metric is the top to median earnings. Since 2013 the council's ratio has reduced in seven out of eight years which demonstrates a downward trend.
- 4.9 The Chief Executive's remuneration is currently 8.5 times the remuneration of the lowest paid employees (for a definition of the comparator see 6.2 above). This has slightly decreased since last year's figure of 9 to 1 which may be due to a decrease in the quantity of staff in the lower pay bands and despite of an increase in the Chief Executives Salary.
- 4.10 The lowest salary* increased from £19,288 to £21,143.18 which meant that the ratio of the highest salary to the lowest salary decreased from 9 to 1 to 8.5:1.

**The lowest paid employees are defined as those in the bottom 10% of employees by remuneration.*

5. CORPORATE PRIORITIES

5.1 The Pay Policy links to the following Council's Corporate Priority

1. Sustainable Future City Council
 - How we Work
 - How we Serve
 - How we Enable

6. CONSULTATION

6.1 All changes to terms and conditions of employment are subject to consultation with the trade unions.

7. ANTICIPATED OUTCOMES OR IMPACT

7.1 The Committee take note and the Pay Policy Statement is published on the council website

8. REASON FOR THE RECOMMENDATION

8.1 Council is required by the Localism Act 2011 to pass a resolution approving the Pay Policy Statement for each financial year.

9. ALTERNATIVE OPTIONS CONSIDERED

9.1 As the Council is required by the Localism Act 2011 to pass a resolution approving the Pay Policy Statement for each financial year there are no other alternatives to this document.

10. IMPLICATIONS

Financial Implications

10.1 The pay policy has been checked and approved by the Executive Director of Corporate Services with all costs factored into the Financial Strategy.

Legal Implications

10.2 The pay policy sets out clearly the expectations detailed in the Localism Act.

Equalities Implications

10.3 An initial equality impact assessment (IEQIA) has not been carried out on the pay policy itself. However, IEQIA's are carried out on any changes that are proposed that impact on pay.

11. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

11.1 The following have been used to prepare this report:-

- Openness and accountability in local pay under section 40 of the Localism Act and supplementary guidance
- Section 38 (1) of the Localism Act
- Section 40 (1) of the Localism Act
- Repayment of Public Sector Exit Payments Regulations 2015
- Equality Act 2010 (Gender Pay Gap Information) Regulations 2017

12. APPENDICES

PAY POLICY STATEMENT FOR 2023

1. Purpose of the Policy

1.1 The council is required by ss38 to 43 of the Localism Act 2011 to produce an annual pay policy statement. It must be approved by Full Council each year and must then be published on the council's website.

1.2 The statement sets out the council's policy with regards to:

1.2.1 The remuneration of chief officers (as defined in 4.1);

1.2.2 The remuneration of the lowest paid employees (as defined in 6.2); and

1.2.3 The relationship between chief officers' remuneration and that of officers' (who are not chief officers).

1.3 Remuneration includes salary or payment under a contract for services, bonuses, performance related pay and severance payments.

1.4 The objectives of this policy are:

1.4.1 To set remuneration at a level sufficient to attract and retain adequately experienced, trained and qualified individuals to deliver the council's priorities,

1.4.2 To reflect fairness and equality of opportunity, and

1.4.3 To set out the council's approach to remuneration in a fair and transparent manner.

2. Pay Framework

2.1 The Council's main pay framework was implemented in April 2007 in line with national joint council (NJC) guidance, with the grade for each role being determined by a job evaluation process. This followed a national requirement for all local authorities, and a number of other public sector employers, to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer. As part of this the council determined a local pay framework for NJC posts, up to spinal column point 54. Changes to the grading structure were required from 1 April 2019 to take account of the revised pay points agreed nationally.

2.2 In exceptional circumstances, basic pay for any officer may be supplemented by a market supplement if market evidence on demand for these skills supports it. The process and terms of these payments is clearly detailed within the council's Market Supplement policy.

2.3 This pay policy statement does not relate to:

- staff of local authority schools
- contractors
- companies wholly or partially owned by the council
- The receipt or distribution of any payments received by the Chief Executive in their role as Returning Officer.

3. Pay Awards

3.1 The council's policy on pay awards for all employees, including chief officers, has been to follow national negotiations. During the year, the following pay awards were implemented:

Table One - Pay Awards made during the year.

Terms and Conditions type	Increase awarded	Date effective
Joint Negotiating Committee for Chief Executives of Local Authorities	1.5% increase on the salary payable	1 April 2021
	An increase of £1,925	1 April 2022
Joint Negotiating Committee for Chief Officers	1.5% increase on the salary payable	1 April 2021
	An increase of £1,925 on all HAY pay bands	1 April 2022
National Joint Council Single Status	An uplift of 2.75% for SCP 1 An uplift of 1.75% for SCP 2 and above	1 April 2021
	An increase of £1,925 on all NJC pay points 1 and above. An increase of 4.04 per cent on all NJC allowances.	1 April 2022
NHS	Spinal column point increase to those who had not reached the top of their grade only. The NHS pay award was not paid.	Variable dates depending on anniversary date of job holder.
Youth & Community JNC	An increase of 1.75 per cent on all other spinal column points	1 September 2021
	An increase of £1925 on all pay points on the Support Worker and Professional ranges	1 September 2022
Soulbury	An increase of 1.75 per cent on all other spinal column points	1 September 2021
Centrally employed Teachers	A 5% increase across all pay ranges and allowances with higher increases to some parts of the main pay range	1 September 2022

3.2 Where staff have been transferred into the council their contractual terms and conditions will be static at the point of transfer. This will apply in all cases excluding those where the council has the possibility of participating in the negotiation process of such collective agreements concluded after the date of the transfer. This will mean that any pay award negotiated after transfer will not be paid (providing the council had no possibility of participating in the negotiation process).

3.3 There is incremental progression for NJC evaluated posts where increments are paid in accordance with agreed council policy, usually on an annual basis. Incremental progression for NJC evaluated jobs is automatic within the pay range for the job and takes place until the maximum incremental point within

the pay range is achieved. Thereafter the employee is only eligible for any annual cost of living award negotiated by the appropriate bodies. Centrally employed Teachers incremental pay progression is governed by the national performance related pay scheme and is not automatic.

4. Definition of Chief Officer

Definition of Chief Officer

4.1 As is required by the Localism Act, for the purpose of this policy, chief officers are defined as:

- Head of Paid Service (Chief Executive)
- Monitoring Officer (Director of Legal & Governance)
- s151 Officer (Executive Director of Corporate Service)
- Statutory Chief Officers: Executive Director of People Services and Director of Public Health
- Non-Statutory Chief Officers: Executive Director Place & Economy. Any post that reports directly to the Chief Executive (other than administrative posts)
- Deputy Chief Officers: anyone who reports directly to a statutory or non-statutory chief officer (other than administrative posts)

A list of posts and officers is attached at Appendix A. The Deputy Chief Officers included are as defined by the council's constitution.

5. Policy relating to remuneration of Chief Officers

5.1 Local government has changed radically; this council is no exception and many of our services are now provided externally. During 2013/14 senior manager pay scales were reviewed and the following parameters agreed by members of Employment Committee:-

- Senior manager role profiles should be evaluated independently under Hay, which is the council's chosen job evaluation system for senior managers.
- It was agreed that there should be seven pay bands which are anchored at the 50th percentile (market median) and range between 10% below or 10% above this market anchor point. Application of the council's Market Supplement policy will be considered in cases where the market dictates a rate that is above the 50th percentile and evidence is provided to support this.
- Pay protection would be applied to those who saw a reduction in their salary in accordance with the council's existing Redundancy Policy pay protection arrangements.
- Salary upon appointment will be set in accordance with the Guidance Document on Setting Senior Manager Pay.

5.2 Full Council is responsible for approving the appointment of the Head of Paid Service (Chief Executive). Full Council is responsible for confirming the dismissal of the Chief Executive and for confirming the dismissal of the Solicitor to the Council (Director of Legal & Governance) or the Chief Finance Officer (Executive Director of Corporate Service) following the recommendation of such a dismissal by Employment Committee. All cabinet members have a right to object to the appointment or dismissal before the recommendation is implemented.

5.3 Employment Committee is responsible for approving the appointment (including remuneration) or dismissal of all other Chief Officers and Deputy Chief Officers. All Cabinet members have a right to object to the appointment or dismissal.

5.4 Full Council is responsible for approving salary grades of £100,000 or more in respect of a new appointment. The Employment Committee, under its delegated powers will determine the salary to be paid within the grade approved by Council. Full Council is responsible for approving severance packages beyond £100,000 for staff leaving the organisation.

5.5 The council operates a performance related progression scheme for senior officers which was amended after the introduction of a new ongoing performance management scheme that replaced the previous annual appraisal scheme and its ratings. To progress through the pay grades, their manager completes a document detailing the rationale for progression, which includes examples of exceptional performance. This is then signed off by the Chief Executive.

5.6 Information relating to the remuneration of senior officers is published annually in the statement of accounts, and also in accordance with the Department of Communities and Local Government (DCLG)

Transparency Code. The Council will continue to follow these requirements when determining disclosure for Chief Officers. Information in relation to payments made under a contract for services (for example if a Chief Officer is paid through a third party) will be published in accordance with the Transparency Code requirements.

5.7 The council commenced sharing its senior management team with Cambridgeshire County Council in 2015, with further joint appointments confirmed since 2017. During 2022, a review of all sharing arrangements has taken place and continues into 2023. The role of Chief Executive was the first to become a purely PCC role from January 2022, and further roles have been decoupled since.

Where sharing arrangements remain in place, the salary costs (including on costs) of all roles are shared by both authorities and this practice also applies when sharing additional posts which are not chief officer or deputy chief officer roles.

6. Policy relating to remuneration of the council's lowest paid employees

6.1 The Localism Act requires the council to determine who its lowest paid employees are. It may adopt any definition which most appropriately fits local circumstances, providing it explains in the policy why that definition has been adopted.

6.2 For the purpose of this policy, the Council defines its lowest paid employees as those in the bottom 10% of employees by remuneration. At January 2023 payroll, the 10% is based on a total of 1298 staff (i.e. 130) with a fulltime equivalent salary between £13,728 and £23,915. The average remuneration package for those 130 employees is in the region of £21,143.18. For employees who work part-time, their salary is calculated pro rata to the full-time equivalent rate. The minimum figure has decreased and the average salary has increased since last year. This is because there are less staff employed on lower grades this year than last. For example, in 2022 there were 81 people earning between £15000-£19999, whereas in 2023 there were 38 earning between £15000-£19999. So although the minimum salary of the staff was £13,727.88, less people on the lower grades this year in general will bring down the value of the 10th percentile FTE salary plus fixed pay allowances.

6.3 The definition used to define the lowest paid workers is the same as the definition applied in the 2014/15 Pay Policy and all subsequent policies. This definition has been selected because it captures a meaningful number of employees and avoids the distortions that might occur with a very small group, or the excessive averaging that would be required if a larger group was used, such as the lowest quartile. This definition was previously agreed with the relevant trade unions.

6.4 Former council employees who have transferred to external contractors with whom the authority has contracted to perform services and apprentices are excluded from this policy.

7. Policy relating to remuneration of all employees

7.1 The council's policy is to differentiate between remuneration of its employees by setting different levels of basic pay to reflect differences in responsibility, and in respect of certain allowances that are only paid to the lower grades, but not to differentiate on other allowances, benefits and payments it makes. The council has separate policies relating to travel and subsistence, redundancy, relocation, and other entitlements, and does not differentiate between chief officers and those who are not chief officers in respect of entitlement to these benefits. Similarly, all officers who work on elections are entitled to payment for specific roles such as count supervisor or count assistant, at rates agreed each year by the Returning Officer. When undertaking election duties officers are not employed by the council for the purposes of this work. The rates agreed relate specifically to the election role undertaken, and not to the grade or employment status of the officer undertaking the role.

7.2 Equipment

Officers (including chief officers) are entitled to be provided with a mobile telephone, a laptop, and/or other personal data device if it is necessary to carry out their duties. Personal use is permitted, but must be reimbursed in accordance with council policies, so this is not classified as a benefit in kind for tax purposes.

7.3 Policy on receipt of salary & pension

The Local Government Pension Scheme (LGPS) does not allow current employees to receive their pension at the same time as their salary unless it is under a flexible retirement arrangement. New starters may join who are already in receipt of a pension from previous service in the LGPS or another pension provider. It is also the council's policy not to re-engage within twelve months officers who have left the council on a redundancy basis, (except in exceptional circumstances where the Chief Executive considers it necessary for continuity of an essential service).

7.4 Enhancement of pension benefits

Most employees are eligible to join the Local Government Pension Scheme, which in certain circumstances provides for the exercise of discretion that allows retirement benefits to be enhanced. Pension regulations require the council to issue a written policy statement on how it will exercise the various discretions provided within the scheme, and this is published as a separate document entitled "Local Government Pension Scheme Discretionary Policy". That policy was approved by Employment Committee in March 2010. Under the policy, the council will consider each case on its merits, but its usual policy is not to enhance benefits for any of its employees, with no distinction made between chief officers and those who are not chief officers. Different rules apply to those in the Teacher's Pension Scheme and the NHS Pension Scheme.

7.5 Termination of employment

In relation to the termination of employment, the council will have due regard to the making of any appropriate payments where it is in the council's best interests. Any such payments will be in accordance with contractual or statutory requirements and take into account the potential risk and liabilities to the council, including any legal costs, disruption to services, impact on employee relations and management time. The council will have specific regard to the legal requirements which apply to the termination of employment of the Head of Paid Service (Chief Executive), the s151 Officer (Executive Director of Corporate Service), and the Monitoring Officer (Director of Legal & Governance).

7.6 Other adjustments to pay

Various changes were introduced on 1 April 2017 to employee terms and conditions which affected pay. The council gave a commitment to its Trade Unions that there would be no further significant changes to terms and conditions until 2021 unless there are exceptional budget pressures.

Christmas shutdown - Employees at Grade 12 and above (£42,503) (or equivalent) have three day's pay deducted to cover the close down period between Christmas and New Year annually. Normally, those below this level have the choice to take annual leave instead of unpaid leave. For 2023 these employees had to take annual leave. These deductions are not included in the figures within this policy.

Car Parking - Employees who wish to park their car at work have to pay for their car parking. For those staff who opt for an annual staff car parking permit, the amount is dependant on their salary level. Staff also have an option to pay for an occasional car parking permit on a 'pay as you go basis' at a flat rate for all staff. Car parking charges have not been deducted from salaries in this policy.

8. Relationship between the remuneration of the council's chief officers and non chief officers

8.1 The Localism Act requires the council to state the relationship between the remuneration of chief officers and those who are not chief officers, and leaves the council the flexibility to determine how to express this. This was considered in the Hutton report, which was asked to explore the case for a fixed limit on pay dispersion in the public sector through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. Hutton concluded that this was not helpful, and that the most appropriate metric is the top to median earnings.

The council would not expect that the remuneration of its highest paid officer would exceed 20 times the remuneration paid to its lowest paid employees, except in exceptional circumstances, which must be specifically authorised by the Employment Committee and reviewed annually.

The Chief Executive's remuneration is currently 8.5 times the remuneration of the lowest paid employees (for a definition of the comparator see 6.2 above). This has slightly decreased since last year's figure of 9 to 1 which may be due to a decrease in the quantity of staff in the

lower pay bands and despite an increase in the Chief Executive’s salary.

Table two - Ratio of Chief Executive’s salary to lowest salary

	31 Jan 20	31 Jan 21	31 Jan 22	31 Jan 23
Chief Executive’s salary	£173,596	£173,596	£173,596	£179,742
Lowest salary package (using bottom 10%)	£18,666	£19,515	£19,288	£21,143
Ratio	9.30 to 1	8.89 to 1	9 to 1	8.5:1

8.2 Hutton considered that the most appropriate metric to track the pay dispersion across the organisation is the multiple of the remuneration of the Chief Executive to the average remuneration of the organisation’s workforce. The table below shows both the mean and the median average.

Table three - Ratio of Chief Executive’s salary to median and mean average salary

	Jan 22		Jan 23	
	Median	Mean	Median	Mean
Chief Executive's salary	£173,596	£173,596	£179,742	£179,742
Average	£32,234	£35,137	£34,723	£37,575
“pay multiple” ratio	5.39 to 1	4.94 to 1	5.18:1	4.78:1

8.3 The ‘average salary’ is calculated as follows:

Median – where the full-time equivalent salaries of every employee are listed in order of value, and the value of the employee in the middle is used. In this case, in January 2023 the council had 1298 employees covered by this pay policy. When all these salaries are listed in order, the total salary package of the 649rd employee is £34,723. An increase of £2,489, or 7.72%, from 2022.

Mean - where the full time equivalent salary packages of every employee are added together, and then divided by the total number of employees (in this case 1298). This rate has increased by 6.93% to £37,575 from £35,137 over the year. It should be noted that adding the salaries together is not the same as calculating the total pay bill. This is because full time equivalent salaries are used for these figures, but in the council a significant number of staff have part time contracts.

8.4 A graph showing pay dispersal across the council as at January 2023 is included at Appendix B. It should be noted that if an employee is seconded to another council or to a role as part of a shared service and the rate of pay is higher, then the council is reimbursed the extra pay. The pay dispersal figures fluctuate as the shape of the council changes, particularly if more services are shared, and/or further services are transferred into, or out of the council’s control.

8.5 The median and mean salary in the council have both increased this year. This could be due to more staff employed on higher grades this year than last. The salary of the lowest 10% of the workforce has increased this year.

9. Review of the Pay Policy Statement

9.1 This policy will be kept under review in the light of external best practice and legislation, internal data on recruitment and retention, and external pay data. Any changes will be discussed with all stakeholders including recognised trade unions before being presented to council for approval. Council will approve its Pay Policy Statement at least on an annual basis, normally at the council meeting when the council’s budget is considered.

9.2 The transfer of further staff into or out of the council is likely to have an impact on salary differentials in the future.

10. Notes

10.1 This pay policy statement is not intended to be a statement of terms and conditions for a chief officer's employment contract;

10.2 Nothing in this pay policy statement is intended to revoke other council policies related to pay, or terms and conditions of employment;

10.3 This pay policy statement has been prepared having regard to the guidance given by the Secretary of State in relation to sections 38 to 43 of the Localism Act 2011.

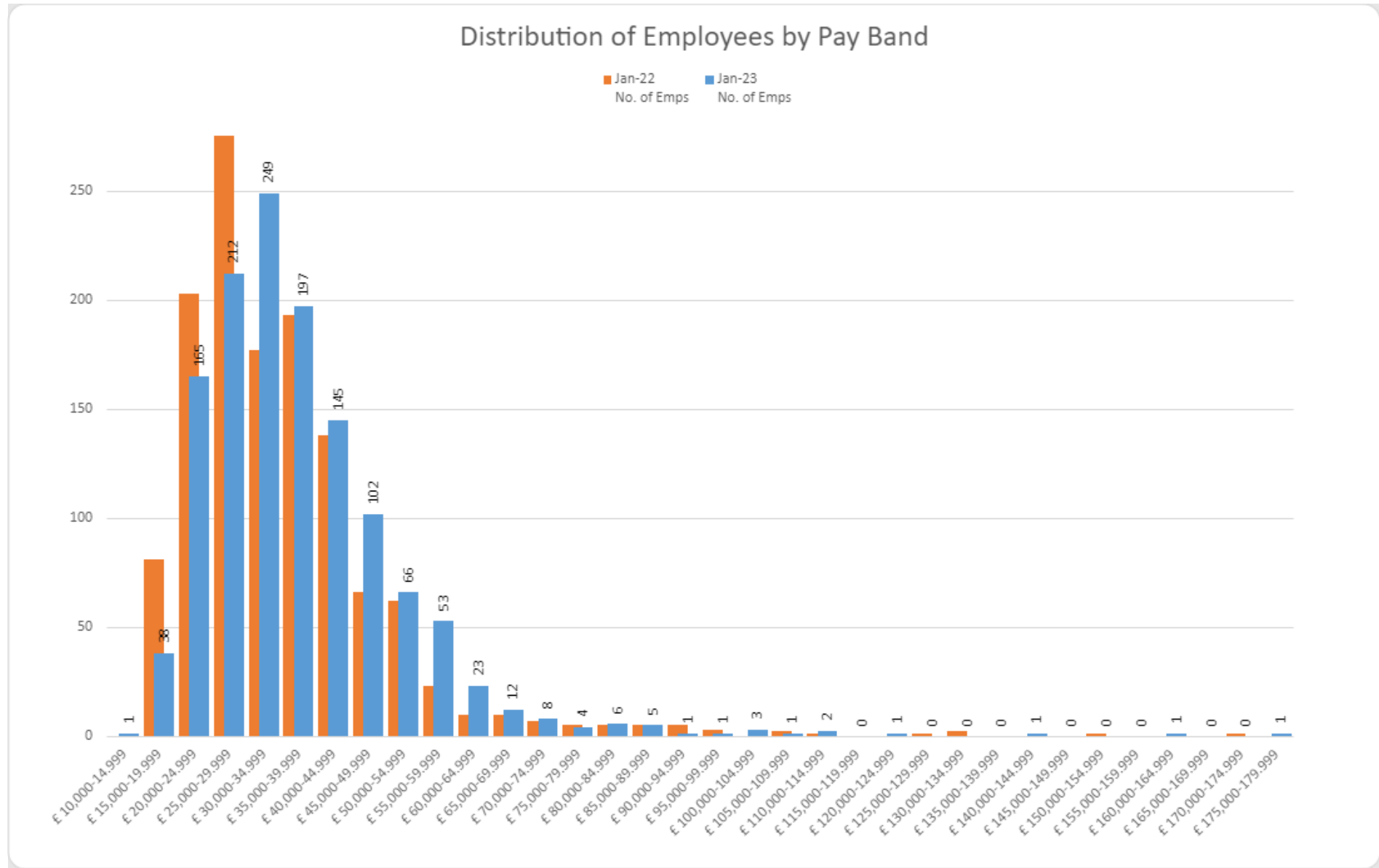
APPENDIX A: LIST OF CHIEF OFFICERS IN THE COUNCIL

CHIEF OFFICERS IN THE COUNCIL

ROLE	OFFICER IN POST	SHARING ARRANGEMENT
<u>Statutory Chief Officers:</u>		
Chief Executive (Head of Paid Service)	Matthew Gladstone	N.A.
Director of Legal & Governance (Monitoring Officer)	Rochelle Tapping	N.A.
Executive Director of Corporate Services & S151 Officer	Cecilie Booth	N.A.
Executive Director of People Services	Charlotte Black (Acting)	Shared from Cambridgeshire County Council
Director of Public Health	Jyoti Atri	Shared from Cambridgeshire County Council
Executive Director of Children's Services	Elaine Redding	N.A.
<u>Non-statutory Chief Officers:</u>		
Executive Director Place & Economy	Adrian Chapman	N.A.
<u>Deputy Chief Officers</u> (employees who report directly to a Statutory Chief Officer):		
Service Director: Financial Services	Patricia Phillipson	N.A.
Chief Internal Audit	Steve Crabtree	N.A.
Director of Commercial Partnerships & Property & Assets	Simon Lewis	N.A.
Service Director Children's & Safeguarding	Sharmain Lawrence	N.A.
Service Director Commissioning	Will Patten	Shared from Cambridgeshire County Council
Service Director Education	Jonathan Lewis	Shared from Cambridgeshire County Council
Service Director Adults & Safeguarding (Director of Adult Services)	Debbie McQuade (Acting)	Shared with Cambridgeshire County Council
Deputy Monitoring Officer	Amy Brown	N.A.

Assistant Director Human Resources & Development.	Mandy Pullen	N.A.
Deputy Director of Public Health	Emmeline Watkins	N.A.
Assistant Director of IT & Digital Services	Samantha Smith	Shared from Cambridgeshire County Council
Deputy Chief Officers (reports directly to non-statutory Chief Officer as per constitution):		
Assistant Director for Planning	Jim Newton	N.A.
Assistant Director for Regulatory Services	Peter Gell	N.A.
Assistant Director for Community Safety	Rob Hill	N.A.
Assistant Director for Growth & Regeneration	Nick Carter	N.A.
Assistant Director Housing	Sean Evans (Acting)	N.A.

APPENDIX B: DISTRIBUTION OF SALARIES ACROSS THE COUNCIL



EMPLOYMENT COMMITTEE	AGENDA ITEM No. 6
2 MARCH 2023	PUBLIC REPORT

Report of:	Rochelle Tapping, Director of Law and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Councillor Fitzgerald, Leader of the Council	
Contact Officer(s):	Dan Kalley, Senior Democratic Services Officer	Tel. 296334

EMPLOYMENT COMMITTEE START TIME 2023/24

RECOMMENDATIONS	
FROM: <i>Director of Law and Governance</i>	Deadline date: March 2022
<p>It is recommended that the Employment Committee:</p> <ol style="list-style-type: none"> 1. Agree and recommend to Council the start time for all Employment Committee meetings for the Municipal Year 2023-24. 	

1. ORIGIN OF REPORT

1.1 This report is submitted to the Employment Committee meeting following the Full Council decision on 24 July 2019 to allow Committees to decide their own start times for the Municipal Year 2020-21 and onwards.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to allow the Employment Committee to discuss and agree the start times for meetings from the beginning of the Municipal Year 2023-24.

2.2 This report is for the Employment Committee to consider under Council Standing Order section 4.4.1

The timings of normal committee meetings will be agreed by the committee for the next municipal year in January of the preceding municipal year (or as near to this time as possible).

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	
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4. BACKGROUND AND KEY ISSUES

4.1 At the Constitution and Ethics Committee on 8 July 2019 the Committee agreed by majority to recommend to Council that all Committees can agree their start times for the Municipal Year 2020-21. This was again agreed by majority at the Full Council meeting on 24 July 2019.

- 4.2 The Council standing orders have been updated to reflect this decision and gives Committees the opportunity to decide their own start time.
- 4.3 Council standing orders allow the Committee to agree its start time every Municipal Year, thereby allowing the Committee to change the start times if it is felt that the start time was not suitable or working.
- 4.4 The Committee will need to decide the best start time and will need to weigh up attendance at meetings and the impact on the Council and members of the public.
- 4.5 The Committee has previously met at 5pm and have done so for the past four years.

CORPORATE PRIORITIES

5. The recommendation links to the follow Council Corporate Priorities:

4. Sustainable Future City Council

- *How we Work*
- *How we Serve*
- *How we Enable*

6. CONSULTATION

- 6.1 Consultation on the start times for the committee is being presented to members at this meeting along with any suggestions with regards to meeting frequency. Any recommendations will be presented to Full Council as part of the meeting schedule report.

7. ANTICIPATED OUTCOMES OR IMPACT

- 7.1 It is anticipated that the Committee will agree a start time for meetings for the Municipal Year 2022-23 and this will be proposed as part of the draft meeting schedule.

8. REASON FOR THE RECOMMENDATION

- 8.1 The recommendation allows the Employment Committee to debate the start time of the meeting and make recommendations following debate.

9. ALTERNATIVE OPTIONS CONSIDERED

- 9.1 N/A

10. IMPLICATIONS

Financial Implications

- 10.1 There are none.

Legal Implications

- 10.2 There are none.

Equalities Implications

- 10.3 There are none.

11. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

11.1 Minutes of the Constitution and Ethics Committee 8 July 2019
Report to Full Council 24 July 2019

12. APPENDICES

12.1 None.

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