

EMPLOYMENT COMMITTEE

THURSDAY 2 FEBRUARY 2023
10.00 AM

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	17 February 2022	3 - 6
3.2	26 April 2022	7 - 10
3.3	4 August 2022	11 - 14
3.4	2 September 2022	15 - 18

4. Exclusion of the Public and Press

To resolve that the press and public be excluded from the meeting on Item 5, Appointment to Service Director Financial Management and Deputy S151 Officer and Determination of Salary on the grounds that the item 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. Appointment of Service Director Financial Management and Deputy S151 Officer	19 - 20
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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 4.30PM ON
17 FEBRUARY 2022
ENGINE SHED, SAND MARTIN HOUSE ,PETERBOROUGH**

Committee Members Present: Councillors Brown (Chair), S Allen, J Allen, Iqbal, Hemraj and Wiggin.

Officers Present: Dan Kalley Senior Democratic Services Officer
 Mandy Pullen Assistant Director HR & Development
 Lisa Brightey Policy, Reward and Compliance Manager

12. APOLOGIES FOR ABSENCE

There were no apologies for absence received

13. DECLARATIONS OF INTEREST

No declarations of interest were received.

14. ANNUAL PAY POLICY 2022/23

The Committee received a report in relation to the Annual Pay Policy statement for 2021/22.

The Assistant Director HR & Development introduced the reports and stated that the Annual Pay Policy Statement would be presented to Full Council in March. Both reports in front of committee had remained fairly static as this the position as at 31 December, prior to a number of changes at Senior Management level that have taken place since then.

The Policy, Reward and Compliance Manager introduced the report and confirmed that the Council was required under the Localism Act 2011 to produce an annual pay policy statement which needed to be approved by Full Council.

The Localism Act 2011 contained a number of specific items that needed to be included as part of the pay policy. The pay policy presented to Full Council and the Committee complied with those requirements.

The most appropriate metric to track the pay dispersion across the organisation was to take the multiple remuneration of the Chief Executive to the average wage of the work force. The median was the full-time equivalent salaries of every employee are listed in order of value and the value of the employee in the middle was used. Using this metric in January the Council had 1,313 employees covered by the pay policy. The median salary using this metric was £32,234 per annum. This was a slight decrease of 1.2% since 2021.

The mean salary, which included all salary packages of full-time equivalent staff were added together and divided by the total number of employees, which in this instance was 1,313, had decreased by 1.4% since 2021.

It was important to note that this only considered full time employees. One of the reasons why the median and mean salaries had decreased slightly was due to the annual pay rise having not yet been agreed by the unions. One of the other possibilities was that there could be more employees being employed on lower grades over the past year.

The salaries of the lowest 10% of the workforce had increased over the past year. The average salary for the bottom 10% at Peterborough City Council was £19,288 per annum. The minimum salary figure had increased from last year, however the average salary had decreased. There were now more people employed at lower grades compared to a year ago, this was one of the factors for the average salary decreasing.

The Localism Act 2011 also looked at the difference between the Chief Executives salary and that of the lowest paid member of staff. At the current time, the Chief Executive's salary was 9 times that of the lowest paid full-time member of staff. This had slightly increased from last year's figure.

The Employment Committee debated the report and in summary, key points raised and responses to questions included:

- This policy was not a reflection of what each person took home as a salary, rather an overall reflection of the Council's workforce.
- The policy looked at the median and mean salaries of staff, whilst also looking at the pay of the lowest 10% of the workforce. It was about understanding how that figure had been affected.
- This policy was set out to ensure that the reporting was done in line with the requirements set out by government. There was the potential for further analysis to be looked at with regards to the number of staff progressing through the organisation and the number of staff coming in at the lower salary levels.

RESOLVED:

The Employment Committee **RESOLVED** (Unanimous) to note the content of the Pay Policy Statement for 2022/23.

15. GENDER PAY GAP RESULTS

The Committee received a report in relation to the Council's Gender Pay Gap reporting as at 31 March 2021.

The Policy, Reward and Compliance Manager introduced the report and stated that the figures needed to be reported on the government portal by the 30 March 2022.

Any organisation that had more than 250 employees must report their gender pay gap. The Council calculate these figures using a snap shot date which was 31 March 2021. The data needed to be published on the government and council website by the 31 March 2022.

Members were informed that the pay gap had increased this year. The median had increased 4.6% to 5.2%. The number of women in all quartiles had increased, whilst men have increased at the upper and medium areas, this was one of the reasons why the pay gap had increased slightly.

The workforce was made up of 72.34% females which was a reduction on the previous year. To mitigate against pay bias, salaries for the same job were evaluated equally regardless of gender or any other characteristic. There were no circumstances whereby men or women were paid differently whilst on the same grade.

The Council had a number of flexible working options which encouraged people to work for the Council in particular around maternity leave.

The Council wanted to eliminate the gender pay gap to make sure no discriminatory pay gap was in place. An action plan was in place to look at the inclusion strategy.

A benchmarking exercise had taken place against other unitary authorities, and out of 40 the Council placed 20th

The Employment Committee debated the report and in summary, key points raised and responses to questions included:

- The Council was expecting to see a change to figures in terms of the senior management team.
- The government did not show the finer details, merely a broad range of figures that councils could compare themselves against.

RESOLVED:

The Employment Committee **RESOLVED** (Unanimous) to accept the results of the gender pay gap calculations of 31 March 2021.

Chairman
17 February 2022
4.30pm-4.50pm

**MINUTES OF THE EXTRAORDINARY EMPLOYMENT COMMITTEE MEETING
HELD AT 1.00PM ON
26 APRIL 2022
ENGINE SHED, SAND MARTIN HOUSE ,PETERBOROUGH**

Committee Members Present: Councillors Brown (Chair), Fitzgerald, J Allen, Jamil, Rush and Wiggin.

Officers Present:	Matt Gladstone	Chief Executive
	Karen Dunleavy	Democratic Services Officer
	Mandy Pullen	Assistant Director HR & Development
	Lisa Brightey	Policy, Reward and Compliance Manager

16. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Tyler. Cllr Rush was in attendance as substitute. Apologies were also received from Cllr Hemraj.

17. DECLARATIONS OF INTEREST

No declarations of interest were received.

18. EXCLUSION OF THE PUBLIC AND PRESS

In accordance with Standing Orders, the Committee was asked to determine whether item 5 'Corporate Leadership Structure – Proposals' 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 5

19. REVISED EMPLOYMENT POLICIES

The Committee received a report in relation to proposed changes made to the mileage rates payable to staff on NJC terms and conditions.

The Policy, Reward and Compliance Manager, introduced the report and stated that the between Feb - March 2022, the cost of petrol had increased by 18p per litre and other fuels increased accordingly. However, the increase had been reduced slightly by the spring budget reduction in fuel duty of 5p a litre. With this and the general cost of living increase seen as a result of many external influencing factors, the cost of travelling for work purposes had become a concern for Peterborough City Council (PCC) staff,

particularly so for those who must use their car as part of their role. A survey was undertaken amongst other surrounding councils and of 20 that responded, all councils pay (and track) the rate allowed by HMRC before tax was charged (45 pence per mile) whereas Peterborough City Council had been paying 30 pence per mile. Staff had been able to claim tax relief on the 15 pence difference which would cease if the new rate was approved.

The Employment Committee debated the report and in summary, key points raised and responses to questions included:

- Employees that used electric vehicles would claim for the electric used under a separate policy and this would be less than 45 pence per mile.
- The current Human Resources system was being developed to add a module track miles being claimed by staff. In addition, the mileage tracking feature under development, would allow for the home to work mileage to be deducted automatically.
- The first 10,000 would be claimed at 45 pence per mile and thereafter the amount would be 25 pence and this was in line with HMRC guidance.
- The proposed £60k costs would be spread along the council base budget and be met by staff vacant posts.
- Social workers visiting clients were the highest claimants for mileage
- Fuel cards would be cheaper as a corporate discount would apply to the standard forecourt prices and this option could be explored in the future. ACTION??
- The form used to claim mileage would detect whether a hybrid vehicle was being used and would calculate the fuel and electric usage. This would be achieved by taking into consideration the manufacturers guidance on miles per gallon consumption.

RESOLVED:

The Employment Committee **RESOLVED** (Unanimous) to **AGREE** the approach to increase the mileage payments as detailed within report.

20. CORPORATE LEADERSHIP STRUCTURE - PROPOSALS

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

RESOLVED:

The Employment Committee **RESOLVED** (Unanimous) **AGREE** the future direction for the shared services arrangements at the Corporate Leadership Team (CLT) level between Peterborough City Council and Cambridgeshire County Council and proposed new leadership structures for Peterborough City Council.

Chairman
26 April 2022
1.00pm-1:31pm

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**MINUTES OF THE EXTRAORDINARY EMPLOYMENT COMMITTEE MEETING
HELD AT 5.30PM ON
4 AUGUST 2022
BOURGES/MIERSEN, PETERBOROUGH**

Committee Members Present: Councillors Alison Jones (Vice-Chair), Fitzgerald, J Allen, Coles, Hemraj, Steve Allen and Hogg.

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

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Tyler, Councillor Jamil and Councillor Wiggin. Councillor Steve Allen, Councillor Hemraj and Councillor Hogg attended as substitutes.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. EXCLUSION OF THE PUBLIC AND PRESS

In accordance with Standing Orders, the Committee was asked to determine whether item 4 'Senior Management Proposals Restructure, 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.

4. SENIOR MANAGEMENT RESTRUCTURE – INTERVIEW DISCUSSION

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

RESOLVED:

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

- 1) note the feedback on the corporate leadership team proposals;
- 2) approve for the Head of Paid Service to move forward to recruit to the posts as noted within point 7 of this paper.

Chairman
4 August 2022
5.30pm-6.25pm

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**MINUTES OF THE EXTRAORDINARY EMPLOYMENT COMMITTEE MEETING
HELD AT 9AM ON
2 SEPTEMBER 2022
BOURGES/MIERSEN, PETERBOROUGH**

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

Officers Present:

Matt Gladstone	Chief Executive
Dan Kalley	Senior Democratic Services Officer
Sarah Spendelow	HR Manager
Julie Towers	Penna

5. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Jackie Allen. Councillor Cereste attended as substitute.

6. DECLARATIONS OF INTEREST

No declarations of interest were received.

7. EXCLUSION OF THE PUBLIC AND PRESS

In accordance with Standing Orders, the Committee was asked to determine whether item 4 'Appointment of Executive Director Place and Economy 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.

8. APPOINTMENT OF EXECUTIVE DIRECTOR PLACE AND ECONOMY 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 Executive Director Place and Economy

RESOLVED:

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

- 1) Appoint Adrian Chapman to the position of Executive Director Place and Economy.

Chairman
2 September 2022
9am-1.30pm

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EMPLOYMENT COMMITTEE	AGENDA ITEM No. 5
2 February 2023	PUBLIC REPORT This report contains an exempt Annex, not for publication, by virtue of Paragraph 1 and 4 of Schedule 12A of Part 1 of the Local Government Act 1972.

Report of:	Cecile Booth, Executive Director Corporate Services and s151 Officer	
Cabinet Member(s) responsible:	Cllr Coles, Cabinet Member for Finance and Corporate Governance	
Contact Officer:	Cecilie Booth	Tel. 07970325557

APPOINTMENT TO DEPUTY CHIEF OFFICER AND DETERMINATION OF SALARY

1. ORIGIN OF REPORT

This report is submitted to the Committee following the need to recruit to the role of Service Director Financial Management and Deputy s151 Officer.

2. PURPOSE AND REASON FOR REPORT

- 2.1 Employment Committee are requested to interview and consider an appointment from an initial recruitment and selection process undertaken with the support of a search and selection agency.

If Employment Committee determine that a candidate is appropriate for the role, Employment Committee are also requested to consider the appropriate salary determination within the Council's senior manager Hay pay structure.

- 2.2 This report is for the Committee to consider under Peterborough City Council's Constitution, Officer Employment Procedures Rules: Part 4, section 9:

5. APPOINTMENT OF DEPUTY CHIEF OFFICERS

3. REASONS FOR EXEMPTION

- 3.1 The attached 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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