

EMPLOYMENT COMMITTEE

THURSDAY 18 JANUARY 2024
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 Previous Meetings** 3 - 12

To approve as correct records, the public minutes of previous meetings held on 8 June, 7 September, 24 October and 15 November 2023.

4. **Exclusion of Press and Public**

To **RESOLVE** to exclude the press and public from Items 5 (Appendix (TO FOLLOW) and 6, on the grounds that it may involve the likely disclosure of exempt information as defined in Paragraph 4 to Part 1 to Schedule 12A, as amended, of the Local Government Act 1972.

5. **The Shared Service Arrangements and Proposed Leadership Structure for the IT and Digital Service Directorate (Appendix to Follow)** 13 - 14

6. **EXEMPT Minutes of Previous Meetings of 24 October and 15 November 2023** 15 - 20

To approve as a correct record, the exempt minutes of the meetings of 24 October and 15 November 2023.



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

Committee Members:

Councillors: M Jamil (Vice Chairman), Wiggin, Jones (Chair), Coles, B Rush, Allen and M Cereste

Substitutes: Councillors: Seager, Thulbourn, Ray and Farooq

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regards to their pensions. This scheme would help staff save on tax and national insurance contributions. As part of this the Pension Discretionary policy needed to be updated and was presented to committee to agree. This would also help save the Council money. At the current time there were around 17 employees who would benefit from this scheme, however the target was to try and reach 55 members of staff being placed on the scheme in the coming years.

The Local Government Pension Scheme was still the prudential administrators of the scheme.

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

- Officers would check to see if the option proposed was the cheapest and if the Council investigated any other options.
- This benefit was for staff as they could make use of the scheme as a salary sacrifice. Unfortunately, it could not be used by Councillors as they did not receive a salary.
- It was hoped that this would encourage more staff members to join the scheme.
- There were no disadvantages identified, this was a tax saving benefit as well as a national insurance benefit, which was not the case under the previous scheme.

RESOLVED:

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

1. Take note of the information in this report detailing information about
 - a. Shared Costs AVC
 - b. Potential savings for the council
2. Agree to change the Pension Discretion Policy to allow for Shared Costs AVCs to be available for our staff.

5. INTRODUCTION OF NEW VALUES ACROSS PETERBOROUGH CITY COUNCIL

The Organisational Development Manager introduced the report and confirmed that the start of the review into the corporate values was undertaken by the Corporate Leadership Team (CLT) in October 2022. This was part of the wider review to ensure they matched the corporate strategy. Officers within HR were asked to investigate this and develop it with all staff and councillors. A number of face-to-face workshops were held. There were several contributions from these sessions and around 50 different values were suggested. These were then shrunk down to the six presented to members of the committee and would hopefully get agreed by Full Council. In addition, they had also been presented to the Improvement Panel and the Financial Sustainability Working Group.

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

- It was important that the whole organisation was held accountable to these values. Behind each value was a further description of what each value meant. Officers were open to looking at amending the values if needed. Members agreed that accountability was an important aspect of any values, although it was not one of the six it was referenced in the further descriptions.
- The values had clearly showed that all the feedback had been captured and taken into account when getting down to the six values.

- It was clear from the staff awards that these values came through well. It was proposed that a staff survey would be carried out shortly and would provide a benchmark as to where the values sat. It was then hoped future surveys would see an increase in knowledge and awareness of the values.
- The recruitment process would also take these values into account to ensure new employees demonstrated how they would perform against these.
- With regards to members it was envisaged they would also adhere to this set of principles along with the Nolan principles.
- The weekly staff newsletter provided a platform to highlight examples of when these values had been demonstrated.
- Managers were being encouraged to include the values as part of team meetings.
- Good behaviour was essential across the Council. Everyone at the Council needed to feel comfortable with the values and what they stood for. It was also important that managers felt empowered to call out when the behaviours were not met.
- Members put on record the hard work of officers in getting these values together and it was hoped the launch of the values was to be successful.

RESOLVED:

The Employment Committee **RESOLVED** (unanimous) to approve the Peterborough City Council Values as outlined in this report.

Chairman
8 June 2023
5pm – 5.40pm

**MINUTES OF THE EMPLOYMENT COMMITTEE MEETING
HELD AT 5PM ON
7 SEPTEMBER 2023
BOURGES/VIERSEN, TOWN HALL, PETERBOROUGH**

Committee Members Present: Councillors Alison Jones (Chair), Thulbourn, Sainsbury, J Allen, Ray, Rush and Wiggin

Officers Present: Sarah Spendelow HR Manager
Adesuwa Omoregie Interim Head of Legal and Deputy Monitoring Officer
Karen S Dunleavy Democratic Services Officer

6. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Jamil and Fitzgerald. Councillors Thulbourn, and Ray attended as substitutes.

7. DECLARATIONS OF INTEREST

No declarations of interest were received.

8. INTRODUCTION OF NEW VOLUNTEERING POLICY ACROSS PETERBOROUGH CITY COUNCIL

The HR Manager introduced the report which outlined information in relation to opportunities for all employees to volunteer to support organisations in the Peterborough area, and be paid for this time off, would be a suitable addition to the new benefits package launched in July 2023. It would also enable council employees to further contribute to the deliverables of the Corporate Strategy under the Sustainable Future City Council theme – how we work, how we serve, how we enable. The Volunteering Policy, if adopted, could be a major contributor to the Council’s aim of being an employer of choice in attracting new employees and retaining existing employees. It would also be beneficial in helping and supporting local charitable and other organisations and could be a way for the council to give back to its communities.

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

- Members commented that there was a contradiction in policy as it stated that there were opportunities for staff to volunteer outside of Peterborough. Members were advised that the Council’s Corporate Leadership Team (CLT) agreed to consider opportunities outside of Peterborough and that the application form would be amended accordingly.
- Members suggested that a list of Mayors charities should be provided to staff.

- Risk assessments would be undertaken for volunteer positions.
- Members were advised that staff attendance at volunteer arrangements would be managed in the correct way.
- Members commented that a list of preferred charities should be made available to staff and exceptions made for other charitable causes outside of that list. Members were advised that the feedback from CLT was to support staff in their volunteer choices across the board, however, a six-month review could be conducted to evaluate the type of volunteer schemes being undertaken.
- No targets had been set and the scheme was more about the Council becoming an attractive place to work.
- It was difficult to understand at the early stages, what staff take up would be for the volunteer scheme as there was no benchmark, but this could be included in the six-month review.
- The Mayor's Charities and Parish Council community schemes could be explored to actively encourage staff to take up those volunteer opportunities.
- There were difficulties in recruiting to areas in the Council and the volunteer scheme was a good way to attract new staff.
- Members commented that some volunteer opportunities would take more than two days to train staff.
- It would be beneficial for the Council to create a communications and marketing tool through the volunteer scheme.
- Councillors could be contacted about schemes being undertaken in their wards.
- It would be beneficial for staff to report back on their progress and photos to feed into the communications side of the scheme.
- There could be an opportunity for volunteer organisations to bid for PCC staff volunteers, which would benefit community projects.
- Members were advised that staff would complete a form on the internal leave system, and data could be extracted to show if the policy had been successful in attracting new staff due to the introduction of the volunteer policy.
- There had been no specific staff resource to manage the volunteer requests.
- Members commented that staff awards could be offered for the best volunteer teams.
- Members raised concerns about the volunteer opportunities being made available outside of Peterborough and would prefer for this to be considered by CLT.

RESOLVED:

The Employment Committee **RESOLVED** (unanimous) to approve the Peterborough City Council Volunteering Policy.

AGREED ACTIONS

The Employment Committee approved the Peterborough City Council Volunteering Policy and agreed that the HR Manager, would conduct a review on all points raised and report back to Members at Committee.

Chairman
7 September 2023
Start 5:00pm – 5.27pm End

**MINUTES OF THE EMPLOYMENT COMMITTEE MEETING
HELD AT 11.25AM ON
24 OCTOBER 2023
VIERSEN ROOM, TOWN HALL, PETERBOROUGH**

Committee Members Present: Councillors Alison Jones (Chair), S Allen, Hogg, J Allen, D Jones and Rush

Officers Present:

Matt Gladstone	Chief Executive
Adesuwa Omoregie	Interim Head of Legal and Deputy Monitoring Officer
Dan Kalley	Democratic & Constitutional Services Manager
John Gregg	Executive Director Children's Services and Young People
Christina Thompson	HR Manager

9. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Jamil, Fitzgerald, Coles and Wiggin. Councillors Dennis Jones, Hogg, S Allen and Simons attended as substitutes.

10. DECLARATIONS OF INTEREST

No declarations of interest were received. Cllr Jackie Allen declared cabinet member

11. EXCLUSION OF THE PUBLIC AND PRESS

In accordance with Standing Orders, the Committee was asked to determine whether item 4, 5 and 6, 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.

RESOLVED:

The Employment Committee **RESOLVED** (unanimous) to move into exempt session for items 4, 5 and 6.

12. APPOINTMENT OF S151 OFFICER

As agreed at agenda item 3 the meeting was in exempt session.

RESOLVED:

The Employment Committee **RESOLVED** (unanimous) to recommend to Full Council the appointment of Cecilie Booth as the permanent Executive Director of Corporate Services and Section 151 officer

13. THE FUTURE OF THE SHARED SERVICE ARRANGEMENTS FOR THE INTEGRATED FRONT DOOR (IFD) & MULTI AGENCY SAFEGUARDING HUB (MASH) SERVICES

RESOLVED:

The Employment Committee **RESOLVED** (unanimous) to agree for the Executive Director – Children & Young People’s Services (DCS) to take all necessary steps for the service to be able to continue including:

- i. Producing a suggested structure for PCC only Integrated Front Door (IFD) & Multi Agency Safeguarding Hub (MASH) service
- ii. consult with affected staff to progress implementation

14. THE FUTURE OF THE SHARED SERVICE ARRANGEMENTS FOR THE FOSTERING SERVICE

RESOLVED:

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

- 1. Note that Cambridgeshire County Council (CCC) have served notice to end the hosted service arrangement.
- 2. Agree for the Executive Director – Children & Young People’s Services (DCS) to take all necessary steps for the service to be able to continue including:
 - i. produce suggested structure for PCC only Fostering Service
 - ii. consult with affected staff to progress implementation

Chair
24 October 2023
Start 11:25am – End 12.15pm

**MINUTES OF THE EMPLOYMENT COMMITTEE MEETING
HELD AT 9.30AM ON
15 NOVEMBER 2023
BOURGES/VIERSEN ROOM, TOWN HALL, PETERBOROUGH**

Committee Members Present: Councillors Alison Jones (Chair), Cereste, Wiggin, Coles, J Allen, Jamil and Rush

Also in attendance: Cllr Bisby, Cabinet Member for Children's Services

Officers Present:

Adesuwa Omoregie	Interim Director of Legal and Governance and Monitoring Officer
Karen S Dunleavy	Democratic Services Officer
Amin Aziz	Penna
John Gregg	Executive Director Children and Young People's Service
Sarah Spendelow	Head of HR
Christina Thompson	HR Manager

15. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Steve Allen, Cllr Jackie Allen attended as a substitute.

16. DECLARATIONS OF INTEREST

No declarations of interest were received.

17. EXCLUSION OF THE PUBLIC AND PRESS

In accordance with Standing Orders, the Committee was asked to determine whether item 4, 5 and 6, 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.

RESOLVED:

The Employment Committee **RESOLVED** (unanimous) to move into exempt session for items 4.

18. APPOINTMENT OF SERVICE DIRECTOR TARGETED SUPPORT & SAFEGUARDING

As agreed at agenda item 3 the meeting was in exempt session.

RESOLVED:

The Employment Committee **RESOLVED** (unanimous) appointed Sara Graves as Service Director Targeted Support & Safeguarding.

The Committee also agreed (Unanimous) that the salary point should start at bottom of the scale of the relevant grade for the candidate.

Chair
Start 9:30am – End 11.07pm

EMPLOYMENT COMMITTEE	AGENDA ITEM No.4
18 January 2024	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:	Councillor John Howard, Deputy Leader and Cabinet Member for Corporate Governance and Finance	
Contact Officer:	Cecilie Booth, Executive Director of Corporate Services (S151 Officer)	Tel: 07970 325557

The Shared Service Arrangements and Proposed Leadership Structure for the IT and Digital Service Directorate

1. ORIGIN OF REPORT

- 1.1 This report is submitted to Employment Committee following a report that was commissioned to review the delivery of IT and Digital Service and to scope out the detailed options for a revised operating model for the currently shared IT and Digital Services Department.

2. PURPOSE AND REASON FOR REPORT

- 2.1 To set out and discuss the future direction for the shared services arrangements between Peterborough City Council and Cambridgeshire County Council and the proposed new leadership structure for the IT and Digital Service.

3. REASONS FOR EXEMPTION

- 3.1 Information relating to this report is NOT FOR PUBLICATION in accordance with paragraph 4 of Schedule 12A, as amended, 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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By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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