



**MINUTES OF A MEETING OF THE EMPLOYMENT COMMITTEE  
HELD AT THE TOWN HALL, PETERBOROUGH ON 22 JULY 2015**

**Members Present:** Councillors Nadeem (Chair), Holdich (Vice-Chair), Khan, Thulbourn, Swift and Sandford

**Officers Present:** Kim Sawyer, Director of Governance  
Paul Smith, Human Resources Advisor  
Karen Craig, Policy and Reward Team Leader  
Pippa Turvey, Senior Democratic Services Officer

**1. Apologies for Absence**

Apologies for absence were received from Councillor Fitzgerald.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Minutes of the Meeting Held on 17 June 2015**

The minutes of the meeting held on 17 June 2015 were agreed as a true and accurate record.

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

In accordance with Standing Orders, the Committee was asked to determine whether item 7, 'Senior Management Restructuring – Service Director City Services and Communications – Determination Of Salary', which contained exempt 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 as defined by Paragraph 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 the item discussed, or whether the public interest in disclosing this information outweighed the public interest in maintaining the exemption.

The Committee unanimously agreed to the exclusion of the press and public for agenda item 7.

**5. Changes to Employee Policies and Procedures**

The Human Resources Advisor presented a report to the Committee following a review of a number of HR policies in the light of legislative and policy changes.

The report sought the Committee's approval for a number of employment policies and procedures, as set out in the report. Five of the proposed policies were amendments to existing policies. Two, the Substance Misuse and Alcohol Policy, and the Domestic Abuse Policy, were entirely new.

It was agreed to consider each of the policies proposed for approval individually.

Loyalty Award Scheme

A motion was proposed and seconded to approve the Loyalty Award Scheme. This motion was carried unanimously.

**RESOLVED** that the Loyalty Award Scheme be approved.

#### Travel and Subsistence Policy

The Committee discussed the requirement set out in the policy to produce a 'VAT receipt'. It was noted that there were occasions when VAT was not applicable, as such no VAT receipt would be available.

The Policy and Reward Team Leader advised that if there was no VAT payable, then a VAT receipt would not be expected. It was suggested that this could be amended in the policy, for clarity.

A motion was proposed and seconded to approve the Travel and Subsistence Policy, subject to the policy being amended to clarify that where VAT was not payable, no VAT receipt would be required. This motion was carried unanimously.

**RESOLVED** that the Travel and Subsistence Policy be approved, subject to the policy being amended to clarify that where VAT was not payable, no VAT receipt would be required.

#### Substance Misuse and Alcohol Policy

Following a question from the Committee it was explained that this was a new policy and that a separate policy existed in relation to smoking.

A motion was proposed and seconded to approve the Substance Misuse and Alcohol Policy. This motion was carried unanimously.

**RESOLVED** that the Substance Misuse and Alcohol Policy be approved.

#### Domestic Abuse Policy

The wording of the policy, where it referenced 'violence and abuse against women and girls and domestic and sexual violence against men' was questioned. It was suggested that this was exclusionary. The Committee noted, however, that the policy stated 'The Council is committee to tackling all forms of violence and abuse'.

Mark Burns, a Union representative, advised that following consultation, the trade unions were happy with the proposed wording.

A motion was proposed and seconded to approve the Domestic Abuse Policy. This motion was carried unanimously.

**RESOLVED** that the Domestic Abuse Policy be approved.

#### Maternity Scheme

A motion was proposed and seconded to approve the Maternity Scheme. This motion was carried unanimously.

**RESOLVED** that the Maternity Scheme be approved.

#### Maternity Scheme for Teachers

In response to a questions from the Committee, the Policy and Reward Team Leader explained that this Scheme varied from the standard Maternity Scheme, as teachers were employed subject to their own terms and conditions, which were set nationally.

The Human Resources Advisor advised that as free schools had the option to employ unqualified teachers the scheme would not apply to those staff.

A motion was proposed and seconded to approve the Maternity Scheme for Teachers. This motion was carried unanimously.

**RESOLVED** that the Maternity Scheme for Teachers be approved.

#### Adoption Scheme

In response to a question from the Committee the Policy and Reward Team Leader clarified that the policy identified the different requirements and entitlements in relation to adoptions from overseas and within the United Kingdom. All the payments in the policy were statutory.

The policy also applied where an employee had fostered a child, with the intent to adopt.

A motion was proposed and seconded to approve the Adoption Scheme. This motion was carried unanimously.

**RESOLVED** that the Adoption Scheme be approved.

#### **Reasons for the decision:**

To ensure that the Council operated within legislation including the Children and Families Act 2014.

To move forward with improved Human Resources policies.

### **6. Salary Sacrifice Car Leasing Scheme for Employees**

The Human Resources Advisor presented a report to the Committee following on from savings approved in the Council's Medium Term Financial Strategy, whereby it was identified that introducing a salary sacrifice scheme would save a significant amount.

The report sought the Committee's approval for the introduction of a Salary Sacrifice Car Scheme for employees and the revision of car mileage rates whereby staff who participate in the scheme would be reimbursed for the petrol element only in the nationally agreed car mileage rates.

The Committee were pleased to see that an emission limit was to be included in the scheme and sought confirmation that other forms of transport were included.

The Human Resources Advisor advised that a scheme was already in place of bicycles. The position in relation to travel passes would have to be looked at in further detail, as this was prescribed by the HMRC. It was suggested that a report could be brought back to Committee, investigating other possible uses of the Salary Sacrifice Scheme.

In response to a questions from Committee, is was explained that there was no limit on the amount of salary which could be sacrificed under the scheme, though an employee's salary would need to remain above the statutory minimum wage. The scheme would be available to permanent employees only. School teachers were exempt from the scheme as they were not permitted to deviate from their standard rate of pay.

The Committee expressed reservations regarding the potential risks of the scheme. It was clarified that risks were considered to be low and that, as a salary sacrifice rather than a loan, the funding of the scheme would be a high priority in relation to other payments.

A motion was proposed and seconded that the officer recommendation be agreed, with an additional request for officers to investigate extending the Salary Sacrifice Scheme and to bring a subsequent report back to the Employment Committee. This motion was carried unanimously.

**RESOLVED** that:

- 1) The introduction of a Salary Sacrifice Car Scheme for employees be approved, as set out in the report;
- 2) The revision of car mileage rates, whereby staff who participate in the scheme would be reimbursed for the petrol element only in the nationally agreed car mileage rates, be approved; and
- 3) A further report be brought back to a later meeting of the Employment Committee regarding extensions of the Salary Sacrifice Scheme to other potential schemes.

**Reasons for the decision:**

By introducing a salary sacrifice scheme for lease cars, it gave a recruitment and retention benefit to the Council's employees whilst also providing savings to the Council.

The proposal to limit the employee choice of cars to greener models also supported the Council's Environment Capital and Energy Innovation priorities.

#### **7. Senior Management Restructuring – Service Director City Services and Communications – Determination of Salary**

As agreed at agenda item 4 the meeting moved into exempt session. Following advice from the Director of Governance, it was agreed that Mark Burns, Union representative, would be permitted to remain to observe the Committee providing the contents of the meeting remained confidential.

The Human Resources Advisor presented a report to the Committee Officer's recommendation was to place the Service Director City Service and Communications at the median point of Pay Band 5.

It was noted that to award the recommended pay would reflect an increase in pay of £20,000 and it was unclear to a number of Committee members how the post's additional responsibilities reflected this.

The Human Resources Advisor explained the post in question included the work of a number of previous roles, one of which had been paid approximately £80,000. The post was considered to be one of the larger jobs within the authority.

The Committee questioned the basis on which Hay amended their evaluation. It was advised that Hay considered three aspects of a post: skills and knowledge required, the impact of the post holder's actions and the resources the post holder was responsible for. The impact of the Service Director City Services and Communications had been reconsidered, as the impacts of decisions by the post holder could affect the whole of Peterborough and the Council.

The Committee believed emphasis needed to be made on getting decisions relating to pay right in the first instance.

It was requested that training be provided on the method of job evaluation Hay used. The Human Resources Advisor confirmed that this could be integrated in an upcoming training session.

A number of Committee Members suggested setting the post holders pay at the minimum point, rather than median. It was advised by officers that as the post had previously been appointed at the median point of Pay Band 6, it should also be in this position in Pay Band 5. Points within bands were determined on experience. As this remained the same, so should the positioning within the band.

A motion was proposed and seconded that the appropriate remuneration for the post Service Director City Services and Communications be the median point on Pay Band 5, £83,580. This motion was carried five voting in favour and one abstaining from voting.

**RESOLVED** that the appropriate remuneration for the post of Service Director City Services and Communications be the median point on Pay Band 5, £83,580.

**Reasons for the decision:**

The proposal was in accordance with Peterborough City Council's job evaluation policy for senior staff.

Chair  
7:00pm – 8:08pm

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