

**MINUTES OF A MEETING OF THE EMPLOYMENT COMMITTEE
HELD AT THE TOWN HALL, PETERBOROUGH ON 3 DECEMBER 2015**

Members Present: Councillors Nadeem (Chair), Fitzgerald, Khan, Swift, Thulbourn and Lamb

Officers Present: Mandy Pullen, Assistant Director of Human Resources and Development
Paul Smith, Human Resources Advisor
Lisa Brightey, Reward Advisor
Pippa Turvey, Senior Democratic Services Officer

1. Apologies for Absence

Apologies for absence were received from Councillors Holdich and Sandford. Councillor Lamb was in attendance as substitute.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Meeting Held on 17 September 2015

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

4. Exclusion of Press and Public

In accordance with Standing Orders, Members were asked to determine whether agenda item 6, 'Terms and Conditions of Service – Agenda for Change', 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 Paragraphs 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 was discussed, or whether the public interest in disclosing the information outweighed the public interest in maintaining the exemption.

The Committee unanimously agreed to the exclusion of the press and public for agenda item 6.

5. Changes to Employee Policies and Procedures

The Reward Advisor presented a report to the Committee following presentation to the Unions. The report sought the Committee's agreement to implement the Smoke Free Policy and the Adoption Policy.

The Committee discussed the report and raised several key points:

- The update to the Smoke Free Policy incorporated changes to regulations involving smoking in cars and e-cigarettes.
- The current adoption policy met the statutory criteria for pay, however did not offer the equivalent occupational pay as under the maternity leave scheme. The update amended this so that the employees on adoption leave receive the equity with employees on maternity leave.
- This update followed a number of requests from employees, in light of the Council's role as the Social Services Authority.

- Communication would go out highlighting the changes.

Following a question regarding whether it was appropriate to amalgamate the Adoption Policy with the Maternity Policy, the Human Resources Advisor clarified that the policies would not be combined. They would, however, contribute to a suite of policies in relation to employee rights to time off work.

A motion was proposed and seconded to approve the policies and procedures as set out in the report. This motion was carried unanimously.

RESOLVED that Employment Committee agreed to implement the following employment policies and procedures:

- 1) Smoke Free Policy; and
- 2) Adoption Policy.

Reasons for the decision:

These proposed changes are to ensure the Council operates within relevant employment legislation and is forward thinking in respect of its approach to the needs of its employees.

6. Terms and Conditions of Service – Agenda for Change

As agreed at agenda item 4, the meeting moved into exempt session.

The Committee questioned why this item was to be heard in exempt session. The Human Resources Advisor explained that the item related specifically to on-going discussion regarding the terms and conditions of employees, and discussions with trade unions.

The Assistant Director of Human Resources and Development presented a report to the Committee following discussion with trade unions at the Joint Consultative Forum on 15 October 2015.

The Committee discussed the report and raised several key points:

- In light of the budget setting process currently being undertaken, it was suggested that the status quo remain and a decision be deferred until after the budget was set.
- It was understood that wider negotiations were due to be had with trade unions regarding employees terms of reference as a whole, which may render any such decision obsolete.

A motion was proposed and seconded to defer consideration of the 'Terms and Conditions for Service – Agenda for Change' until such a time that wider negotiations regarding employee terms and conditions had taken place, to return to Employment Committee if required. This motion was carried unanimously.

RESOLVED that Employment Committee defer consideration of the 'Terms and Conditions for Service – Agenda for Change' until such a time that wider negotiations regarding employee terms and conditions had taken place.

Reasons for the decision:

To allow for further wider negotiation to be had with trade unions in relation to employee terms and conditions, and to allow for the budget process to be completed prior to any decision made.

Chairman
7:00pm – 7:36pm