

**MINUTES OF THE EMPLOYMENT COMMITTEE MEETING  
HELD AT 3.00PM, ON  
19 SEPTEMBER 2018  
BOURGES/VIERSEN ROOM, PETERBOROUGH**

**Committee Members Present:** Holdich (Vice-Chairman), Councillors Fitzgerald, Lamb, Seaton, Jamil, and Amjad Iqbal

**Officers Present:**

Gillian Beasley	Chief Executive
Mandy Pullen	Assistant Director HR & OD
Karen Craig	Senior Rewards Advisor
Dan Kalley	Senior Democratic Services Officer

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Nadeem.

Councillor Seaton was in attendance as substitute for Councillor Nadeem.

**2. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**3. MINUTES OF THE MEETING HELD ON 31 OCTOBER 2017:**

The minutes of the meeting held on 31 October 2017 were agreed as a true and accurate record.

**4. PROPOSAL FOR A SHARED DIRECTOR GOVERNANCE/MONITORING OFFICER AND PROCESS FOR APPOINTMENT**

The Employment Committee received a report in relation to a proposal for a Shared Director Governance/Monitoring Officer for Peterborough City Council (PCC) and Cambridgeshire County Council (CCC).

The purpose of the report was to seek approval for the process to appoint a shared Director of Governance/Monitoring Officer with CCC. The Chief Executive outlined that the same proposal and report was presented to the Cambridgeshire CC Staffing and Appeals Committee, which was agreed.

Members were informed that this shared arrangement followed a similar pattern to previous shared arrangements that were already in place. There was a need at both authorities to have a permanent Monitoring Officer. The rationale behind the shared role was to use expertise across the two authorities and remove duplication of effort across the authorities.

A number of key work streams and agendas were now shared across the two authorities and a joint working arrangement proposal was currently being agreed for further joint working arrangements in the future.

An external advert was to go out and both the Employment Committee at PCC and the Staffing and Appeals Committee at CCC would come together to interview potential candidates. In total the savings to PCC were in the region of £70k.

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

- The reason for the cost savings being greater for Peterborough was due to the previous CCC role was an arrangement with LGSS Law, whilst the PCC role was a budgeted in-house post.
- The sharing of senior roles strengthened the approach of both Councils. This was also extended to closer financial working with CCC.
- The advert was to be placed on the Council's website; local government recruitment websites and would be made visible to lawyers with the necessary skill set.
- It was a statutory requirement to have a Deputy Monitoring Officer, this would be the responsibility of the Monitoring Officer to appoint.
- It was hoped that a number of high calibre candidates would apply as the role presents good opportunity during the changing times at both Councils.

#### **RESOLVED:**

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

- a. agree to a Shared Director of Governance and Legal Services and Monitoring Officer role and
- b. subject to approval of the sharing arrangement, agree the appointment process set out in this report to be followed.

## **5. REVISED EMPLOYMENT POLICIES**

The Employment Committee received a report in relation to revised employment policies.

The purpose of the report was to obtain approval to the proposed changes to the Employment Policies. The Assistant Director HR and Organisational Development updated the Committee around changes to the attendance policy. There had been no radical updates but a more streamlined approach and clarification for users. Feedback had been sought from trade unions.

The Senior Reward Advisor updated the Committee on the attendance policy, which had been reviewed by the trade unions, managers and HR business partners.

One of the main changes to the policy was in respect of the issuing of warnings. The revised policy made clear when warnings should be issued to ensure that employees had a clearer understanding of the potential outcome of further absence. The policy gave more direction and information to managers to ensure that everyone involved knew what was expected from the employee and the steps that would be taken to review future absence.

The second policy presented was the probation policy. The process had been improved and made clearer. The objective was to enable managers to identify at an early stage any areas of concern re. the performance of a new starter, so that it could be dealt with before the end of the probation period. Retaining staff and resolving issues at the earliest opportunity was vital to ensure that the needs of the business were met.

New initiatives had been bought in to assist managers in effectively managing their staff, including running short training sessions for managers, designing short, bite-size video training, making training easier and more digestible.

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

- Policies are shared at an early stage with the trade unions. They are agreed at a formal meeting but there are now more informal 'workshop' style meetings. A number of stakeholders were consulted and able to provide feedback and comments. These comments were then taken into account when policy changes were made.
- Managers across the organisation were asked for their feedback in respect of the Attendance policy, but not all staff.
- The HR admin team (Serco) work with managers to ensure reviews during probation were carried out and any issues identified were being addressed and as necessary highlighted the HR Business Partners.
- In terms of absence, managers work very closely with the HR business partners to ensure guidelines were being followed, and action was taken in line with the policy.

**RESOLVED:**

The Employment Committee **RESOLVED** (Unanimous) to approve the updated Employment Policies

Chairman  
3pm – 3.39pm

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