

**MINUTES OF THE EMPLOYMENT COMMITTEE MEETING
HELD AT 10.00AM, ON
7 DECEMBER 2018
COUNCIL CHAMBER, PETERBOROUGH**

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

Officers Present:

Gillian Beasley	Chief Executive
Mandy Pullen	Assistant Director HR & OD
Dan Kalley	Senior Democratic Services Officer
Karen Craig	Senior Reward Advisor
Debbie Hiller	Organisational Design & Development Manager

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 11 OCTOBER 2018:

The minutes of the meeting held on 11 October 2018 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 6 'Shared Leadership Proposals 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 they were 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 6.

5. REVISED EMPLOYMENT POLICIES AND APPRENTICESHIPS UPDATE

The Committee received a report in relation to revised employment policies and apprenticeships update.

The Organisational Design & Development Manager introduced the report around apprenticeships. Since the introduction of the apprenticeship levy in April 2017, which

the Council was obliged to pay, work had been undertaken to increase awareness and the value of using apprenticeships. This had been particularly useful when trying to fill specific skills gaps across the Council and in maintained schools. Around £30,000 is paid into the Council's levy pot each month, this also included a 10% top-up from central government. The aim of the Council was to reach a position whereby the amount of levy the Council paid equalled the amount paid out to apprenticeship providers.

The central government target for overall apprenticeships within organisations was 2.3% of the total workforce. At the end of September this year, when the Council's report was submitted to government, we had achieved 0.5% of headcount, which was broadly in line with the national average in the Public Sector. Since September of this year an additional resource had helped deliver and promote apprenticeships across the Council and in schools. It was now estimated that the overall figure to date for apprenticeships stood at 1.4% of overall workforce.

All level 2 and 3 apprenticeships would be offered to care leavers in the first instance, this had been agreed by the central management team at the Council.

The Senior Reward Advisor introduced the report around the pay structure and policies in relation to apprenticeships. Due to the wide ranging and varied apprenticeships available it was essential that the Council had in place a pay structure for apprenticeships. The policy also took into account the qualification and skill levels of different apprentices, allowing the Council to be flexible and competitive when offering apprenticeships.

The Employment Committee debated the report and in summary the key points highlighted included:

- In terms of comparison with other local authorities, Peterborough followed the example in Cambridgeshire. It was important that the payments offered at the Council were competitive when compared to the rest of the City.

The Senior Reward Advisor introduced the report on the updated social media policy. The most important inclusion in the policy was around the Regulation Investigatory Powers Act (RIPA). This act enabled set out what officers were able to do in terms of surveillance. Parts of the RIPA policy needed to be included into employment contracts especially around those who worked within intervention services.

The Employment Committee debated the report and in summary the key points highlighted included:

- RIPA usage was reported to the Audit Committee and kept under review. It was rare for the Council to use this power.
- Democratic Services would use the social media policy and align this with the Councillors social media policy to create greater consistency across the Council.

The final policy was around capability, which was to be reviewed on an annual basis. This required some minor tweaks at the current time to improve management of performance going forward. It was stressed that the manager should engage with their HR business partner and that they managed staff in the most fair way possible. Time restraints were put in place to show how quickly managers were dealing with any issues.

The Employment Committee debated the report and in summary the key points highlighted included:

- The changes were made based on previous experience and the HR team were constantly looking at ways of taking on best practice and advice from professional bodies in the sector.
- The policy had been shared with the trade unions in an informal setting. The policy was then sent to the Joint Consultative Forum before being brought to members.

In addition, in respect of any employment policies that needed to be changed due to changes in legislation or where the Council had no say over any required amendments - information on these would be circulated via a briefing note only particularly if the changes had any significant financial implications.

RESOLVED:

The Employment Committee **RESOLVED** to:

- 1) note the update on the Apprenticeship position in the council (this includes the current position on the apprenticeship levy, and governance of the apprenticeship levy), and
- 2) approve the updated employment policies (Apprenticeship Pay Policy, Social Media Policy, and Capability Policy and Process).

6. SENIOR LEADERSHIP STRUCTURE - PROPOSALS

As agreed at item 4 the Committee moved into exempt session.

The Committee received a report in relation to senior leadership proposals.

RESOLVED:

The Employment Committee **RESOLVED** to:

- 1) note the proposed consultation with staff and consider the feedback on a shared senior leadership arrangement with Cambridgeshire County Council for staff;
- 2) recommend any appropriate actions in response to the proposals prior to implementation by the Chief Executive under her delegated powers;
- 3) consider the proposed job descriptions for approval, making any necessary proposals for changes and, if required, delegating authority to finally approve the job descriptions to the Chief Executive in consultation with the Chairman of Employment Committee and
- 4) approve that the current joint appointment process be followed for recruiting to the new Executive Director and Service Director roles for Place and Economy and the appointment/extension to joint roles.

Chairman
10:00am – 10:34am

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