PETERBOROUGH
CITY COUNCIL

**MINUTES OF THE EMPLOYMENT COMMITTEE MEETING
HELD AT 7PM, ON
7 MARCH 2019
BOURGES/VIERSEN ROOM, PETERBOROUGH**

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

Officers Present: Karen Craig   Senior Rewards Officer
                         Mandy Pullen   Assistant Director HR & OD
                         Dan Kalley   Senior Democratic Services Officer

1.   **APOLOGIES FOR ABSENCE**

      Apologies were received from Councillor Lamb.

2.   **DECLARATIONS OF INTEREST**

      No declarations of interest were received.

3.   **REVISED EMPLOYMENT POLICIES**

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

      The purpose of the report was to inform the Committee about revised employment policies and to gain approval to implement these policies from the Committee. The Assistant Director outlined that there were a number of policies and a new managers guidance in respect of writing references.

      Smoke Free Policy
      The Senior Reward Advisor commented that the policy had been updated to stress that 'smoking' included e-cigarettes, and also to confirm the location of the Fletton Quays smoking shelter.

      DBS Policy
      There were no significant changes to the DBS policy but an amendment had been made to ensure that it was compliant with the GDPR legislation. Staff were asked for their consent to retain information for more than six months.

      Single Status Agreement
      This had to be updated to reflect the revised pay scales (already agreed at the last Employment Committee). The changes were minor technical changes.

      Managers guidance on references
      New guidance around how managers should address references were to be put in place. This guidance should help managers undestand what is required when writing a reference. A form was being introduced to record information to allow references to be written years after the employee has left.

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

- Councillors also needed to abide by the smoking policy in order to ensure consistency.
- The Council's policy was to carry out a DBS re-check on eligible staff every three years. However staff were expected to disclose any issue that occurred, to their manager.
- The form asking for information on previous employees needed to include some detailed questions in order to ensure a full reference could be provided.

The Employment Committee **RESOLVED** to:

1) Agree to the implementation of the revised employment policies detailed within the report at paragraph 4.1, 4.2, and 4.3.
2) Note the new managers guidance document on the writing of references at para 4.4.

4.   **GENDER PAY GAP REPORTING**

The Employment Committee received a report in relation to the Council's Gender Pay Gap reporting data.

The purpose of the report was to inform the Committee about the Council's gender pay gap results. The Assistant Director introduced the report stating that the information was for noting only. The Senior Reward Officer explained that the figures have to be uploaded to the relevant government website. A more detailed report will be published on the Council's website. The mean gender pay gap had reduced to 7.19%, which equated to £1.28 in favour of men. The median pay gap had also reduced to 3.56% (56p) in favour of men. Both figures were a reduction from last year. Various reasons accounted for this improvement.

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

- The information was clear that only people on Peterborough City Council's payroll would be included, not those who were employed by Cambridgeshire County Council but working across both councils.
- The Council did not monitor arms length companies such as Serco. However, depending on the size of the workforce it would be necessary for Peterborough Ltd to report their figures next year.
- It was hoped that the Council would be able to report on other protected characteristics going forward eventually.

The Employment Committee **RESOLVED** to note the report.

Chairman
7pm – 7.30pm