

**MINUTES OF THE EXTRAORDINARY EMPLOYMENT COMMITTEE MEETING  
HELD AT 5PM ON  
18 FEBRUARY 2021  
VIA ZOOM CONFERENCE**

**Committee Members Present:** Councillors Brown (Chair), Holdich (Vice-Chair), Fitzgerald, Jamil, Hemraj, Yurgutene and Wiggin.

Officers Present:	Dan Kalley	Senior Democratic Services Officer
	Mandy Pullen	Assistant Director HR & Organisational Development
	Lisa Brightey	Policy, Reward and Compliance Manager

**33. APOLOGIES FOR ABSENCE**

There were no apologies for absence received

**34. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**35. REVISED EMPLOYMENT POLICIES**

The Committee received a report in relation to updates to the Sickness Absence Management Policy and the updated Time Off Policy.

The Assistant Director HR and Organisational Development informed members that there were three reports on the agenda for the meeting.

The Policy, Reward and Compliance Manager introduced the report and stated that the Sickness Absence Management Policy was updated after an annual review and the introduction of the Absence Management module in the HR system. As part of the review the policy was consulted on with managers, union representatives and HR advisers. This updated policy would provide clearer guidance for managers and employees.

The main changes were that the Council considered long term sickness to start at four weeks of continuous absence instead of the two week period that was in the current policy. After consultation with managers and union representatives the Council no longer termed the issuing of formal warnings as an outcome of the formal long term sickness meetings and it was suggested that this was changed to notifications. It was important to stress that an employee still needed to understand the implications for long-term sickness, however the new wording softened the actions which was important for those who were struggling with ill health.

In relation to the Time Off Policy this had been updated to ensure the Council supported employees who wanted to foster or adopt children. It was hoped this would help support

the fostering services within Peterborough. It was proposed to allow foster carers five days off paid leave to attend the mandatory pre-fostering training, this was a one off occurrence.

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

- It was not anticipated that there would be a large number of people within the Council who would take up foster caring. Officers agreed to go back and see if there were any figures around this, however it was possible that some people did not declare that they had gone on fostering training.

**RESOLVED:**

The Committee **RESOLVED** (unanimous) to approve:

- 1) the updated Sickness Absence Management Policy and
- 2) the updated Time Off Policy.

**36. ANNUAL PAY POLICY 2021/22**

The Committee received a report in relation to the Annual Pay Policy statement for 2020/21.

The Policy, Reward and Compliance Manager introduced the report and confirmed that the Council was required under the Localism Act 2011 to produce an annual pay policy statement which needed to be approved by Full Council. The measurement in the policy showed the difference between the lowest paid member of staff and the highest paid member of staff. In Peterborough the lowest salary increased from £18,666 to £19,515. This meant the ratio between the top and bottom earner decreased from 9.3 to 1 last year to 8.89 to 1 this year.

The policy demonstrated that between January 2020 and January 2021 the median salary in the Council increased from £31,378 to £32,624, however the mean salary increased from £33,748 to £35,633. This showed the Council's commitment to reduce the ration from the top salary to the lowest salary.

**RESOLVED:**

The Employment Committee **RESOLVED** (Unanimous) to note the content of the Pay Policy Statement for 2021/22.

**37. GENDER PAY GAP RESULTS**

The Committee received a report in relation to the Council's Gender Pay Gap reporting as at 31 March 2020.

The Policy, Reward and Compliance Manager introduced the report and stated that the figures needed to be reported on the government portal by the 30 March 2021. The report was used to assess the level of gender pay gaps in the workplace and the balance of male and female employees at different levels. The mean pay gap has reduced from 5.4% in favour of men to 5.1% in favour of men. The median pay gap has increased from 2.1% in favour of women to 4.6% in favour of women. This was the result in an increase in the bottom two quartiles of female employees and also an increase in the total number of women in the workforce. Both the mean and median pay gaps were below the national average. The Council

continued to show no bias in their recruitment processes, training and promotion policies.

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

- The Council had a smaller gap in pay than the national average. In general local authorities had more female workers than male workers. This was due to more part-time positions and flexible working arrangements.
- At director level this was predominately more female than male. At head of service level there was more of an even split.
- It was agreed that equality monitoring data would be shared to see the breakdown of male and female ratios at different levels within the Council.

**RESOLVED:**

The Employment Committee **RESOLVED** (Unanimous) to accept the results of the gender pay gap calculations of 31 March 2020

Chairman  
18 February 2021  
5.00pm-5.15pm

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