

PERSONNEL COMMITTEE MINUTES - 8 DECEMBER 2016

Present: Councillor Lovelock (Chair);
Councillors Gavin, Skeats and Terry.

Also Present: W King; and J Boyd and K Magee (for items 16-22).

Apologies: Councillor Page.

16. MINUTES

The Minutes of the meetings held on 6 October 2016 and 24 November 2016 were confirmed as correct records and signed by the Chair.

17. REDUNDANCY MULTIPLIER

Further to Minute 9 of the meeting held on 6 October 2016, the Interim HR/Payroll Services Manager, submitted a report providing further financial information on the implications of introducing a new redundancy multiplier.

Resolved - That the decision on the introduction of a new redundancy multiplier be taken as part of the Council Budget setting process, which would be finalised through Policy Committee on 13 February 2017 and Council on 21 February 2017, and would allow the decision to take account of the impact of the proposal in light of the full financial position of the Council's Budget for 2017/18.

18. REVIEW OF PROBATION SCHEME

The Interim HR/Payroll Services Manager, submitted a report informing the Committee of a proposed update of the Council's Probation Scheme. The current scheme had been approved by Personnel Committee on 19 March 2003 (Minute 28 refers). The aim of the Scheme was to provide for a probationary period when staff started working at the Council. It set out a consistent corporate framework for the first six months of employment during which the manager and employee could discuss progress and development. A new employee would need to pass probation before being confirmed in post. The principles of the Scheme could be used when a member of staff was not subject to the formal probation period or an existing employee who had applied for a new post. The Committee was advised that the content of the Scheme had been reviewed and found to be still relevant and appropriate. The outcome of the review had been to propose amalgamating the various documents into a single document that would be easier to use.

Resolved - That the Probation Scheme, as attached to the report, and its streamlined documentation be approved.

19. PROCESS FOR THE RECRUITMENT OF DIRECTOR OF CHILDREN'S SERVICES AND DIRECTOR OF ADULT CARE AND HEALTH SERVICES

The Interim HR/Payroll Services Manager submitted a report seeking delegated authority to commence and carry out the recruitment process to appoint a Director of Children Services (DCS) and a Director of Adult Care and Health Services (DACHS). The process to recruit to both of these statutory roles would require careful planning

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and management and, as a result, it was recommended to seek the assistance of an external executive recruitment organisation to work in partnership with the Committee to assist with the permanent recruitment to these statutory posts. Recruitment organisations had been contacted and asked to submit a written proposal outlining the approach they would take to assist with the recruitment and the pricing structure they would adopt.

The Committee noted that Ann Marie Dodds had been appointed in an 'acting' capacity to the role of DCS on a temporary basis until a permanent replacement had been appointed (Minute 15 of the meeting held on 24 November 2016 refers).

Resolved -

- (1) That the process to choose a recruitment consultant provider to assist with the recruitment of a Director of Children's Services (DCS) and a Director of Adult Care and Health Services (DACHS) be approved;**
- (2) That the chosen provider be expected to work with the Personnel Committee to design a process and timetable to recruit a Director of Children's Services (DCS) and a Director of Adult Care and Health Services (DACHS);**
- (3) That the appointment of Ann Marie Dodds as the acting Director of Children, Education and Early Help Services (Director of Children's Services), as set out in Minute 15 of the meeting held on 24 November 2016, be noted.**

20. HEAD OF PAID SERVICE - JOB TITLE AND SALARY RANGE

The Interim HR/Payroll Services Manager submitted a report on the job title and salary range for the Head of Paid Service. The report had attached a sample of the salaries paid by other local authorities in the south-east to their Heads of Paid Service. The Committee was advised that, under the Council's Constitution, the Personnel Committee was responsible for the arrangements surrounding the appointment of the Head of Paid Service, including taking any decisions affecting their remuneration, terms and conditions of service. The Council had ultimate responsibility for confirming the appointment before any offer could be made.

Resolved -

- (1) That the job title for the Head of Paid Service be 'Chief Executive';**
- (2) That the salary range for the Head of Paid Service (Chief Executive) be between £130,000 and £140,000.**

21. EQUALITY AUDIT 2015/16

The Interim HR/Payroll Services Manager submitted a report that set out a statistical summary of the equal opportunities monitoring under the Council's Equality Monitoring Framework for the financial year 2015/16. The data tables were attached to the report at Appendix 1.

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The report explained that the audit was a component of the Council's Equal Opportunity and Fair Treatment Policy and would be presented annually, in the form set out in the Equality Monitoring Framework, to provide background data that would assist and inform the work of the Committee as well as providing an equalities context and focus for ongoing discussions with internal and external stakeholders.

The report stated that the framework contained key employment profiles which the Council had to measure by law and also included other profile data based on previous national performance indicators (PIs) outturns where relevant. In addition, data from the report would assist each directorate in setting its own targets based on their clients, customers or service users.

The report explained that the agreed framework reporting heads were:

- All Council Staff by directorate, gender, ethnic origin and disability;
- All Council Staff by gender, ethnic origin and disability across salary bands;
- Proportion of female, BME and disabled job applicants;
- Female, BME and disabled applicants as a proportion of their relative cohorts, who progressed to shortlisting to appointment compared with male, white and non-disabled applicants;
- Proportion of female, BME and disabled employees accessing Council training by directorate, training type, compared to male, white and non-disabled employees;
- Proportion of female, BME and disabled employees involved in Council procedures, compared to male, white and non-disabled employees;
- Staff turnover data analysed by gender and ethnicity.

The statistical summary for each of these areas was detailed in Appendix 1 and the report highlighted the following points:

- The proportion of women employed by the Council had remained almost static at 78.2%, with 92% in schools but only 50.1% in the Directorate of Environment and Neighbourhood Services (DENS);
- The proportion of black and minority ethnic (BME) staff had increased significantly from 14.8% to 21.7%, which compared with a 23% BME economically active population within the Borough;
- The proportion of employees who had declared a disability had increased from 2.6% to 2.9% but this was in comparison to a 6% economically active population within the Borough;
- In 2015/16 there had been 4716 (5774) applications for 426 (396) appointments, compared with 5774 applications for 426 appointments in 2014/15. Of the applications in 2015/16, 61.1% were from women, 42.3% from BME applicants and 4.6% from people with a declared disability.

The tables also showed comparisons of gender, ethnicity and disability across salary bands and this indicated that there were around 63-75% female employees in all salary bands except for band 1 and those bands 10 and above. The overall number of employees who had declared a disability was relatively even across most of the bands

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with the exception of band 10. The level of BME employees in the higher earnings bands had remained static since 2011 and with only 5% in the highest band, which was considerably lower than the proportion of BME employees in the Council as a whole.

Resolved -

- (1) That the report be noted;
- (2) That the staff turnover figures be separated out in future reports to include a statistic excluding the number of staff leaving as a result of reaching the end of their contracted term of employment;
- (3) That the increased proportion of black and minority ethnic (BME) staff employed by the Council, which had risen from 14.8% to 21.7%, be welcomed and the possible reasons for this be explored to ascertain whether there had been any changes in procedure or practice that had encouraged this improvement.

22. EXCLUSION OF THE PRESS AND PUBLIC

Resolved -

That pursuant to Section 100A of the Local Government Act 1972 (as amended) members of the press and public be excluded during consideration of the following item, as it was likely that there would be disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A (as amended) to that Act.

23. EARLY RETIREMENTS AND REDUNDANCIES

The Interim HR and Payroll Services Manager, the Monitoring Officer and the Head of Finance submitted a joint report, which set out four requests for termination of employment on the grounds of redundancy; eleven requests for dismissal on the grounds of redundancy; and four requests for early retirement/ dismissal on the grounds of redundancy.

The proposals, together with the financial implications, were set out in a schedule appended to the report on the following basis:

- The financial case was given which represented the highest cost to the Council. In most cases this included discretionary added years on pension (where payable), as this represented a direct and ongoing cost to the Council. This was in accordance with the Council's current practice of considering redundancy and retirement terms up to the maximum limit of discretion, where applicable. The Committee was asked to approve individual proposals subject to a maximum ceiling on the exercise of discretion;
- The financial implications were costed on the basis of the estimated figures, which were subject to final confirmation. The figures might be affected by changes to final salary, pensionable service, age or date of leaving. The Committee was asked to approve the proposals on the basis of the estimated

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figures, subject to any individual proposal being brought back to Committee if the confirmed costs were more than 10% in excess of those reported;

The report sought approval for the payment of a compensation package in the case of the proposed termination of employment on grounds of redundancy, subject to the conclusion of all outstanding matters, including ongoing consultation with the employee and their representatives, and efforts to secure alternative employment, where appropriate.

Resolved -

- (1) That the termination of employment on the grounds of redundancy of employees A, B, C and D, the dismissal of employment on the grounds of redundancy of employees E, F, G, H, I, L, O, P, Q and S, the early retirement on the grounds of redundancy of employee J, K, M, N and R be approved on the terms set out in the schedules appended to the report subject to the conclusion of all outstanding matters in each case, including ongoing consultation with the employees and their representatives and efforts to secure alternative employment, where appropriate;
- (2) That the proposal set out in (1) above be approved on the basis of the financial implications set out in the report, and that authority to conclude the proposal be delegated to the Head of Finance, Monitoring Officer and HR and Payroll Services Manager (acting jointly) within that framework, and subject to the maximum ceiling identified for the proposal;
- (3) That the current terms for agreeing compensation packages in specific cases of early retirement or termination of employment on the grounds of redundancy or efficiency be confirmed.

(Exempt information as defined in Paragraph 1).

(The meeting commenced at 6.30 pm and closed at 7.15 pm).