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HUMAN RESOURCES COMMITTEE23 JULY 2013

Present:- Councillor A J Mitchell (Chairman), Councillor R Callender (Vice-Chairman), Councillor C D Amos, Councillor J Broderick, Councillor C Callender, Councillor G W J Calver, Councillor A F W Colbourne, Councillor C W Griffiths, Councillor J Henderson, Councillor S A Honeywood, Councillor D R Mayzes and Councillor I P Tracey.

In Attendance:- Corporate Director (Corporate Services) (Martyn Knappett), Human Resources Manager (Anastasia Simpson), Workforce Development Manager (Stuart Brian), Work Based Learning Manager (Debianne Messenger) (items 25 – 28 only), Payroll and Payments Manager (Cathy Calder), Democratic Services Officer (Janey Nice) and Senior Human Resources Generalist (Emma Horne).

(7.30 p.m. - 9.05 p.m.)  
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25.. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillor Heaney (with Councillor D R Mayzes substituting) and Councillor Chapman.

26. MINUTES OF THE LAST MEETING

The minutes of the meeting of the Committee held on 28 February 2013 were approved as a correct record and signed by the Chairman.

27. DECLARATIONS OF INTEREST

There were none.

28. VERBAL UPDATE ON APPRENTICES BY THE WORK BASED LEARNING MANAGER

The Work Based Learning Manager (Debianne Messenger) delivered a short presentation on the apprenticeship scheme and gave details of the qualifications that could be gained by the apprentices. She explained how most of the apprentices were in the 16 to 20 age range mainly working in administration and customer services - and explained that the age group of 16 to 18 was 100% fully funded with the age group 19 to 24 only 50% funded. She added that funding was by of a Career Track sub-contract with the Colchester Institute to draw funding from the Skills Funding Agency.

Ms Messenger gave details of the apprentices who had been on the work programme and informed the Committee that 15 young people had progressed into Higher Education and in the last six months 11 young people had gone onto full time employment within the Council. She explained that currently the school leaving age was 17 which gave pupils the option of either staying on at school, taking on an apprenticeship or going into work as long as it included some form of training. She also added that the school leaving age would be rising to 18 in 2015.

During questions from Members the issue was raised of the qualifications that the apprentices could gain. Debianne Messenger also confirmed, when asked, that the preferred age range of the apprentices was 16 – 18, although they could be across the whole age range. She added that the Council may look at employers looking to cover any funding shortfall for those aged 19 and above.

**29. LOCAL GOVERNMENT PENSION: EMPLOYER DISCRETIONS**

The Committee had before it a joint report (A.1) by the Human Resources Manager and Payroll and Payments Manager, which sought its approval for the adoption of pension discretions for Tendring District Council. The Payroll and Payments Manager (Cathy Calder) informed the Committee that various Local Government Pension Scheme (Administration) Regulations required the Council as a participating employer to prepare and publish a written statement as to how the Council would exercise the various discretions provided by the Scheme.

It was moved by Councillor Tracey, seconded by Councillor R Callender and:

RESOLVED that the arrangements for discretionary pensions and early release of deferred benefits under the Local Government Pension Scheme for employees of Tendring District Council as set out in Appendix A to the report, be adopted.

**30. STAFFING STATISTICS**

The Committee had before it a report (A.2) by the Corporate Director (Corporate Services), which gave an overview of the current staffing statistics and their relevance to the Council as an employer. The analysis of workforce data provided an update and included details on:

- Gender Profile
- Age Profile
- Disability Profile
- Ethnicity Profile
- Length of Service

Full details had been provided and were set out in the Appendix to the report.

The Workforce Development Manager (Stuart Brian) informed the Committee that the Council's Disability Profile showed that 9% of the Council's workforce considered themselves to have a disability. He added that nationally 26.4% of employers had one to two 2 per cent of employees with a disability and 17.9% had more than 5% of employees with a disability (figures provided by XpertHR3 statistics) and that this Council was an employer with a higher than average number of employees with disabilities.

Mr Brian said that the Council's age profile showed that the majority of employees fell between two age ranges which were 41 to 50 and 51 to 60. This was a lower average range than had been reported at the meeting of the Committee held on 28 February 2013.

It was noted that the ethnicity profile of the Council was again reflective of local demographics with the majority of employees within the White, British category.

Members asked questions on how Officers covered duties of others within their departments particularly over holiday periods and leave due to sickness. It was reported that this was not easy to answer as some areas were big enough to cover absences while in other smaller areas this would be more difficult with no other Officers available to cover duties.

The Human Resources Manager reported that since restructuring the workforce there was now an administration pool across the Council which could be rotated to cover other areas with more Officers becoming multi-skilled and gaining more expertise.

The Corporate Director (Corporate Services) (Martyn Knappett) added that since the Council had gone through a lot of change it was now shifting attention to developing the

staff that was in place with skills development and succession planning.

When asked if Officers could get stagnant by being in a role too long, the Workforce Development Manager informed the Committee that this was not a problem as the restructure of the last two years had changed many jobs with most Officers having to go through a selection process for their own jobs where these had changed.

It was moved by Councillor Tracey, seconded by Councillor Broderick and:

RESOLVED – That in noting the contents of the report, that Officers give consideration to succession planning within the Council.

31. HEALTH AND WELLBEING UPDATE

The Committee had before it a report (A.3) by the Human Resources Manager, which provided it with an analysis of current health and wellbeing trends within the Council.

Members were advised that the year end absence figures illustrated an increase in absences per Officer to 9.28 days for the period 1 April 2012 to 31 March 2013. The Senior Human Resources Generalist (Emma Horne) said this figure was due to 22 long term absences during this period, of which 16 cases were in the period 1 January to 18 July 2013 which were each in excess of 20 days duration.

She recognised that a holistic approach to absence was required when supporting an Officer with any form of absence and the combination of counselling, health champions, occupational health, phased returns, risk assessments all played a part in demonstrating that as an employer the Council's main objective was the Officers' well-being.

During questions from Members concern was raised about stress levels amongst Officers, however the Human Resources Manager said that discussions about stress had shown that most stress had been caused by issues outside of the workplace and that the updated Stress Policy, with stress guidance on staff noticeboards, counselling support and workplace champions were all in place to help staff.

When asked if stress levels could be monitored across the departments, the Workforce Development Manager said this would be difficult as many departments had changed considerably with staff moving across various departments.

After further discussion on stress levels amongst staff, and in noting the report, it was:

RESOLVED – the Health Action Plan and Work Plan attached as Appendix B to the report be noted.

32. LOYALTY AND RETIREMENT GIFTS POLICY

The Committee had before it a report (A.4) by the Human Resources Manager which reminded the Committee that the discretionary Long Service and Loyalty Awards Policy had been suspended at its meeting held on 30 June 2011 and Members had requested that an updated policy be now agreed.

The Committee was informed that the Policy was in two parts, Firstly, the Loyalty Award was for staff who had completed 25 continuous years service as at 1 April each year. The amount payable to staff was £100. The second part of the policy was in relation to Retirement Gifts.

Members raised considerable concern over the issue of the Retirements Policy and whether it was treating staff fairly. Members were concerned whether the Retirement

Policy was fair to all retiring Officers, particularly for an Officer who had been with the Council for a considerable number of years receiving the same amount as an Officer with only a few years service.

The Human Resources Manager informed the Committee that the reinstated Retirement Policy was midway between what other Local Authorities were offering. Further discussion amongst Members highlighted that some thought the Retirement Policy Gift should be higher than £100 and that perhaps further comparison with other Local Authorities be made available to the Committee.

It was therefore agreed that the Human Resources Manager be asked to report back to a later meeting of the Committee with further options for the Retirement Gift Policy.

33. ANY OTHER ITEMS THAT THE CHAIRMAN DECIDES ARE URGENT

There were none.

The Chairman of the Committee thanked Members and Officers for attending and the meeting was declared closed at 9.05 p.m.

34. INVESTORS IN PEOPLE - STRATEGIC ASSESSMENT FEEDBACK

The Committee was provided with a summary of the feedback received from the Strategic Investors in People (IIP) assessment report.

Members were made aware that IIP was a national standard which provided a framework for improving business performance and competitiveness, through a planned approach to setting and communicating business objectives and developing people to meet those objectives. Members were also aware that it also set a level of best practice for learning and development within an organisation and that the Council had had Corporate IIP recognition since 2005.

The Committee was advised of the Assessor's feedback, which included the following:

- New Chief Executive (2010) delivered a Senior Management review
- Delivered £4.4 million in savings
- On-going fundamental service reviews improving the alignment and synergy of services
- Programme of re-deployment delivered
- More stringent management of budgets
- Adopted new ways of working e.g. focus of outcomes linked to Corporate goals
- Setting of new efficiency targets and use of performance dashboard
- Shared services with other Councils
- Reviewing sites and premises for best delivery
- Up skilling programmes in place e.g. technicians
- Delivered savings on contracted services e.g. waste and recycling
- Increased use of apprentices
- Developed career paths and new opportunities
- Assessing National Community Budgets
- Bringing services in house e.g. dog wardens, theatre bar.
- More networking e.g. middle managers as well as senior managers – forum
- Interviews with Union representatives suggest good relationships in place
- Delivery of IT training
- Member Charter

As part of the IIP process the assessor 'must' offer suggestions for improvement and the assessor had concluded:

“that a period of consolidation and embedding new policies will assist Tendring District Council in its efforts to retain IIP and develop following restructuring high performance teams”.

“The discussions with those interviewed suggest that the programme of change is being managed well and that many business processes e.g. communications, planning, performance review, training and development processes, on-going evaluation are very much in place”.

A further discussion with the assessor included a few suggestions such as undertaking a staff survey at the end of the FSR process and an audit of staff skills across the organisation to ensure that the Council continues to identify and develop the skills needed to deliver the services Councillors require for the residents of Tendring.

Members were advised that a full IIP assessment would need to take place in October/November 2013.

It was moved by Councillor R Callender, seconded by Councillor Halliday and:

RESOLVED that the content of the report be noted.

35. ANY OTHER ITEMS THAT THE CHAIRMAN DECIDES ARE URGENT

There were none.

The Chairman of the Committee thanked Members and Officers for attending and the meeting was declared closed at 8.57 p.m.

36. THE LATE COUNCILLOR M J BRAGG

The Chief Executive formally reported with sadness the death of Councillor Mary Bragg. Notice of the vacancy in the St Bartholomew's Ward would be given shortly.

The Chief Executive reminded Members that the cortege for Mary Bragg's funeral would be leaving her house at 1.30 p.m. on Friday 10 February and would pass by the front of the Town Hall in Clacton-on-Sea shortly thereafter. He requested of anyone who wished to pay their respects that they should be outside the front of the Town Hall shortly after 1.30 p.m. Councillor Bragg's funeral would then take place at 2.00 p.m. at Weeley Crematorium.

Council noted the foregoing.

37. PETITIONS

In accordance with the provisions of Council Procedure Rule 35 the Chief Executive formally reported the receipt of petitions in respect of the following:-

- (i) Review of the Council's Cash Collection Service
- (ii) Land Exchange and Disposal at The Hangings, Dovercourt

Council noted the foregoing.

38. URGENT NEED FOR ROAD SAFETY MEASURES ON THE ENTIRE LENGTH OF THE A120 FROM HARE GREEN TO RAMSEY

The Council had before it for its consideration the following motion, notice of which had been given by Councillors Nicholls and Heaney pursuant to Council Procedure Rule 16:-

“That this Council

- is appalled that another serious accident has occurred on the A120, this time involving a double decker bus full of school children,
- recognises that plans are currently being drawn up by the Highways Agency to improve safety on the A120 and calls on the Highways Agency to urgently review safety on the entire length of the A120 from Hare Green to Ramsey and to publish its plans for improvements as soon as possible,
- demands that the Highways Agency take urgent action to immediately reduce the speed limit and introduce such other safety measures as are possible to reduce the risk of further such incidents,
- calls on the County Council and local Members of Parliament to support this motion and to do everything possible to ensure that the A120 is made safe for all road users, especially children travelling home from school.”

Councillor Candy declared a personal interest in the subject matter of this item insofar as she was also a County Councillor for the Tendring Rural West division.

Councillor Nicholls moved the motion and Councillor Heaney seconded the motion.

The Chairman informed Members that it was his intention to allow the motion to be dealt with at this meeting.

Councillor Nicholls' motion on being put to the vote was declared unanimously CARRIED.

#### 39. MEMBERS' PERSONAL AND PREJUDICIAL INTERESTS

At the beginning of this new Municipal Year, Members were reminded of their obligations regarding “personal” and “prejudicial” interests. Those were contained in the Members' Code of Conduct which had been adopted by the Council on 26 June 2007 and which were set out in the Council's Constitution. Members were also reminded of the need to ensure that their Register of Interest forms were kept up-to-date.

It was moved by Councillor Stock, seconded by Councillor Talbot and:-

RESOLVED – That Members note the obligations contained in the Members' Code of Conduct and act accordingly.

#### 40. ANNUAL REVIEW OF THE SCHEME OF MEMBERS' ALLOWANCES BY THE INDEPENDENT REMUNERATION PANEL

The Council had before them a report that submitted for their approval a scheme of Members' Allowances based on the recommendations of the Independent Remuneration Panel.

The Chairman of the Independent Remuneration Panel (Mr Frederick Abbott) attended the meeting and answered Members' questions.

Attached as Appendix 'A' to item A.3 of the Report of the Head of Financial Services for the Council's consideration was the Independent Remuneration Panel's report on their review of Members' Allowances.

Members had circulated to them the Conservative Group's amendment to the recommendations contained in Appendix 'A' to item A.3 of the Report of the Head of Financial Services.

Having had regard to the report and the recommendations of the Independent Remuneration Panel, together with the amended recommendations which had been circulated, it was moved by Councillor Halliday, seconded by Councillor Stock and:-

RESOLVED - (a) That the allowances recommended by the Independent Remuneration Panel, as set out in its report to the Council be approved except that:-

- i. The Special Responsibility Allowance for the Chairman of the Scrutiny Committee be deleted following the removal of that Committee.
- ii. The Special Responsibility Allowance for the Deputy Leader of the Council (both with and without Portfolio) be deleted as it is not considered appropriate to add this additional allowance in a period of financial austerity.
- iii. The allowances for the Chairman and Vice-Chairman of the Council be set at £6,070 and £2,140 respectively and are not increased by inflation to bring them in line with the other member allowances.
- iv. The Chairman and Vice-Chairman of the Council are not able to claim both the Chairman or Vice-Chairman allowance and a Special Responsibility Allowance. If any member is entitled to claim both the Chairman or Vice-Chairman of the Council allowance and Special Responsibility Allowance(s) only the higher allowance will be payable.

(b) That the Council adopts a principle of indexing of allowances for the following three years, and that Tendring District Council Members' Allowances commencing in May 2012, May 2013 and May 2014 be increased in each of those years in accordance with the officers' agreed pay award commencing in April of each of those respective years and that the same principle of indexation be recommended to the Tendring Parish Councils in each of those years. In the event that the officers' pay award is settled after 1st April in any year, the subsequent Members Allowances be calculated and paid backdated to 1st of May in that municipal year.

(c) That subsequent to (b) above Council does not wish the Independent Remuneration Panel to meet prior to the Annual Council Meetings in 2012, 2013 and 2014 but requests that a full review is undertaken and report prepared in relation to the district and parish schemes of allowances to commence on 1 May 2015.

(d) That Officers bring forward to a future Council meeting a report on the options for the provision of an Independent Remuneration Panel following the expiry of the term of appointment of the current members of the Tendring District Council Independent Remuneration Panel.

(e) That the separate Broadband Allowance ceases to be paid with effect from 1 May 2011.

(f) That the Council's Scheme of Members' Allowances incorporated in Part 7 of the Constitution be amended accordingly and to reflect Council's decisions and that the approved amended Scheme Allowances be advertised as required by the Regulations.

(g) That in accordance with the approval given for the last three years, the Chairman and Vice-Chairman of the Council continue to be allowed to claim reimbursement in respect of in-district mileage when attending functions and duties in accordance with the remit set out in the Constitution, the mileage rate to be the same as that paid for general approved

duties.

41. OVERVIEW AND SCRUTINY COMMITTEES: PROPOSED WORK PROGRAMME FOR 2011/2012 AND A REVIEW OF THE WORK CARRIED OUT DURING THE PERIOD APRIL 2010 TO MARCH 2011

The Council considered a report which sought their approval to a proposed work programme for the Community Leadership and Partnerships Committee, the Corporate Management Committee and the Service Development and Delivery Committee for the 2011/2012 Municipal Year and which reviewed the work carried out by those Committees and the Scrutiny Committee during the period April 2010 to March 2011.

RESOLVED - That the proposed work programmes for the Community Leadership and Partnerships Committee, the Corporate Management Committee and the Service Development and Delivery Committee for the 2011/2012 Municipal Year and the review of the work carried out by those three committees and the Scrutiny Committee in the period April 2010 to March 2011, as set out in Appendices "A4A" and "A4B" to item A.4 of the Reference from Committees, be approved.

42. PROGRAMME OF MEETINGS: 2011/2012 MUNICIPAL YEAR

The Council gave consideration to a proposed timetable of meetings of the Council, the Audit Committee, the Community Leadership and Partnerships Committee, the Corporate Management Committee, the Council Tax Committee, the Planning Committee and the Service Development and Delivery Committee for the 2011/2012 Municipal Year.

RESOLVED - That the programme of meetings for the Council, the Audit Committee, the Community Leadership and Partnerships Committee, the Corporate Management Committee, the Council Tax Committee, the Planning Committee and the Service Development and Delivery Committee, as set out in the Appendix to item A.5 of the Reference from Cabinet, be approved.

43. SUB-COMMITTEES OF THE LICENSING AND REGULATORY COMMITTEES AND THEIR CHAIRMEN AND VICE-CHAIRMEN

To avoid the need for formal meetings of the Licensing and Regulatory Committees to be held to appoint their Sub-Committees and the Chairmen and Vice-Chairmen of those Sub-Committees:-

It was moved by Councillor Stock, duly seconded and:-

RESOLVED – (a) That the Appeals Sub-Committee be, and is, hereby appointed and that the members thereof for the 2011/2012 Municipal Year be as follows:-

Councillor Aldis  
Councillor Bragg  
Councillor S A Honeywood  
Councillor Nicholls  
Councillor Platt  
Councillor Simons

(b) That Councillor S A Honeywood be elected Chairman of the Appeals Sub-Committee for the 2011/2012 Municipal Year.



(c) That Councillor Platt be appointed Vice-Chairman of the Appeals Sub-Committee for the 2011/2012 Municipal Year.

(d) That the Licensing (General Purposes) Sub-Committee be, and is, hereby appointed and that the members thereof for the 2011/2012 Municipal Year be as follows:-

Councillor Casey  
Councillor De-Vaux Balbirnie  
Councillor Downing  
Councillor Fawcett  
Councillor V E Guglielmi  
Councillor Powell  
Councillor Pugh  
Councillor Skeels

(e) That Councillor Downing be elected Chairman of the Licensing (General Purposes) Sub-Committee for the 2011/2012 Municipal Year.

(f) That Councillor Fawcett be appointed Vice-Chairman of the Licensing (General Purposes) Sub-Committee for the 2011/2012 Municipal Year.

(g) That Premises/Personal Licences Sub-Committee 'A' be, and is, hereby appointed and that the members thereof for the 2011/2012 Municipal Year be as follows, with the appointment of a third member from the Labour Group, which appointment to be dealt with by the Chief Executive in accordance with the authority delegated to him to appoint a member at the request of the Group Leader:-

Councillor Downing  
Councillor Powell

(h) That Councillor Downing be elected Chairman of the Premises/Personal Licences Sub-Committee 'A' for the 2011/2012 Municipal Year.

(i) That Premises/Personal Licences Sub-Committee 'B' be, and is, hereby appointed and that the members thereof for the 2011/2012 Municipal Year be as follows:-

Councillor V E Guglielmi  
Councillor G L Mitchell  
Councillor Shearing

(j) That Councillor V E Guglielmi be elected Chairman of the Premises/Personal Licences Sub-Committee 'B' for the 2011/2012 Municipal Year.

(k) That Premises/Personal Licences Sub-Committee 'C' be, and is, hereby appointed and that the members thereof for the 2011/2012 Municipal Year be as follows:-

Councillor De Vaux-Balbirnie  
Councillor Fawcett  
Councillor Platt

(l) That Councillor Platt be elected Chairman of the Premises/Personal Licences Sub-Committee 'C' for the 2011/2012 Municipal Year.

44. TENDRING DISTRICT LOCAL PLAN PREFERRED OPTIONS CONSULTATION

Council's approval was sought in respect of the Tendring District Local Plan Preferred

### Options Consultation.

The Local Plan Committee had considered the consultation document at its meeting held on 9 June 2016 and Council had before it the Committee's recommendations.

Council also had before it a report of the Head of Planning Services which informed Members of major as well as minor changes to the consultation documents in order to make the Plan up-to-date prior to public consultation and to be consistent in not allocating sites for housing which had been refused permission. Some of those changes were a result of decisions made by the Planning Committee at its meeting held on 14 June 2016. The changes had been made to the Plan attached as Appendix A to the report of the Head of Planning Services and a schedule of those changes was provided in Appendix C thereto.

Members had had circulated to them prior to the commencement of the meeting amended maps in relation to Great Bentley and Frinton, Walton, Kirby-le-Soken, Kirby Cross and Great Holland. Those maps had been altered as a result of the recent refusal of related planning applications.

Councillor Stock, Chairman of the Local Plan Committee, thanked the Members of that Committee and the Officers, particularly the Head of Planning Services (Cath Bicknell) and the Planning & Regulation Manager (Simon Meecham), for their hard work and dedicated effort in getting the Local Plan to its current position. He also thanked the members of the public and representatives of parish councils who had participated in the public speaking scheme at meetings of the Local Plan Committee.

Councillors Stock, Turner, Scott, Winfield, Parsons, Stephenson, Calver, Bray, V E Guglielmi, Howard, G V Guglielmi, Coley, Broderick and M Brown participated in the debate.

It was moved by Councillor Stock, seconded by Councillor Turner and RESOLVED that Council:

(a) approves the content of the Tendring District Local Plan Preferred Options consultation document, attached as Appendix A to the Report of the Head of Planning Services, which incorporates the changes set out in Appendix C thereto and including the amended maps for Great Bentley and Frinton, Walton, Kirby-le-Soken, Kirby Cross and Great Holland, as circulated, for public consultation for a period of eight weeks;

(b) delegates authority to the Head of Planning Services, in consultation with the Chairman of the Local Plan Committee, to make minor amendments to the text of the Local Plan consultation documents up to the point of publication for consultation purposes. Such amendments are to be circulated to all Members of the Council prior to the commencement of the public consultation; and

(c) delegates authority to the Head of Planning Services, in consultation with the Chairman of the Local Plan Committee, to agree the content of the Sustainability Appraisals for the Local Plan Consultation Documents for public consultation for a period of six weeks. The content of the Sustainability Appraisals are to be circulated to all Members of the Council prior to the commencement of the public consultation.

NOTES: (1) in accordance with the provisions of Council Procedure Rule 18.5, Councillors Bray, Broderick, Parsons and Whitmore each requested that they be recorded in the minutes as having voted against the above decisions; and

(2) in addition, Councillor G V Guglielmi requested that he be recorded in the minutes as having abstained from voting on the above decisions.

45. URGENT MATTERS FOR DEBATE

There were none on this occasion.

46. URGENT MATTERS FOR DEBATE

There were none on this occasion.

Chairman