

**MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE,
HELD ON TUESDAY, 15TH NOVEMBER, 2016 AT 7.30 PM
IN THE CAREER TRACK ROOM, COUNCIL OFFICES, THORPE ROAD, WEELEY,
CO16 9AJ**

Present:	Councillors Chapman (Vice-Chair, in the Chair), Amos, Bennison, Bray, Bucke, Calver, Cossens, Griffiths, Pemberton and Porter
Also Present:	None
In Attendance:	Martyn Knappett (Corporate Director (Corporate Services)), Anastasia Simpson (Head of People, Performance and Projects), Carol Magnus (Organisational Development Manager), Ian Ford (Committee Services Manager), Debiannne Messenger (Work Based Learning Manager) and Katie Wilkins (Human Resources Operations Manager)

7. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Broderick, Callender, Ferguson (with Councillor Griffiths substituting) and M J D Skeels.

In the absence of the Chairman of the Committee, Councillor Callender, the Chair was occupied by the Vice-Chairman, Councillor Chapman.

The Committee extended its condolences to Councillor Callender and to Claire Callender, a former member of Tendring District Council, on the recent loss of his wife and her mother.

8. MINUTES OF THE LAST MEETING

The minutes of the last meeting of the Committee, held on 28 June 2016, were approved as a correct record and signed by the Chairman.

9. DECLARATIONS OF INTEREST

Councillor Griffiths placed on record that he was a member of the GMB Union and a Shop Steward.

10. CAREER TRACK AND APPRENTICESHIP UPDATE

Members were provided with a verbal update by the Council's Work Based Learning Manager (Debiannne Messenger) on Career Tracks and Apprenticeships within the Council.

The main points covered by Debiannne included:

- (1) Details of the Council's current sub-contract with Colchester Institute;
- (2) What apprenticeships are and the apprentices managed by the Career Track Team both within, and outside of, the Council;

- (3) Success stories with career track participants and apprentices; and
- (4) Central Government's reform of Apprenticeships and the Council's decision to apply to be a main provider.

Following a question and answer session with Members, the Chairman thanked the Work Based Learning Manager for her attendance.

11. REPORT OF THE CORPORATE DIRECTOR (CORPORATE SERVICES) - A.1 - INTRODUCTION OF THE NEW DISABILITY CONFIDENT SCHEME

There was submitted a report by the Corporate Director (Corporate Services), which provided the Committee with information about the new Disability Confident scheme, which had replaced the previous 'Two Ticks, positive about disabled people' accreditation scheme.

It was reported that the Government had recently made a commitment to halve the employment gap for disabled people and to achieve this ambition; the Department for Work and Pensions had worked closely with disabled people, disability organisations and other key stakeholders. Together, they had developed a new Disability Confident scheme, which had built on the best practices of the 'Two Ticks' model, whilst providing online, practical advice and guidance that would help employers to attract, recruit and retain disabled talent in a modern day setting.

The Committee was informed that, based on its excellent work to date under the 'Two Ticks' scheme, the Council had automatically been awarded Level 2 accreditation under the new scheme. This recognised that the Council was a 'Disability Confident Employer'. The organisation would retain this status for a period of twelve months, during which, a Disability Confident Employer self-assessment process would be undertaken to review current practices with a view to advancing the status.

The Committee was also informed that, as a community leader, over the next twelve months, colleagues in Human Resources would be looking to build on current good practice with the ambition of achieving Level 3 accreditation as a 'Disability Confident Leader'. This required an employer to be 'Disability Confident' as recognised by their peers, local community and disabled people. As a 'Disability Confident Leader' the Council would be open to external challenges and would support other employers in the District to become 'Disability Confident'. If successful in obtaining this accreditation, the Council would be awarded the 'Disability Confident Leader' badge for a period of three years.

Following discussion it was **RESOLVED** that the contents of the report be noted.

12. REPORT OF THE CORPORATE DIRECTOR (CORPORATE SERVICES) - A.2 - STAFF STATISTICS REPORT

There was submitted a report by the Corporate Director (Corporate Services), which provided the Committee with updated and current staffing statistics including:

- (1) Workforce Statistics;
- (2) Age Profile;
- (3) Disability Profile;
- (4) Ethnicity Profile; and

(5) Sickness Absence.

Following discussion it was **RESOLVED** that the contents of the report be noted.

13. REPORT OF THE CORPORATE DIRECTOR (CORPORATE SERVICES) - A.3 - PEOPLE STRATEGY

There was submitted a report by the Corporate Director (Corporate Services), which provided the Committee with details of the People Strategy 2016 to 2020.

The Committee were informed that the People Strategy had been written to update the previous Workforce Development Strategy 2012 to 2016. The new strategy would run concurrently with the Corporate Plan 2016 to 2020. The strategy had set out the organisation's people priorities for the next four years, including recruitment, retention, staff development and organisation development. The Council was starting from a strong base as an IIP Gold accredited organisation, in recognition of its people practices and the new People Strategy had built upon this success.

Councillor Calver, on behalf of the Committee, congratulated the Organisational Development Manager (Carol Magnus) on producing such an excellent Strategy.

Following discussion it was **RESOLVED** that the People Strategy 2016 to 2020 be approved and adopted.

14. JOINT REPORT OF CHIEF EXECUTIVE AND MONITORING OFFICER - A.4 - AMENDMENTS TO CONSTITUTION - CHANGES TO THE OFFICER EMPLOYMENT PROCEDURE RULES

There was submitted a joint report by the Chief Executive and the Monitoring Officer, which provided the Committee with details of changes to the Officer Employment Procedure Rules.

The report recommended that a Sub-Committee Panel of the Human Resources Committee be constituted to form part of the recruitment, dismissal and disciplinary process for the appointment of Senior Officers. This included the Chief Executive and other Statutory Chief Officers (Section 151 and Monitoring Officer posts), Chief Officer posts (Corporate Directors/certain Heads of Service) and all Deputy Chief Officers (Heads of Service).

The report also recommended that the Panel would undertake the final interview of those applicants for Senior Officer posts who had successfully been shortlisted and had undertaken the necessary technical interviews and assessments. The Panel would be a formally constituted sub-committee of the Human Resources Committee, established by the Council. It was proposed that the Panel should comprise of three members. At least one was required by legislation to be a member of the Cabinet, (to be appointed by the Leader at the appropriate time) however, it was suggested that this could be the relevant Portfolio Holder for the service concerned. The Panel should also include the Chairman (or failing him/her Vice Chairman) of the Human Resources Committee and a named Committee member from an opposition group (full Council would appoint the named individual).

The Panel would be supported by the Head of Paid Service (Chief Executive) as the designated Proper Officer (as defined in the Local Authorities (Standing Orders) Regulations 2001) and the Head of People, Performance and Projects (or an officer delegated to act in their absence). If the appointment related to the Chief Executive, the Head of People, Performance and Projects would be the designated Proper Officer and support the Panel with an external adviser. Committee Services would, in consultation with, and on behalf of, the Chairman of the Human Resources Committee form the necessary Sub-Committee Panel, in accordance with the recommendations of this report, as and when a Senior Officer recruitment, dismissal or disciplinary process occurred.

The Committee was advised that, in terms of the decision making process, the sub-committee must take into account the views and professional advice given by the relevant officers before an offer of appointment could be made. No offer of appointment should be made to an applicant for a post referred to above until the following actions had also been completed:

- a) The appointing sub-committee had notified the Head of People, Performance and Projects of the name of the person to whom the post is to be offered and any other matter relevant to the appointment;
- b) The Head of People, Performance and Projects had notified all members of the Cabinet of the name of the person to whom the post is to be offered and any other matter the sub-committee regarded as relevant to the appointment;
- c) The period for objections by Cabinet members to making the offer by the person concerned had expired (three days). Any objection to the appointment would be communicated to the Head of People, Performance and Projects through the Leader of the Council. The appointing sub-committee would determine whether the objection was valid and whether the offer of appointment should be made.

In the case of the posts of Chief Executive and Monitoring Officer, the full Council was required to approve the appointment before an offer was made.

After due consideration it was moved by Councillor Calver, seconded by Councillor Bray and:

RECOMMENDED TO COUNCIL that:

- (a) a sub-committee of Human Resources Committee be formed to act as a Panel and to discharge the functions as set out in the report;**
- (b) the terms of reference of the Human Resources Committee be amended to include the function of the sub-committee Panel;**
- (c) the requirements of political balance be dispensed with for the sub-committee Panel;**
- (d) a named committee member (and a named substitute committee member) from an opposition group be appointed;**
- (e) authority be delegated to the Monitoring Officer to amend the Council's Constitution in accordance with the formation of the Human Resources sub-committee and any necessary consequential changes applying to the**

Articles, Terms of Reference and Officer Employment Procedure Rules relating to the appointment and dismissal of relevant Officers; and

(f) the Human Resources Policies and Procedures be amended, as necessary, to reflect any changes required based on the principles in the report.

15. EXCLUSION OF PRESS AND PUBLIC

It was:

RESOLVED that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of Agenda Item 10 on the grounds that it involves the likely disclosure of exempt information as defined in the relevant paragraph(s) of Part 4 of Schedule 12A, as amended, of the Act.

16. REPORT OF THE CORPORATE DIRECTOR (CORPORATE SERVICES) - B.1 - MARKET FORCES

RESOLVED that a Market Forces Supplement for qualified (first degree in Planning or the Postgraduate degree in Planning) Planning Officers be approved in line with the Council's approved Market Forces Policy.

The Meeting was declared closed at 8.50 pm

Chairman