

**MINUTES OF THE MEETING OF THE HUMAN RESOURCES COMMITTEE,  
HELD ON WEDNESDAY, 1ST NOVEMBER, 2017 AT 7.30 PM  
IN THE COUNCIL CHAMBER, COUNCIL OFFICES, THORPE ROAD, WEELEY**

<b>Present:</b>	Councillors Callender (Chairman), Chapman (Vice-Chairman), Amos, B E Brown, Bush, Calver, Cossens, Ferguson, Nicholls, Porter, Raby and M Skeels(Snr)
<b>Also Present:</b>	None
<b>In Attendance:</b>	Martyn Knappett (Corporate Director (Corporate Services)), Anastasia Simpson (Head of People, Performance and Projects), Debiannne Messenger (Work Based Learning Manager), Katie Wilkins (Human Resources Operations Manager), Carol Magnus (Organisational Development Manager) and Lisa Hastings (Head of Governance and Legal Services).

**26. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were submitted on behalf of Councillor King (with no substitute).

**27. MINUTES OF THE LAST MEETING**

The minutes of the last meeting of the Committee, held on 14 March 2017, were approved as a correct record and signed by the Chairman.

**28. DECLARATIONS OF INTEREST**

There were none.

**29. APPRENTICESHIPS AND CAREER TRACK UPDATE**

The Council's Work Based Learning Manager (Debiannne Messenger) provided the Committee with a presentation on Apprenticeships and Career Track within the Council.

The main points covered included:

- (1) What is an Apprenticeship, the Frameworks & Standards;
- (2) Tending statistics including within the District Council, external employers and vacancies;
- (3) Apprentice Reform and the Levy

With no questions being asked by Members, the Chairman thanked the Work Based Learning Manager for her attendance.

**30. REPORT OF THE CORPORATE DIRECTOR (CORPORATE SERVICES) - A.1 - STAFF STATISTICS REPORT**

There was submitted a report by the Corporate Director (Corporate Services) presented by Human Resources Operations Manager (Katie Wilkins), which provided the Committee with updated and current staffing statistics including:

- (1) Number of Staff Employed – Full-Time and Part-Time;
- (2) Gender Profile;
- (3) Age Profile;
- (4) Disability Profile;
- (5) Ethnicity Profile; and
- (6) Sickness Absence (information was included on the management procedures and preventative action taken).

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

**31. REPORT OF THE CORPORATE DIRECTOR (CORPORATE SERVICES) - A.2 - UPDATE ON WORKFORCE HEALTH AND WELLBEING**

There was submitted a report by the Corporate Director (Corporate Services) presented to the Committee by Human Resources Operations Manager (Katie Wilkins) providing an update on Workforce Health and Wellbeing.

It was reported that “Wellbeing” was defined by the Chartered Institute of Personnel and Development (CIPD) as:

*“Creating an environment to promote a state of contentment which allows staff to flourish and achieve their full potential for the benefit of both themselves and the organisation.”*

It was further reported that as an employer and ‘community leader’, Tendring District Council considered the health and wellbeing of its staff a priority. With more than 90% of Council staff living in the District, further development of the good practice already in place, both supported the Corporate Plan priorities 2016 – 2020 and the following work streams:-

- Maintaining the Investors in People (IIP) Gold standard – which placed a focus on leadership, continuous improvement and staff engagement.
- The Council’s values and behaviours in respect of working collaboratively and in partnership.

The Committee was informed that building on the good practice to date, the work to increase the number of livewell champions and involve them in the ongoing planning and implementation of a livewell/workwell programme would engage staff and ensure, along with the staff livewell survey that, where possible, agreed actions and activities focused on staff needs and interests.

The Committee was further informed that there was significant evidence to demonstrate that looking after the mental health of employees made clear business sense because it

both enhanced morale and productivity amongst the work force. Evidence also had suggested that encouraging staff to be open about their mental health could make a substantial difference to staff wellbeing and retention and sickness absence rates. It also meant that staff were more likely to seek support, and at an earlier stage. As part of that agenda, over the coming months, Officers in Human Resources would be working towards attaining the Employer Time to Change Pledge.

It was reported that the work for achieving the Employer Time to Change Pledge would include the development of an action plan around mental wellbeing, raising awareness and understanding of mental health issues, including training identified staff as Mental Health First Aiders and general awareness training for line managers and staff. If successful in obtaining the "Pledge", the Council would be sent a Pledge board, that a Senior Officer could sign in front of employees and Members to mark the Council's commitment to this important issue.

It was moved by Councillor Ferguson, seconded by Councillor Chapman and **RESOLVED:**

- (a) that the content of the report be noted; and
- (b) that as part of its planned work, Human Resources Committee supports the proposal to sign the Time to Change Employer Pledge, demonstrating the Council's commitment to further supporting staff and their mental wellbeing.

**32. REPORT OF THE CORPORATE DIRECTOR (CORPORATE SERVICES) - A.3 - PAY POLICY STATEMENT 2018/19**

There was submitted a report by the Corporate Director (Corporate Services) presented to the Committee by the Head of People, Performance and Projects (Anastasia Simpson) on the proposed Pay Policy Statement for 2018/2019.

The Committee was reminded that Section 38(1) of the Localism Act 2011 required local authorities to produce a Pay Policy Statement and that those matters which were required to be included in the statutory Pay Policy Statement were as follows:

- A local authority's policy on the level and elements of remuneration for each Chief Officer;
- A local authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition);
- A local authority's policy on the relationship between the remuneration of its Chief Officers and other Officers; and
- A local authority's policy on other aspects of Chief Officers' remuneration: remuneration on recruitment increases and additions to remuneration, use of performance related pay and bonuses, termination payments and transparency.

It was reported that the Pay Policy Statement 2018/19 had been designed to give an overview of the Council's framework regarding pay and rewards for staff within the Council. The framework was based on the principle of fairness and that rewards should

be proportional to the weight of each role and each individual's performance. The framework aimed to ensure the ability of the Council to recruit talented individuals whilst reassuring the citizens of Tendring that their money was being used efficiently.

Members were reminded that in 2015, the Government had introduced a National Living Wage and with effect from 1 April 2017, employees over the age of 25, would receive £7.50 per hour. Employees under that age would receive £7.05 per hour, or £5.60 per hour if aged between 18 to 20.

The Committee was advised that, although it was recognised that the National Living Wage should be the benchmark for the lowest salaries within the Authority, it was proposed that the Council continued to pay staff SCP 8, which would continue to be £7.90 per hour with effect from 1 April 2018 (which equated to £15,246 per annum).

It was reported that at the current time the NJC Pay Award 2018/19 was yet to be determined as negotiations between the national employers and unions were on-going.

The Committee was informed that other changes relating to pay during 2018 had included the introduction of mandatory gender pay reporting, following the introduction of The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 and the design of a new allowances scheme for standby, callout and overtime. The proposed changes to allowances were currently going through the Council's consultation processes including both individual employees and UNISON, the Council's recognised union.

It was also confirmed that the changes to Off-Payroll working in the public sector (IR35) had been completed during 2017. The changes had appeared to have had little impact on the Council in relation to resourcing specialist skills.

Members raised questions which were responded to by Officers.

It was moved by Councillor Bush, seconded by Councillor Ferguson and unanimously **RECOMMENDED TO COUNCIL** that:

- (a) the Pay Policy Statement 2018/19 as set out at Appendix A be adopted;
- (b) the Council notes that the costs of applying salary payments from SCP8 (£7.90 per hour) on the National Joint Council (NJC) pay spine will be met from existing salary/vacancy provision within budgets.

**33. REPORT OF THE CORPORATE DIRECTOR (CORPORATE SERVICES) - A.4 - DISCIPLINARY POLICY RULES AND PROCEDURE UPDATE**

There was submitted a report by the Corporate Director (Corporate Services) & presented to the Committee by the Organisational Development Manager (Carol Magnus) on the updated Council's Disciplinary Policy Rules and Procedure.

The Committee's agreement was sought to make some minor amendments to the Council's Disciplinary Policy Rules & Procedure in line with identified best practice and the Council's Constitution and the delegated powers within.

The Committee was informed that the purpose of the update to the Council's Disciplinary Policy Rules and Procedure was principally to reflect changes of procedure in accordance with the ACAS Code of Practice, employment legislation and the Council's Constitution (regarding delegated powers) including some minor changes to terminology.

Following discussion, it was It was moved by Councillor Ferguson, seconded by Councillor Chapman and **RESOLVED** that the updated Policy be approved and adopted.

The meeting was declared closed at 8.05 p.m.

**Chairman**