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Human Resources and Council Tax
Committee

2 March 2026

**MINUTES OF THE MEETING OF THE HUMAN RESOURCES AND COUNCIL TAX
COMMITTEE,
HELD ON MONDAY, 2ND MARCH, 2026 AT 7.30 PM
IN THE COMMITTEE ROOM - TOWN HALL, STATION ROAD, CLACTON-ON-SEA,
CO15 1SE**

Present:	Councillors Chapman BEM (Chairman), Baker, Guglielmi, Keteca and G Stephenson
In Attendance:	Katie Wilkins (Assistant Director (People)), Marcia Fuller (Acting Head of People), Lewis Vella (Senior Finance Manager) (except items 23 - 28), Leanne Thornton (Community Safety and Safeguarding Manager), Debianné Messenger (Work Based Learning Manager), Bethany Jones (Democratic Services Officer) and Katie Koppenaal (Democratic Services Officer)

18. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received on behalf of Councillors Calver (Vice-Chairman) (with no substitution) and Morrison (with no substitution).

19. MINUTES OF THE LAST MEETING

It was moved by Councillor Guglielmi, seconded by Councillor G Stephenson and:-

RESOLVED that the minutes of the last meeting of the Committee, held on Tuesday 21 October 2025, be approved as a correct record and be signed by the Chairman.

20. DECLARATIONS OF INTEREST

There were no declarations of interest on this occasion.

21. QUESTIONS ON NOTICE PURSUANT TO COUNCIL PROCEDURE RULE 38

No Questions on Notice pursuant to Council Procedure Rule 38 had been submitted on this occasion.

**22. REPORT OF THE CORPORATE DIRECTOR (FINANCE & IT) - A.1 - FORMAL
CONFIRMATION OF COUNCIL TAX AMOUNTS FOR 2026/27 FOLLOWING THE
NOTIFICATION OF THE PRECEPTS FROM THE MAJOR PRECEPTING
AUTHORITIES**

The Committee heard that, at its meeting held on 17 February 2026, Council had considered the Executive's Budget and Council Tax proposals for 2026/27 and, as part of that process, the Council Tax for the District and Parish/Town Council Services had been approved.

Members were told that, once the precepts were received from the major precepting authorities, the Human Resources and Council Tax Committee had the delegated responsibility to agree the total Council Tax for 2026/27.

The total Council Tax for the year was made up of the District and Parish/Town Council amounts approved by Council on 17 February 2026 and the corresponding amounts agreed by the major precepting authorities. Legislation required that formal confirmation by Members even though the process was dictated by legislative formulae and there was no judgement or choice to be made.

It was moved by Councillor Guglielmi, seconded by Councillor Baker and unanimously:-

RESOLVED that:

- (a) the precepts issued by Essex County Council, Essex Fire and Essex Police, as set out in Appendix A to the Officer report (A.1), be noted; and
- (b) the amounts of Council Tax for 2026/27, as shown in Appendix C to the Officer report (A.1), for each of the categories of dwellings be formally confirmed.

23. CAREER TRACK - VERBAL UPDATE

The Committee received a verbal update and watched a video on the following:

- Current number of apprentices/previous apprentices in departments around the Council;
- National Apprenticeship Week;
- What is National Apprenticeship Week?; and
- Statistics on apprentices at Tendring District Council;

Questions from Members:	Answers from Officers:
<i>Do Officers have the apprentice destination data handy for the minutes of this meeting?</i>	Yes, that can be provided. (This information has been provided under this table of questions).
<i>Does Tendring District Council work with the Sixth Form College in Colchester?</i>	They are classed as one of Tendring District Council's partners, but the Council does not deliver apprenticeships at the Sixth Form College. The Council has done so previously, and the Council works closely with Colchester Institute, but not specifically the Sixth Form College.
<i>Has the Council ever thought about giving preferential or priority treatment to children in care that are looking for employment and if it could be fine-tuned with Essex County Council?</i>	The Council pays for all transport costs for all apprentices that are on apprenticeship contracts and Officers are not aware that any other Authority also does this. The Council has the potential to follow Essex County Council's line which is giving guaranteed interview status for care leavers which could be discussed at another time.

Career Track Apprentice Destination Data 2023 - 2025			
Name of Employer	Number of Apprentices	Progression Following Apprenticeship	Number of Apprentices
ALPH Legal and Compliance	1	Completing Higher Level Apprenticeship	1
Babergh and Mid Suffolk District Council	1	Full Time Employment	1
Braintree District Council	4	Full Time Employment	4
CDC Consultancy	1	Full Time Employment	1
Colchester City Council	8	Full Time Employment	8
Essex County Council	1	Full Time Employment	1
GP Primary Choice Ltd	1	Full Time Employment	1
London Borough of Newham	1	Full Time Employment	1
		Completing Higher Level Apprenticeship	0
Maldon District Council	11	Full Time Employment	9
		Completing Higher Level Apprenticeship	1
		No progression due to medical grounds	1
Silverton Aggregates Ltd - Main	1	Full Time Employment	1
Suffolk County Council	1	Full Time Employment	1
Suffolk County Council - Highways	2	Full Time Employment	2
Tendring District Council	41	Full Time Employment	34
		Completing Higher Level Apprenticeship	5
		Travelling abroad	1
		Maternity Leave	1
The Letting Link	2	Full Time Employment	1
		Completing Higher Level Apprenticeship	1
Virtual Kent School - Kent County Council	8	Full Time Employment	6
		Completing Higher Level Apprenticeship	2

Data Collation:

Training providers record learner achievement and progression outcomes with the Department for Education (DfE) once a learner completes their programme.

Destination data is usually collected within two months of completion and recorded with the DfE to show whether the learner has progressed into employment, further learning, or another apprenticeship.

Providers commonly follow up with learners around three months after completion to confirm and update their destination, ensuring the data reported to the DfE is

accurate.

It was moved by Councillor Chapman BEM, seconded by Councillor Guglielmi and unanimously:-

RESOLVED that an item be included on the next Human Resources and Council Tax Committee agenda to enable the Committee to discuss the Council following in line with Essex County Council i.e. to give guaranteed interview status for care leavers.

24. REPORT OF THE ASSISTANT DIRECTOR (PEOPLE) - A.2 - PEOPLE DEVELOPMENT UPDATE

The Committee heard that the aim of the Officer report (A.2) was to provide Members with an overview of current people development activities across the Council, key achievements, emerging priorities, and future plans. The programme supported the Council's strategic aim to build a skilled, inclusive and motivated workforce, whilst ensuring the Council's staff were in the best possible position as Tendring District Council (TDC) prepared staff for the transition through Local Government Reorganisation (LGR).

Members were told that the training and development statistics provided within the Officer report were based on a 6-month period namely, 1 July 2025 to 31 December 2025. Training identified was a combination of mandatory training, employees requesting additional support through learning, and managers' recommendations for their team members.

Officers informed the Committee that Career Track continued to play an essential role in supporting the Council's commitment to workforce development. In addition to delivering apprenticeships internally, Career Track supported other public sector employers, enabling shared skills development across the region. The contribution was particularly important given the economic challenges with the District and the need to strengthen local employment pathways. By enhancing progression routes and increasing access to accredited training, Career Track directly supported workforce resilience and helped address long-term skills needed within the District.

Apprenticeships

The Council also utilised the Apprenticeship Levy to fund a range of apprenticeship programmes delivered by external training providers. Those apprenticeships were used where specialist qualifications were required, or where programmes fell outside the scope of Career Track's provision. Current externally delivered apprenticeships included:

Regulatory, Compliance & Public Protection

- Level 4 Regulatory Compliance Officer
- Level 4 Anti-Social Behaviour and Community Safety

Planning, Surveying & Built Environment

- Level 6 Chartered Surveyor
- Level 6 Building Control Surveyor
- Level 7 Chartered Town Planner

Environmental Health & Public Health

- Level 6 Environmental Health Practitioner

Digital, Technology & Data

- Level 2 Digital Marketing
- Level 3 Multi-Channel Marketer
- Level 6 Digital and Technology Solutions Professional
- Level 7 Digital and Technology Solutions Specialist (integrated degree)

Finance, Audit & Corporate Services

- Level 7 CIPFA Accountancy/Taxation Professional (x2)
- Level 7 Internal Audit Professional

Human Resources, Learning & Development

- Level 3 CIPD Learning and Development

Community, Leisure & Operational Services

- Level 2 Leisure Team Member
- Level 2 Horticulture Construction Operative

The Committee was made aware that, as a large employer, the Council was able to use the levy funding to support apprenticeship training and assessment costs for employees undertaking qualifications that fell outside of the scope of Career Track's provision.

Members noted that the levy generated a funding allocation based on the Council's pay bill, and that could be used to support internal apprenticeship training. While employers might transfer up to 50% of their levy funds to other organisations, this Council had chosen to retain its levy allocation to ensure that 100% of available funds were invested in developing its own workforce. Where beneficial, the Council also accessed transferable levy funding from other organisations to maximise opportunities for staff.

The Committee was also told that a wide range of approved apprenticeship standards could be funded through the levy, and that information was routinely shared with managers to ensure that opportunities were fully utilised across service areas. This approach ensured resources were used efficiently, provided access to high-quality accredited training, and supported improved service delivery, staff development and retention.

Access to levy funding for Level 7 apprenticeships had ceased on 1 January 2026 for learners aged 22 and over; however, the Council had maximised the opportunity prior to this change by enrolling an additional four employees onto Level 7 programmes.

E-Learning and Development

The Council currently had two e-learning platforms, each offering a variety of online training courses accessible to Council staff via the Council's Intranet. Those systems were iHasco and Skillgate, and each platform offered the opportunity for staff to search for relevant training, to complete the course online at a time that suited them, and to attain a pass mark and, for some courses, a certificate. The e-learning platforms allowed employees to access high-quality content and enabled self-paced learning which could be incorporated into their working day. That was also a cost-effective way to deliver a

high number of courses in varying subject areas, to meet the needs of the services across the organisation. That method of training also allowed Officers to monitor and analyse employee engagement and access.

The courses available were easily accessible and supported the continuous professional development of the workplace. The iHasco e-learning platform specialised in offering training relating to health, safety and wellbeing, whereas the Skillgate e-learning platform was more focused on improving skills and knowledge.

Skillgate and iHasco were used to deliver the Council's mandatory training courses to its employees, allowing Officers to ensure the Council maintained a compliant workforce, and remained up to date with ever-changing legislation and best practice. Employees received regular email reminders from the e-learning systems until the mandatory courses had been completed.

There had been a reduction in the completion of e-learning courses in comparison to the last reporting period. That was primarily due to the previous mandatory Sexual Harassment Awareness Training which had launched in December 2024. Also, during March 2025 – June 2025 the seasonal beach patrol staff had been recruited which had required a high number of mandatory trainings, as part of their induction process.

iHasco E-Learning Data	
Total number of courses completed during that period:	1,005
Total number of different types of courses accessed:	65
Of those, number of mandatory training courses completed: - Sexual Harassment Awareness - Fire Awareness - Essential Health and Safety Training - Environmental Awareness	61 127 129 50

Skillgate E-Learning Data	
Total number of courses completed during that period:	308
Total number of different types of courses accessed:	126
Of those, number of mandatory training courses completed: - Understanding the Safeguarding of Children, Young People and Adults Level 1 and 2 - Equality, Diversity and Inclusivity - Environmental Awareness at Work - Lone Working Safety for Home and Remote Workers	25 29 28 25

Sponsored Qualifications Training

The Council actively supported employees to undertake professional qualifications that aligned with their roles, development needs and longer-term career aspirations. Through structured programmes, financial support and dedicated study time, the Council enabled staff to build specialist expertise, progress within career pathways, and to contribute to succession planning and retention.

During the past year, a wide range of qualifications had been completed or were currently being studied, including:

Regulatory, Governance & Public Administration

- Association of Electoral Administrators (AEA) Foundation Course (x3)
- AEA Certificate
- AEA Practical Project Management
- PACE Interviewing (Police and Criminal Evidence)
- Data Protection

Housing & Community Services

- Level 3 Certificate in Housing (x2)
- Level 4 Certificate in Housing
- Chartered Institute of Housing (CIH) – Housing Certificate in Practice
- Level 3 Chartered Institute of Housing (x3)

Environmental Health, Planning & Safety

- MSc Emergency Planning
- Business Continuity Institute (BCI) Training

Leadership, Management & Corporate Skills

- Level 7 Total Leadership
- Level 7 Professional Public Relations Diploma
- Level 3 CIPD Foundation (Chartered Institute of Personnel and Development)

Finance & Professional Services

- Association of Accounting Technicians (AAT) Level 3

Access to Higher Education & Academic Development

- Access to Higher Education Diploma
- BSc Access Modules (x2)

All employees were able to apply for sponsorship through the Council's Qualification Sponsorship Application process. Applicants were required to set out how the qualifications supported their role and service priorities, with managers confirming how it aligned with development needs and operational requirements. Applications were assessed on their merits, the organisational need, and available training budget.

Successful applicants entered into a legally binding Training Agreement, which enabled the Council to recover costs should an employee not complete the qualification or leave the organisation within two years of completing their studies. That approach ensured responsible use of public funds whilst encouraging commitment to completion.

The Council's investment in professional qualifications directly supported Section 7 of the Annual Governance Statement 2024-25, which focused on developing organisational capacity and leadership. Through a planned approach to professional development, the Council continued to build a skilled and resilient workforce, strengthened succession planning, and upheld strong governance and service standards.

Workforce Development

The Council was firmly committed to investing in the growth, capability, and career progression of the workforce. The Council recognised that empowering staff through continuous training and development was fundamental to continuing to deliver high-quality services and fostering a resilient workforce who felt confident as the Council prepared for LGR. In addition to e-learning and apprenticeships, the following training courses had been delivered between 1 July 2025 and 31 December 2025.

Health, Safety & Wellbeing

- Mental Health First Aid Training
- Mental Health First Aid Refresher Training
- Sexual Harassment Training for Managers

Regulatory, Compliance & Enforcement

- PLPO training
- CSAS Training
- Fixed Penalty Notice Training
- Basic Vehicle Inspection Course (x2)
- Vehicle Examination Training

Safeguarding & Professional Standards

- Professional Boundaries Training
- Becoming a DSO (Designated Safeguarding Officer)

Customer Experience, Communication & Public Interaction

- Customer Care Excellence
- Effective Compliant Handling
- Media Training (x5)

Information Governance

- Freedom of Information Practical Training

Team, Leadership & Organisational Development

- MBTI Team Development for Sports and Leisure
- Medication Training

People Strategy Priorities

The Council's People Strategy 2024 – 2029 set out the organisation's long-term approach to supporting, developing and retaining its workforce. The Strategy underpinned the Corporate Plan and ensured that people management activity aligned with the Council's objectives and service priorities.

Workforce Planning

The Acting Head of People had undertaken one-to-one workforce planning sessions with Assistant Directors to review structures, identify critical roles and assess emerging skills gap.

Those discussions had also ensured that the use of career grades was being monitored effectively, with a clear focus on succession planning and the development of internal talent. As the organisation prepared for LGR and the transition to a unitary authority, consideration was being given to the length and timing of qualification pathways and career progression activity. Ensuring the workforce was equipped with the skills and capacity required for future operating models would be central to maintaining service continuity.

The Council continued to face recruitment challenges in key professional areas, including Planning and Environmental Health. To reduce reliance on agency staff and create a more stable and cost-effective workforce, the Council remained committed to a 'grow our own' approach. That included supporting staff to progress through Career Grade Schemes, which provided structured development routes linked to role competencies, technical skills and qualification achievement.

Career Grade Schemes were well-established across the organisation, with 357 posts currently operating within a career-grade structure. Those schemes offered clear and transparent pathways for progression, encouraged continuous improvement, and supported staff retention by providing opportunities for development and advancement. During the six-month monitoring period, 26 Officers had progressed through their career grades by completing qualifications or gaining the skills required for advancement.

Future Initiatives

Over the next two years, the Council would continue to work closely with senior managers to build a skilled, adaptable and resilient workforce capable of responding effectively to changes arising from LGR. Promoting continuous learning and development would remain central to preparing staff for new roles and responsibilities, whilst ensuring that employee wellbeing was supported through periods of transition.

Continued investment in qualifications, apprenticeships, and Career Grade Schemes would strengthen internal capability, support retention, and ensure that staff with the potential to progress were provided with opportunities to do so within available resources. That approach would help the organisation maintain stability, develop future leaders, and secure the skills needed for long-term service delivery.

It was **RESOLVED** that the Human Resources and Council Tax Committee **NOTED** the contents of the People Development Update report.

25. **REPORT OF THE ASSISTANT DIRECTOR (PEOPLE) - A.3 - PAY POLICY STATEMENT 2026/27**

The Committee heard that the Localism Act 2011 (Chapter 8 – Pay Accountability, Sections 38-39) placed a statutory requirement on all local authorities to prepare and

publish a Pay Policy Statement on an annual basis. The Statement must set out the Council's policy in relation to the pay of its workforce for the forthcoming financial year.

Members were told that, under Schedule 2 of Part 3 of the Council's Constitution, the preparation and approval of the Pay Policy Statement was a function reserved to Full Council. The Human Resources and Council Tax Committee had, however, traditionally exercised responsibility for reviewing the draft Statement for recommendation onto Full Council for its approval and adoption.

Statutory Requirements

Officers informed Members that the Pay Policy Statement must, as a minimum, include the Council's policy on:

- the levels and elements of remuneration for each Chief Officer. *That included the Statutory Officer roles of Head of Paid Service (Chief Executive), Monitoring Officer, and Section 151 Officer. It also applied to Non-Statutory Chief Officers, as defined within the Council's Pay Policy Statement. For the purpose of the Statement, Chief Officers were those Officers who, in addition to the Statutory Officers named above, formed part of the Council's Senior Management Team.*
- the remuneration of the Council's lowest-paid employees, including the definition of 'lowest-paid' and the rationale for its adoption.
- the relationship between the remuneration of Chief Officers and other employees.
- other aspects of Chief Officers' remuneration, including policies on recruitment, pay progression, performance-related pay, bonuses, termination payments, and transparency.

Members were also informed that Sections 38-41 of the Localism Act 2011 set out the statutory framework governing Pay Policy Statements. Section 41 required that decisions relating to Chief Officer remuneration must be made in accordance with the authority's Pay Policy Statement. The Council was also required to comply with wider statutory reporting requirements, including the Local Government Transparency Code 2015 and the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

Summary of the Draft Pay Policy Statement 2026/27

The draft Pay Policy Statement for 2026/27 set out the Council's overarching approach to pay and remuneration. It affirmed the Council's adherence to the National Joint Council (NJC) National Pay Spine and its commitment to a fair, transparent and equitable pay framework. That included incremental progression based on length of service and performance, alongside compliance with nationally agreed pay awards.

The Statement also detailed:

- discretionary allowances available to statutory and non-statutory Officers;

-
- the application of market forces supplements where required to support recruitment and retention;
 - policies relating to organisational change, redundancy payments, pay protection arrangements and access to the Local Government Pension Scheme;
 - provisions relating to mileage and subsistence, overtime, standby payments and other employment-related allowances; and
 - the Council's compliance with statutory reporting requirements, including the Gender Pay Gap, off-payroll working rules and the disclosure of senior salaries and severance payments.

Changes for 2026/27

Members noted that the draft Pay Policy Statement for 2026/27 reflected a number of updates to ensure continued compliance, transparency and alignment with national frameworks. The main changes related to updates in national pay arrangements, statutory reporting requirements, and associated workforce policies. Those included:

- implementation of the nationally agreed 2025/26 NJC pay award, including the removal of Spinal Column Point 2 from 1 April 2026, in accordance with the national pay spine changes;
- updated pay multiple calculations to reflect the revised lowest-paid spinal point and the associated forecast change in the pay multiple for 2026/27;
- updated gender pay gap figures and narrative in line with the latest statutory reporting period; and
- confirmation of the Council's use of Essex County Council's Managed Service Solution framework for temporary staffing, supporting consistent and compliant off-payroll engagement.

The Committee was also told that all amendments were shown in red text with the draft Statement (Appendix A) for ease of reference. The Policy had been reviewed to ensure it remained fully compliant with legislation, supported best practice in pay and reward, and maintained transparency for staff, Members and residents.

Officers also informed Members that the Human Resources and Council Tax Committee was invited to review the draft Pay Policy Statement for 2026/27 and provide any comments prior to its submission to Full Council.

The Committee was made aware that, following approval by Full Council on 31 March 2026, the Pay Policy Statement would be published on the Council's website, as required by the Localism Act, as soon as reasonably practicable.

It was moved by Councillor Guglielmi, seconded by Councillor G Stephenson and unanimously:-

RESOLVED that the draft Pay Policy Statement 2026/27, as set out in the Appendix to the Officer report (A.3), be recommended onto Full Council for its formal approval and adoption.

26. REPORT OF THE ASSISTANT DIRECTOR (PEOPLE) - A.4 - SAFEGUARDING POLICY AND PROCEDURES (2026 - 2027) AND SAFEGUARDING HANDBOOK FOR STAFF

The Committee heard that the Council had a statutory duty to safeguard and promote the welfare of children, young people and adults with care and support needs. The updated Safeguarding Policy and Procedures (2026 – 2027) set out the Council's strategic approach to meeting those duties in accordance with the Children Act 1989, the Care Act 2014 and associated safeguarding legislation and statutory guidance.

Members noted that the Policy applied to all individuals working on behalf of the Council, including employees, elected Members, volunteers, contractors, providers commissioned by the Council, and organisations in receipt of Council funding. It established that safeguarding was a shared responsibility and that all individuals engaged in Council activity must recognise, report and respond to safeguarding concerns.

The Committee was told that the Policy was reviewed annually to ensure continued compliance with legislation, guidance issued by the Essex Safeguarding Boards and emerging best practice. The 2026 – 2027 update reflected recent changes in safeguarding legislation, recommendations from the Independent Review of Prevent (2023), and evolving safeguarding risks, including children missing from education. Safeguarding and Prevent training remained mandatory across the workforce and was delivered through the Council's e-learning platform.

The Committee was assured that clear accountability arrangements were set out. The Assistant Director (People) was the named Senior Officer for whistleblowing complaints and worked with Designated Safeguarding Leads and senior management on formal referrals. The Corporate Director (Operations and Delivery) continued to fulfil the statutory Local Authority Designated Officer (LADO) role for children and the non-statutory lead for adult safeguarding, in line with Essex County Council procedures. Safeguarding Champions provided additional advice and escalation routes across directorates.

Officers informed the Committee that the Safeguarding Handbook for Staff provided the detailed operational procedures required to implement the Policy. It outlined reporting pathways, staff responsibilities, whistleblowing arrangements, and supported a multi-agency approach to safeguarding across services.

Members also heard that Cabinet had approved the updated Safeguarding Policy and Procedures (2026-2027) at its meeting held on 30 January 2026 as the Council's overarching safeguarding framework.

It was moved by Councillor Baker, seconded by Councillor G Stephenson and unanimously:-

RESOLVED that the Safeguarding Handbook for Staff be approved as the Council's operational safeguarding procedures for the workforce, following Cabinet's agreement of the overarching Safeguarding Policy and Procedures (2026-2027).

27. REPORT OF THE ASSISTANT DIRECTOR (PEOPLE) - A.5 - UPDATED EQUALITY, DIVERSITY AND INCLUSION POLICY

The Committee heard that the updated Equality, Diversity and Inclusion (EDI) Policy provided an up-to-date and strengthened framework for the Council's internal arrangements and ensured continued alignment with the Equality and Inclusion Strategy 2023 – 2027, as previously approved by Cabinet at its meeting held on 27 January 2023.

Members noted that the Policy set out the Council's commitment to fostering a fair, inclusive and respectful working environment for all employees, workers, apprentices, agency staff, volunteers and job applicants. It aimed to eliminate unlawful discrimination, advance equality of opportunity, and promoted good relations between people who shared protected characteristics and those who did not.

The Committee was reassured that the Policy reaffirmed the Council's duties under the Equality Act 2010 and the Public Sector Equality Duty, ensuring that employment practices, service delivery and decision-making actively supported equality and inclusion. It clearly explained the nine protected characteristics and provided definitions of prohibited conduct, including direct, indirect, associative and perceptive discrimination.

Officers informed the Committee that the Council was committed to ensuring dignity and respect at work and to making reasonable adjustments for disabled employees and applicants. Recruitment, progression and training opportunities were based solely on merit, with inclusive and accessible processes designed to remove barriers. The Policy also reinforced the Council's ongoing commitment as a Disability Confident Leader, demonstrating strong leadership in disability inclusion.

Members also heard that robust requirements for monitoring, reporting and transparency were included, such as the publication of workforce diversity data, gender pay gap reporting and the setting of equality objectives in line with statutory obligations.

Officers made Members aware that the updated Policy had been developed with the support of Unison and would continue to be reviewed regularly. It strengthened the Council's commitment to embedding equality, diversity and inclusion across all organisational practices, ensuring a culture in which individual differences were respected, valued and supported.

It was moved by Councillor Guglielmi, seconded by Councillor Baker and unanimously:-

RESOLVED that the Human Resources and Council Tax Committee:

- a) formally adopts the Council's updated Equality, Diversity and Inclusion Policy;

- b) notes that, in line with their delegated authority, the Assistant Director (People), in consultation with the Head of Paid Service, will make any necessary amendments to associated People policies arising from the update; and
- c) notes that, in line with that same delegated authority, the Assistant Director (People) will make any further amendments required to ensure ongoing legal compliance, including with the Employment Rights Act 2025.

28. REPORT OF THE ASSISTANT DIRECTOR (PEOPLE) - A.6 - TIME OFF AND FACILITIES AGREEMENT FOR TRADE UNION DUTIES AND ACTIVITIES

The Committee heard that the Council and Unison had a constructive and mutually beneficial working relationship that underpinned effective employee relations across the organisation. The updated Time Off and Facilities Agreement strengthened that partnership by providing clear, consistent arrangements that supported accredited Trade Union Representatives in carrying out their duties effectively. That approach promoted early resolution of issues, open communication, and a fair and well-run organisation.

Members were told that the agreement set out a consistent framework for supporting accredited Trade Union Representatives in line with statutory requirements and ACAS guidance. It outlined the principles governing reasonable paid time off for Union Representatives, Health and Safety Representatives, Union Learning Representatives and Union Equality Representatives. It confirmed entitlement to reasonable paid time during working hours for collective bargaining, individual representation, health and safety, learning and equality duties, as well as for approved Trade Union Congress (TUC) or Unison training.

Members were also made aware that Tendring District Council recognised Unison as its trade union for collective bargaining purposes, and the revised agreement reflected the Unison model and ACAS best practice.

It was moved by Councillor G Stephenson, seconded by Councillor Guglielmi and unanimously:-

RESOLVED that the Human Resources and Council Tax Committee:-

- a) formally adopts the Council's updated Time Off and Facilities for Trade Union Activities agreement, which consolidates and updates arrangements for Trade Union activities;
- b) notes that, in line with their existing delegated authority, the Assistant Director (People), in consultation with the Head of Paid Service, will make any necessary and consequential amendments to associated People policies and procedures arising from the implementation of this updated agreement; and
- c) notes that, using that same delegated authority, the Assistant Director (People), in consultation with the Head of Paid Service, will make any further amendments required to ensure ongoing legal compliance, including changes that will arise under the Employment Rights Act 2025, particularly in relation to Trade Union activities.

The meeting was declared closed at 8.38 pm

Chairman

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