

**Minutes of a Meeting of the
Employment Committee held on 28
January 2021**

+ Cllr Colin Dougan (Chairman)
+ Cllr Cliff Betton (Vice Chairman)

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| + Cllr Sharon Galliford | + Cllr Sashi Mylvaganam |
| + Cllr Josephine Hawkins | + Cllr Graham Tapper |
| + Cllr Rebecca Jennings-Evans | + Cllr Victoria Wheeler |
| + Cllr Alan McClafferty | |

+ Present

Members in Attendance: Cllr Peter Barnett, Cllr Rodney Bates and Cllr Valerie White.

25/EC Minutes

The minutes of the meeting held on 8 October 2020 were agreed and would be signed at the next available opportunity.

26/EC Grievance Policy and Procedure for Statutory Officers and non-Statutory CMT members

The Committee was informed that the Grievance Policy and Procedure for Statutory Officers and non-Statutory CMT Officers introduced in 2019 had been reviewed. The Policy had been amended to ensure that complaints were handled in line with the procedures set out in the Council's Constitution. In addition, the Policy had been updated to ensure it consistently referred to 10 working days' notice.

RESOLVED that the revised Grievance Policy and Procedure for Statutory Officers and non-Statutory CMT Officers, as set out at Annex A to the agenda report, be agreed.

27/EC Disciplinary Policy and Procedure for Statutory Officers and non-Statutory CMT members

The Committee was informed that the Disciplinary Policy and Procedure for Statutory Officers and non-Statutory CMT Officers introduced in 2019 had been reviewed. The Policy had been amended to change references from five working days to ten working days. References to committees and sub committees had also been updated to reflect the procedures set out in the Council's Constitution.

It was noted that the procedures concerning the appointment of independent investigators from a list provided by the Joint Negotiating Committee Joint Secretaries referred to in paragraphs 8.2.2 and 8.3.2 were in line with standard practice.

RESOLVED that the revised Disciplinary Policy and Procedure for Statutory Officers and non-Statutory CMT Officers, as set out at Annex A to the agenda report, be agreed.

28/EC Pensions Discretion Policy

The Committee was informed that the Council was a participating employer in the Local Government Pension Scheme (LGPS) and, as an employer, was under a legal duty to prepare and publish a written statement of its policy relating to certain discretionary powers under the Regulations which applied to the LGPS. The Council also had a duty to formulate, publish and keep under review a Statement of Policy in respect of how those powers were applied where they related to the payment of compensation to employees whose employment was terminated as a result of redundancy or certain other reasons.

Members were advised that the Policy had previously been reviewed in January 2020, where a number of changes had been made. It was not proposed to make any further changes at this time.

RESOLVED that no amendments be made to the current Pensions Discretions Policy.

29/EC Policy and Procedure for Fixed Term, Casual and Temporary Workers

The Committee was informed that a new amalgamated Policy Procedure for Fixed Term, Casual and Temporary Workers had been produced. The policy had also been reviewed and updated to ensure it was in line with the latest UK employment legislation.

RESOLVED that the new Policy Procedure for Fixed Term, Casuals and Temporary Workers, as set out at Annex A to the agenda report, be agreed.

30/EC Agile Working Policy 2021/22

The Committee considered a new Agile Working Policy, which updated and replaced the previous Off-Site Working Policy. The new Policy reflected the changes to working practices which had come about due to COVID-19 and ensured there was clarity around new ways of working.

RESOLVED that the Council's Agile Working Policy, as set out at Annex A to the agenda report be agreed.

31/EC Pay Settlement 2021/22

The Committee was informed that pay negotiation discussions had been ongoing since November 2020 and a number of meetings had taken place with Members and Staff Representatives. It was noted that no percentage cost of living award for 2021/22 had been offered by the Council but negotiations were ongoing in relation to alternatives in the form of additional holiday and one-off payments to staff earning under a specified salary.

At the Joint Staff Consultative Group meeting that morning, a majority of members of the Group present at the meeting had agreed the following recommendation:

- (i) that no percentage cost of living award be agreed for 2021/22;
- (ii) that a non-contractual additional day's leave be awarded to all staff in 2021/22, to be taken on Christmas Eve, or where the member of staff is required to work on Christmas Eve, added to their annual leave entitlement for 2021/22;
- (iii) a non-consolidated payment of £250 be made to staff earning less than £28,000 FTE; and
- (iv) to note that Staff Representatives, whilst recognising the current position, wish to see a pay increase for 2022/23.

It was advised that this recommendation had not received a majority of support from both the Member and the Staff sides, as required by the Joint Staff Consultative Group's Constitution. However, the recommendation from the Group had been supported by Staff Representatives and it was recognised that Members were able to propose other options at this meeting.

The Committee considered the recommendation from the Joint Staff Consultative Group and supported the proposal concerning the additional day's leave for 2021/22. It was reported that staff unable to take Christmas Eve as leave due to work requirements would have the day added to their leave entitlement. It was also recognised that, if necessary, management discretion could be used in order to respect different cultural and religious practices.

Members discussed the recommendation for a one-off payment of £250 for staff earning less than £28,000 FTE. It was reported that there were 95 staff members earning £28,000 or less, which would result in expenditure of £23,750. It was also noted that an award of £250 was equivalent to a 1% increase for staff earning £25,000 and a 0.8% increase for a member of staff earning £28,000. During the discussion, Members raised a number of matters for consideration, including the national pay offer, the current economic situation, increases to the cost of living, and the cost in relation to the Council's overall budget. Following this discussion it was agreed by a majority not to recommend to Full Council that a one-off payment of £250 be made to staff earning under £28,000.

RECOMMENDED to Full Council

- (i) that no percentage cost of living award be agreed for 2021/22;**
- (ii) that a non-contractual additional day's leave be awarded to all staff in 2021/22, to be taken on Christmas Eve, or where the member of staff is required to work on Christmas Eve, added to their annual leave entitlement for 2021/22; and**

(iii) To note that Staff Representatives, whilst recognising the current position, wish to see a pay increase for 2022/23.

32/EC Work Programme

The Committee considered its Work Programme for the remainder of the municipal year.

RESOLVED that the Work Programme for 2020/21, as set out at Annex A to the agenda report, be agreed.

33/EC HR Matter

The Committee was advised that the item would be deferred for consideration at its next meeting.

Chairman