

Agenda

Employment Committee

Tuesday, 13 October 2020 at 6.30 pm

Remote meeting via video link



This meeting will be held **remotely**. Committee Members will be provided with the details of how to connect to the meeting one day before the meeting.



Members of the public may observe the proceedings live on the Council's website.

Members:

V. H. Lewanski (Chair)

M. A. Brunt

J. S. Bray

C. M. Neame

C. T. H. Whinney

Substitutes:

Conservatives: J. P. King, T. Schofield and R. S. Turner

Residents Group: R. J. Feeney, N. D. Harrison and R. Harper

Mari Roberts-Wood
Interim Head of Paid Service

For enquiries regarding this agenda;

Contact: 01737 276182

Email: democratic@reigate-banstead.gov.uk

Published 05 October 2020

1. Apologies for Absence and Substitutions

To receive any apologies for absence and notification of substitutes in accordance with the Constitution.

2. Declarations of Interest

To receive any declarations of interest.

3. Minutes

(Pages 5 - 10)

To receive and approve the Minutes of the meetings held on 22 July 2020 and 2 September 2020.

4. EXEMPT - Verbal update on the arrangements for the appointment of a Chief Executive Officer.

RECOMMENDED that members of the Press and public be excluded from the meeting for this item of business under Section 100A(4) of the Local Government Act 1972 on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act; and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

To close the adjourned business of the meeting held on 2 September 2020 (minute 11) and consequently consider a verbal update on the arrangements for the appointment of a Chief Executive Officer.

5. EXEMPT - 2020/2021 Pay Award Process

RECOMMENDED that members of the Press and public be excluded from the meeting for this item of business under Section 100A(4) of the Local Government Act 1972 on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in paragraph 4 of Part 1 of Schedule 12A of the Act; and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

To consider a verbal update on the 2020/2021 Pay Award Process.

6. Any Other Urgent Business

To consider any item(s) which, in the opinion of the Chair, should be considered as a matter of urgency – Local Government Act 1972, Section 100B(4)(b).

Note: Urgent business must be submitted in writing but may be supplemented by an oral report.



Our meetings

As we would all appreciate, our meetings will be conducted in a spirit of mutual respect and trust, working together for the benefit of our Community and the Council, and in accordance with our Member Code of Conduct. Courtesy will be shown to all those taking part.



Streaming of meetings

Meetings are broadcast live on the internet and are available to view online for six months. A recording is retained for six years after the meeting. In attending any meeting, you are recognising that you may be filmed and consent to the live stream being broadcast online, and available for others to view.



Accessibility

The Council's agenda and minutes are provided in English. However, the Council also embraces its duty to anticipate the need to provide documents in different formats, such as audio, large print or in other languages. The Council will provide such formats where a need is identified prior to publication or on request.



Notice is given of the intention to hold any part of this meeting in private for consideration of any reports containing "exempt" information, which will be marked accordingly.

This page is intentionally left blank

BOROUGH OF REIGATE AND BANSTEAD

EMPLOYMENT COMMITTEE

Minutes of a meeting of the Employment Committee held as a Remote - Virtual Meeting on 22 July 2020 at 7.00 pm.

Present: Councillors V. H. Lewanski, M. A. Brunt, C. M. Neame, C. T. H. Whinney and N. D. Harrison (Substitute).

1. ELECTION OF CHAIRMAN FOR 2020/21

RESOLVED that Councillor Lewanski be appointed Chairman of the Employment Committee for the Municipal Year 2020/21.

2. ELECTION OF VICE-CHAIRMAN FOR 2020/21

RESOLVED that Councillor Neame be appointed Vice-Chair of the Employment Committee for the 2020/21 Municipal Year.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

An apology for absence had been received from Councillor Bray, with Councillor Harrison in attendance as substitute.

4. DECLARATIONS OF INTEREST

There were none.

5. MINUTES

RESOLVED that the minutes of the reconvened Employment Committee meeting held on 2 March 2020; the adjourned meeting held on 19 February 2020, and the ordinary meeting held on 21 January 2020, be approved.

6. WORKFORCE SUMMARY – 2019/20 DATA, AND COVID-19 WORKFORCE UPDATE

The Head of Organisational Development presented the report which provided an indication of the organisation's health and workforce demographic.

Members noted that long term sickness absence affected the overall outturn for number of days lost and when that was set aside, the average number of days lost was 4.8. The Director of People explained that short term absence was closely monitored, and that a breakdown of the number of days lost to sickness, and where possible a comparison with other councils (rather than the public sector generally), would be provided for the next meeting of the Committee. The Head of Organisational Development cautioned that comparative data was challenging to produce due to inconsistencies in how respective indicators were defined and calculated.

Members acknowledged that the employment market was changing, and that turnover of staff had decreased. Officers explained that a review of resourcing had

Agenda Item 3

Employment Committee
22 July 2020

Minutes

been commissioned from OMNI recruitment consultancy, to refine the Council's recruitment approach and techniques.

Covid-19

The Head of Organisational Development explained that the Council had managed the rapid adjustment and change to the services it provided, introduced new ways of working, demonstrated the flexibility of its workforce in responding to the emergency, and had begun organisational recovery. A staff survey had been commissioned by the New Ways of Working group, the feedback from which would enable the Council to fully understand the impact of the emergency, and the recovery, on its staff. It was estimated that over 60% of staff would respond to the survey, the results of which would be received by the New Ways of Working group.

RESOLVED that

1. The content of the bi-annual Workforce Data summary, comprising of sickness absence and employee turnover data, be noted.
2. The summary of challenges affecting our workforce during Covid-19, their effects, and opportunities they provide, be noted.

7. ANY OTHER URGENT BUSINESS

There was no urgent business.

8. EXEMPT - SENIOR MANAGEMENT UPDATE

RESOLVED that members of the Press and public be excluded from the meeting for this item of business under Section 100A(4) of the Local Government Act 1972 on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act; and
- (i) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The Committee considered the exempt report, with eight recommendations relating to the senior management of the Council. A vote was taken by a show of hands, whereupon it was:

RESOLVED that the eight recommendations set out in the exempt report be **RECOMMENDED** to Council.

The Meeting closed at 8.11 pm

BOROUGH OF REIGATE AND BANSTEAD

EMPLOYMENT COMMITTEE

Minutes of a meeting of the Employment Committee held as a Remote - Virtual Meeting on 2 September 2020 at 6.00 pm.

Present: Councillors V. H. Lewanski (Chairman), M. A. Brunt, J. S. Bray, C. M. Neame (Vice-Chair) and C. T. H. Whinney.

Also present: Councillor T. Schofield.

9. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were no apologies for absence.

10. DECLARATION OF INTEREST

There were no declarations of interest.

11. INTERIM CHIEF EXECUTIVE ARRANGEMENTS - AUTUMN 2020

The Committee discussed the report of the Commercial and Investment Director on the proposed Interim Chief Executive and Head of Paid Service arrangements. It was clarified that the appointment of a consultant Interim Chief Executive did not require Council approval. However, it was desirable for the Council to designate the role of Head of Paid Service to the Interim Chief Executive, upon the recommendation of the Committee.

It was emphasised that the appointment of an Interim Chief Executive had been agreed by Council in July in order to replenish organisational capacity. The Director of People, the Leader and the Deputy Leader, had since met with interested candidates.

Members acknowledged the momentum that unitary discussions would gain in the coming months, and the timing pressure that would put on the recruitment process. However, Members felt that their preference would be to meet the candidate for an informal discussion, prior to making a recommendation on the appointment of the interim Head of Paid Service, to Council.

RESOLVED that the meeting be adjourned and the business be deferred to the next Ordinary Meeting of the Committee.

12. INTERIM CHIEF EXECUTIVE ARRANGEMENTS - AUTUMN 2020 - EXEMPT INFORMATION

The Committee, having considered the exempt information provided, conducted the business of the meeting in open session.

The Meeting closed at 6.31 pm

This page is intentionally left blank