

Agenda

Employment Committee

Wednesday, 10 November 2021 at 7.30 pm

New Council Chamber, Town Hall, Reigate



This meeting will take place in accordance with Government guidance. The Committee will assemble at the Town Hall, Reigate. Members of the public, Officers and Visiting Members should attend remotely.

Please wear a face covering at all times in the chamber, except when you are speaking, or, if you are seated at least 2 metres distance from others.



Members of the public may observe the proceedings live on the Council's [website](#).

Members:

V. H. Lewanski (Chair)

M. A. Brunt
T. Schofield

N. D. Harrison
P. Chandler

Substitutes:

Conservatives: J. P. King, R. S. Turner and K. Sachdeva

Residents Group: R. J. Feeney and R. Harper

Green Party: J. C. S. Essex and S. McKenna

Mari Roberts-Wood
Interim Head of Paid Service

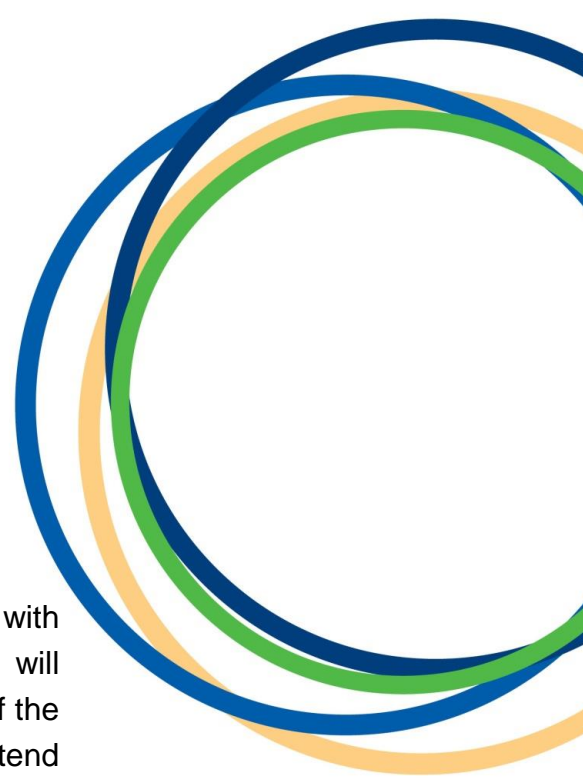
For enquiries regarding this agenda;

Contact: 01737 276182

Email: democratic@reigate-banstead.gov.uk

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Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate



1. Apologies for Absence and Substitutions

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

2. Declarations of Interest

To receive any declarations of interest.

3. Minutes of the Last Meeting (Pages 5 - 8)

To approve the minutes of the meeting of the Committee on 23 June 2021.

4. Future Hybrid Working (Verbal Report)

To receive a verbal update on the Council's Future Hybrid Working project.

5. EXEMPT - Senior Management Update (To Follow)

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:

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

To consider a report on the arrangements of the Senior Management.

6. EXEMPT - Pay Award Update 2021/22 (Verbal Report)

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:

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

To consider a verbal update on the 2021/22 Pay Award Process.

7. Future Work Programme (Pages 9 - 10)

To note the work programme for 2021/22.

8. 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

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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.

BOROUGH OF REIGATE AND BANSTEAD

EMPLOYMENT COMMITTEE

Minutes of a meeting of the Employment Committee held at the New Council Chamber, Town Hall, Reigate on 23 June 2021 at 7.30 pm.

Present: Councillors V. H. Lewanski (Chair), M. A. Brunt (Vice-Chair), T. Schofield, N. D. Harrison and P. Chandler.

1. ELECTION OF CHAIRMAN FOR 2021/22

RESOLVED that Councillor Lewanski be appointed Chairman of the Employment Committee for the Municipal Year 2021/22.

2. ELECTION OF VICE-CHAIRMAN FOR 2021/22

RESOLVED that Councillor Brunt be appointed Vice-Chairman of the Employment Committee for the Municipal Year 2021/22.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

4. DECLARATIONS OF INTEREST

There were none.

5. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting held on 31 March 2021, be approved.

6. EMPLOYMENT COMMITTEE - TERMS OF REFERENCE

RESOLVED that the Responsibility for Functions of the Employment Committee, set out in Part 3a of the Constitution, and Procedure Rule 9 – Officer Employment, set out in Part 4 of the Constitution, be noted.

7. WORKFORCE DATA SUMMARY AND ORGANISATIONAL DEVELOPMENT UPDATE

The Head of Organisational Development and HR presented the report which provided a high-level summary of workforce data, including sickness absence, employee turnover and equalities data.

The Interim Head of Strategic Resources explained how responding to the pandemic had given the Council the opportunity to review how it wanted the organisation to look, feel and operate in the future. The biggest Organisational Development priority for 2021/22 would be the 'Enabling Hybrid Working' Programme of work. The programme would be guided by core principles including: the safety of staff, necessity, mutual agreement, behavioural change, and sustainability.

In response to a question, the Leader explained that there was a Member Steering Group for the Enabling Hybrid Working programme, and there would be an Overview and Scrutiny Panel to contribute to the programme.

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8. PAY AWARD 2022/23

The Interim Head of Paid Service explained how the pay award negotiations would align with Budget and MTFS preparations in the autumn. Consequently, the next meeting of the Committee, set for September, would be moved to October. Members felt that it would be helpful if a comparison between local and national pay scales could be provided to Members in advance of the next meeting.

9. EMPLOYMENT COMMITTEE MEMBER TRAINING

Acknowledging that a new Member had joined the Committee this year, it was noted that nearly all the Members and Substitutes of the Employment Committee had previously participated in externally provided training on employment law. Members endorsed a fresh approach that would enable Employment Committee Members to understand the Council's own training and guidance given to Managers in recruitment.

RESOLVED that the Head of Organisational Development & HR provide to Committee Members the same training and guidance given to recruiting Managers at the Council.

10. FUTURE WORK PROGRAMME

RESOLVED that subject to the date of the September meeting being moved to October to better align with the start of the pay negotiation process, the work programme be agreed.

11. 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 involved 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.

The Leader of the Council and the Interim Head of Paid Service provided an update on the Council's Senior Management arrangements.

12. ANY OTHER URGENT BUSINESS

There was none.

The Meeting closed at 8.57 pm

**Employment Committee
Work Programme 2021/22**

Meeting 1 (23 June 2021)	Meeting 2 (10 November 2021 Moved from 23 September 2021)	Meeting 3 (8 December 2021)	Meeting 4 (30 March 2022)	Meeting 5 (22 June 2022)
Election of Chair/ Vice-Chair Committee Terms of Reference Senior Management Update Pay Award 2021/22 Workforce Data Summary and Organisation Development Update (including high level update on Future Hybrid Working) Employment Committee Member Training Future Work Programme	Future Hybrid Working Senior Management Update Pay Award Update 2021/22 Future Work Programme	Draft Pay Policy Statement Workforce Data Summary (6 Month Update) Future Hybrid Working Senior Management Update Pay Award Update 2021/22 Future Work Programme	Future Hybrid Working Senior Management Update Pay Award Update 2021/22 Future Work Programme	Election of Chair/ Vice-Chair Committee Terms of Reference Senior Management Update Pay Award 2022/23 Workforce Data Summary and Organisation Development Update Employment Committee Member Training Future Work Programme

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