

Agenda

Employment Committee

Wednesday, 8 December 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

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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 10 November 2021.

4. PAY POLICY STATEMENT 2022/23 (To Follow)

5. WORKFORCE DATA SUMMARY (6 MONTH UPDATE) (To Follow)

6. EXEMPT - Senior Management Update (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 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 verbal update on the arrangements of the Senior Management.

7. 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.

8. Future Hybrid Working (Verbal Report)

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

9. Future Work Programme

(Pages 9 - 10)

To note the work programme for 2021/22.

10. 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.

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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 10 November 2021 at 7.30 pm.

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

13. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

14. DECLARATIONS OF INTEREST

There were none.

15. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting held on 23 June 2021 be approved.

16. FUTURE HYBRID WORKING

The Director of Place provided a verbal update on the Future Hybrid Working project. It was confirmed that:

- Staff were able to attend Council premises to work through a booking system. Staff uptake had been relatively high at Earlswood Depot and modest at the Town Hall. It was felt that a less controlled approach and further adaptations at the Town Hall would make for a more conducive work environment and therefore a higher uptake.
- Staff productivity and engagement whilst working remotely had been high.
- Officer meetings had been taking place in the Town Hall either face-to-face or in a hybrid way. IT equipment was being procured where appropriate and relevant risk assessments had been updated.
- Proposals for Member attendance at Full Council on 2 December was being developed for circulation to Group Leaders.
- Planning Officers were undertaking site visits where they deemed it appropriate and necessary. Members of the Planning Committee had undertaken site visits where necessary.

RESOLVED to note the verbal update on the Future Hybrid Working Programme.

17. 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:

- 1) It involved 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 outweighed the public interest in disclosing the information.

Agenda Item 3

Employment Committee
10 November 2021

Minutes

The Committee considered an exempt report in relation to the Council's Senior Management arrangements.

18. EXEMPT - PAY AWARD UPDATE 2021/22

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:

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

The Committee considered a verbal update on the Pay Award Process 2021/22.

19. FUTURE WORK PROGRAMME

RESOVLED to note the Future Work Programme.

20. ANY OTHER URGENT BUSINESS

There was none.

The Meeting closed at 9.47 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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