

# Agenda

## Employment Committee

Thursday, 3 November 2022 at 7.30 pm

New Council Chamber, Town Hall, Reigate



This meeting will take place in the Town Hall, Castlefield Road, Reigate. Members of the public, Officers and Visiting Members may attend remotely or in person.

*All attendees at the meeting have personal responsibility for adhering to any Covid control measures. Attendees are welcome to wear face coverings if they wish.*



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

### Members:

V. H. Lewanski  
J. S. Bray  
P. Chandler

T. Schofield  
M. Tary

### Substitutes:

**Conservatives:** M. A. Brunt, A. King and J. P. King

**Residents Group:** R. Harper and N. D. Harrison

**Green Party:** S. McKenna

**Mari Roberts-Wood**  
Managing Director

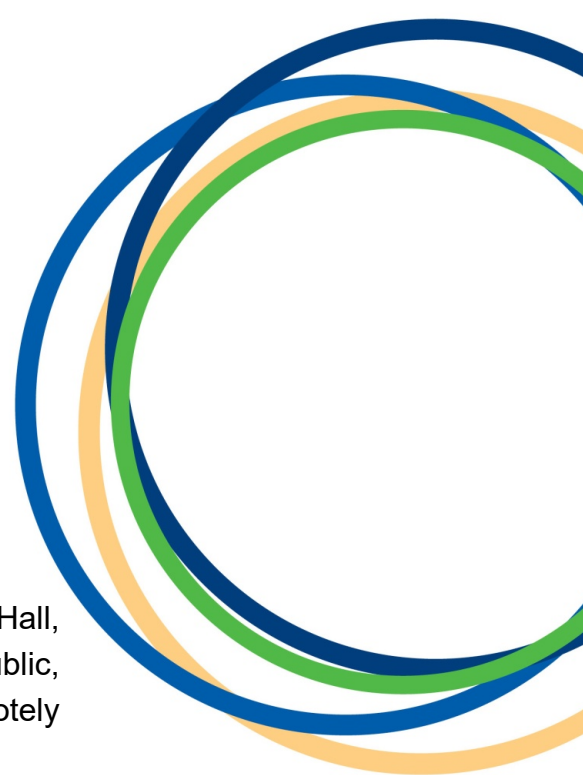
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Published 26 October 2022

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



**1. Apologies for Absence**

To receive any apologies for absence.

**2. Declarations of Interest**

To receive any declarations of interest.

**3. Minutes of the Last Meeting**

(Pages 5 - 12)

To approve the minutes of the meeting of the Committee held on 19 July 2022.

**4. Hybrid working**

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

**5. Pay Policy Statement 2023/24**

(To Follow)

For the Committee to consider the Pay Policy Statement for 2023/24.

**6. Future Work Programme**

(Pages 13 - 14)

For the Committee to consider its work programme for the rest of the 2022/23 municipal year.

**7. Exempt Business**

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

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

**8. EXEMPT: Pay Award 2022/23**

To receive a verbal update on the pay award for 2022/23 from the Managing Director.

**9. EXEMPT: Pay Award 2023/24**

To receive a verbal briefing on the pay award for 2023/24 from the Managing Director.

**10. EXEMPT: Financial Sustainability**

For the Committee to receive a verbal update from the Managing Director regarding the impact on resourcing of the organisational strategy.

#### **11. 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**

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**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.

Minutes of a meeting of the **Employment Committee** held at the **New Council Chamber, Town Hall, Reigate** on **Tuesday, 19 July 2022 at 7.30 pm.**

**Present:** Councillors V. H. Lewanski, J. S. Bray, P. Chandler, T. Schofield and M. Tary

**Attended remotely:** Councillors

**1 Election of Chair for 2022/23**

**RESOLVED** that Councillor Lewanski be appointed Chair of the Employment Committee for the Municipal Year 2022/23 having been proposed by Councillor Tary and seconded by Councillor Bray.

**2 Election of Vice-Chair for 2022/23**

**RESOLVED** that Councillor Tary be appointed Vice-Chair of the Employment Committee for the Municipal Year 2022/23 having been proposed by Councillor Schofield and seconded by Councillor Lewanski.

**3 Apologies for Absence**

There were no apologies for absence with all Members of the Committee in attendance.

**4 Declarations of Interest**

The Head of Paid Service, the Interim Strategic Head of Corporate Resources, the Head of Finance and Assets, the Head of Legal and Governance, and the Director of Place all declared their interest in Agenda Item 11.

**5 Minutes of the Last Meeting**

**RESOLVED** that the Minutes of the meeting held on 25 January 2022, be approved.

**6 Employment Committee - Terms of Reference**

The Committee received and considered its Terms of Reference. Questions for clarification were asked regarding protected characteristics.

# Agenda Item 3

**Employment Committee, Tuesday, 19th July, 2022**

**RESOLVED** that Procedural Rule 9 be reviewed to provide clarity regarding the role of the Employment Committee in the process used to recruit the Head of Paid Service, Statutory Chief Officers, the Deputy Chief Executive and Direct Reports to the Chief Executive (as detailed in Annex 1).

**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 Employment Committee Member Training**

The Committee considered its training requirements and how these would be fulfilled.

**RESOLVED** that the Head of Organisational Development & HR provide the Committee (both Members and Substitutes) with statutory training on the legal requirements involved in employee recruitment inclusive of:

- safer recruitment training;
- guidance on unconscious bias and protected characteristics; and
- case studies including those arising from employment tribunals

## **8 Workforce Data Summary and Organisational Development Update**

The Head of Organisational Development & HR presented the report which provided a summary of workforce data, including employee demographics, sickness absence, turnover, recruitment advertising and apprenticeships.

The Committee requested that the clarity of the tables in the report be improved to make the data presented easier to understand and scrutinise.

The Head of Organisational Development & HR was asked to provide more detail on long term sickness figures including to how many individuals the figures presented related and what if any relationship these had with Long Covid. The increase in sickness following the lifting of lockdown measures was explored with it being explained that this was correlated with greater social mixing including on public transport when commuting. Being able to work from home during the pandemic also enabled more to continue working when unwell.

It was confirmed that summary workforce data was regularly reported to the Corporate Governance Group. This comprised all senior management and allowed for the ongoing monitoring of trends including the diversity of the Council's workforce and community representation.

The Committee explored levels of staff turnover and how the full benefit of terms of service were being promoted. This included the rate of employer pension contributions (15% but reviewed every three years as part of the actuarial review). It was noted that the Council's maternity and paternity policies were an enhancement on the statutory requirement and that the Local Government sick pay scheme increased with tenure.

**RESOLVED** to note the Workforce Data Summary and Organisational Development Update.

### 9 Future Work Programme

**RESOLVED** that the work programme as presented be accepted and implement for the 2022/23 municipal year with the addition of the following for consideration at the Committee's meeting on 3 November 2022:

- Hybrid working
- The impact of financial sustainability on the resourcing implications of the organisational strategy.

### 10 EXEMPT: Pay Award 2022/23

**RESOLVED** to exclude members of the press and public 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.

The Head of Paid Service provided the Committee with an update on the 2022/23 pay award.

**RESOLVED** to note the verbal update provided by the Head of Paid Service on the 2022/23 pay award.

The Chair returned the meeting to public session.

### 11 EXEMPT: Senior Management scoping/benchmarking and recommendations to Council (including 151 Officer appointment)

**RESOLVED** to exclude members of the press and public 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.

#### Senior management scoping and benchmarking

Those officers for whom the senior management scoping and benchmarking was directly relevant to their terms of employment left the meeting (the Interim Strategic Head of Corporate Resources, the Head of Finance and Assets, the Head of Legal and Governance, and the Director of Place) having previously declared their interest in this aspect of the item.

The Employment Committee received and considered an update on the senior management scoping and benchmarking from the Head of Paid Service. It was explained that an external benchmarking had been undertaken of senior management roles to achieve transparency following the adoption of a new management structure and redistribution of responsibilities in November 2021. The context for this work was

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## Employment Committee, Tuesday, 19th July, 2022

a high level of movement amongst the senior management of authorities in London and a desire for Reigate and Banstead to attract and retain a high quality of senior managers, especially to statutory roles.

Committee Members questioned the Head of Paid Service on the details of the senior management scoping and benchmarking exercise and the resulting changes to senior management roles. It was noted by the Committee that those changes were for approval by the Head of Paid Service under delegated decision-making authority.

### Appointment of permanent Chief Finance Officer and Section 151 Officer

The Head of Paid Service reminded the Employment Committee of the previous unsuccessful attempts to appoint a Section 151 Officer in 2019 since when the post had been filled by Pat Main in an interim capacity. It was proposed that the Employment Committee recommend to Council that Pat Main take on the role in a permanent capacity. All Members of the Committee endorsed the proposal, individually expressing their appreciation for the qualities Pat Main had brought to the role of Section 151 Officer.

### Head of Paid Service terms and conditions

The Head of Paid Service left the meeting having already declared an interest in this aspect of the item.

The Interim Strategic Head of Corporate Resources and the Head of Legal and Governance returned to the meeting.

The Employment Committee received and considered the recommended changes to the terms and conditions of the Head of Paid Service. The Head of Organisational Development and Interim Strategic Head of Corporate Resources explained that the Head of Paid Service post had been subject to the same scoping and benchmarking exercise as other senior management posts. As a result, it was proposed that the Employment Committee recommend to Council that:

- the job title of the Head of Paid Service be changed to Managing Director. This was to enable the role to be clearly differentiated from those of other directors and to provide clarity on overall leadership and responsibility. It was noted that 'Head of Paid Service' was not clearly understood as a job title by Members and officers.
- the salary of the Head of Paid Service be changed to reflect the scope and breath of the revised role of Managing Director after concluding an external benchmarking and grading exercise of other comparable local authorities.

The Head of Organisational Development and Interim Strategic Head of Corporate Resources were questioned by the Employment Committee on how the scoping and benchmarking exercise was conducted in relation to the Head of Paid Service role including the calculation of the recommended salary.

The Chair returned the meeting to public session.

### **RESOLVED** to:

- Note the approach and outcome of the scoping and benchmarking exercise for the six senior management roles within the newly approved structure.
- Note the changes to the relevant senior management roles as approved by the Head of Paid Service under delegated decision-making authority.



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- To recommend to Full Council:
  - To adopt the changes to the Head of Paid Service terms and conditions; and
  - That Pat Main be appointed to the Section 151 statutory role on a permanent basis.

## **12 Any Other Urgent Business**

There was no urgent for the meeting to consider.

The meeting finished at 9.59 pm

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**Employment Committee**

**Work Programme 2022/23**

Meeting 1 (11 July 2022)	Meeting 2 (3 November 2022)	Meeting 3 (12 January 2023)	Meeting 4 (28 March 2023)
Election of Chair/Vice-Chair	Hybrid working	Draft Pay Policy statement	Pay Award 2022/23 update
Review Committee Terms of Reference	Pay Policy Statement 2023/24 EXEMPT: Pay Award 2022/23 update	Workforce Data Summary (six-month update)	Future work programme
Senior Management scoping/benchmarking and recommendations to Council (including 151 Officer appointment)	EXEMPT: Pay Award 2023/24	Pay Award 2022/23 Future work programme	Pay Award 2023/24 update (Pay Policy Statement) - TBC
Pay Award 2022/23 update (verbal – part 2)	EXEMPT: Financial Sustainability (impact on the resourcing implications of the organisational strategy)	Organisational Development and HR Strategy	
Workforce Data Summary and Organisation Development Update	Future work programme	Pay Award 2023/24 update (Pay Policy Statement) - TBC	
Employment Committee Member training			
Future work programme			

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