

Agenda

Employment Committee

Tuesday, 12 September 2023 at 2.30 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.



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

Members:

V. H. Lewanski (Chair)

M. Tary

G. Adamson

R. Biggs

P. Chandler

Substitutes:

Conservatives: J. Baker and S. Parnall

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

Green Party: J. C. S. Essex

Mari Roberts-Wood
Managing Director

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

1. Apologies for Absence

To receive any apologies for absence.

2. Minutes of the Last Meeting

(Pages 5 - 8)

To approve the minutes of the meeting of the Committee held on 20 June 2023.

3. Declarations of Interest

To receive any declarations of interest.

4. Organisation Development & Human Resources Strategy 2023 - 2026 Update (To Follow)

To receive an update on the draft Organisational Development & HR Strategy for consultation.

5. Ways of Working

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

6. Pay Policy for 2024/25

(To Follow)

To receive the draft Pay Policy for 2024 – 2025 for consultation.

7. Future Work Programme

(Pages 9 - 10)

For the Committee to consider its Work Programme for the rest of the 2023/24 municipal year.

8. 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:

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

9. EXEMPT: Pay Award 2024/25

To receive a verbal update on the pay award for 2024/25 from the Managing Director.

10. EXEMPT: Organisational Development & Human Resources (To Follow) Staffing Update

To receive an Organisational Development & Human Resources staffing update for consultation.

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

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.



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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 virtually on 25 January 2022 at 7.30 pm.

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

31. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

32. DECLARATIONS OF INTEREST

There were none.

33. MINUTES OF THE LAST MEETING

RESOLVED that the minutes and exempt minutes of the previous meeting held on 8 December 2021 be confirmed and signed as a correct record, subject to the removal of the words 'undertaken reviewed assets' in paragraph 3 of minute 28.

34. PAY POLICY STATEMENT 2022/23

The Employment Committee considered the first draft of the Pay Policy Statement at its meeting on 8 December 2021. The Committee raised a number of questions and requested several amendments. The revised version was circulated to the Committee in the agenda pack, and updated again in the addendum.

The Head of Organisational Development and Human Resources explained that the revised version:

- Included clarity around the distinction between the appointment process and designation process of statutory officers.
- Included details of full-time equivalent post in the salary budget table to provide context of year-on-year increases in salaries.
- Resolved the rounding issue identified at the last Committee to ensure gender division totalled 100%.
- Provided additional information in relation to exceptional increases to provide clarity over which duties were subject to a 10% increase and to provide a link to the roles as outlined in the Council's constitution.
- Contained a formatting error on page 3 whereby a bullet point had converted to a heading. This would be rectified prior to Council.

In response to the Committee's request for additional information an email had been circulated to members which contained:

- an aide memoir to the Committee in relation to contractual increments
- information to help members understand the proportion of salary budget increase dedicated to either growth in salaries or growth in head count.

Officers also confirmed that the 10% additional payment for statutory roles was included in the calculation of average salaries and the ratio of the average wider

Agenda Item 2

Employment Committee
25 January 2022

Minutes

senior management and average pay of other employees. This ratio was confirmed as being 3:1.

During the discussion, the following comments and observations were made:

- That the additional 10% payment for statutory roles should be reviewed during the external job evaluation and pay benchmarking exercise. It was confirmed that those are current contractual arrangements, and the Council would need to go through usual procedures to consult on any changes.
- That in relation to payment of fees for elections, this was separate from the additional 10% payment for statutory roles due to the structure of election funding.
- That an additional explanation should be included under the salary budget table to provide information as to the reason why there was an unusual increase in 2020/21.
- That work required for real living wage accreditation would be scoped. The challenges around requirements for contractors to pay the real living wage were noted.

Subject to minor amendments resulting from the Committee's observations, Members were satisfied that the Pay Policy Statement 2022/23 should be presented to Council on 10 February 2022 for adoption.

35. ANY OTHER URGENT BUSINESS

An urgent item was circulated in writing to the Committee prior to the meeting concerning the Pay Award 2022/23. The Chairman considered it necessary for the Committee to receive this item due to the urgent nature of the pay award negotiations.

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 4 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 Committee received a verbal update on the 2022/23 Pay Award process.

The Meeting closed at 8.28 pm

Employment Committee

Work Programme 2023/24

Meeting 1 (20 June 2023)	Meeting 2 (12 September 2023)	Meeting 3 (30 January 2024)	Meeting 4 (Optional) (26 March 2024)
Election of Chair/Vice-Chair	Organisational Development and HR Strategy	Pay Policy statement 2024/25	Pay Award 2024/25 update
Review Committee Terms of Reference	Hybrid working	Workforce Data Summary (six-month update)	Future work programme
Pay Award 2024/25 update (verbal – exempt)	Draft Pay Policy Statement 2024/25	Pay Award 2024/25	
Workforce Data Summary and Organisation Development Update	Future work programme	Future work programme	
Employment Committee Member training	Pay Award 2024/25 update		
Future work programme	Organisational Development & Human Resources Staffing Update		

6

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