

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.



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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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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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