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5 February 2019

To: Chairman – Councillor Henry Batchelor  
Vice-Chairman – Councillor Dawn Percival  
Members of the Employment and Staffing Committee – Councillors  
Sarah Cheung Johnson, Dr. Claire Daunton, Philippa Hart, Mark Howell and  
Peter Topping

Quorum: 3

Dear Councillor

You are invited to attend a meeting of **EMPLOYMENT AND STAFFING COMMITTEE**, which will be held in **SWANSLEY ROOM A AND B - GROUND FLOOR** at South Cambridgeshire Hall on **WEDNESDAY, 13 FEBRUARY 2019 at 3.00 p.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**Beverly Agass**  
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

## AGENDA

## PAGES

1. **APOLOGIES FOR ABSENCE**  
To receive apologies for absence from Committee members.
2. **DECLARATIONS OF INTEREST**
3. **MINUTES OF PREVIOUS MEETING** 1 - 4
4. **EXCLUSION OF PRESS AND PUBLIC**  
To consider the exclusion of the press and public during consideration of the following item of business on the grounds that consideration is likely to involve the disclosure of exempt information as defined in paragraphs 1 and 2 of Part I of Schedule 12A of the Local Government Act 1972 (as amended).  
  
Paragraph 1 relates to information relating to any individual.  
  
Paragraph 2 relates to information which is likely to reveal the identity of an individual.
5. **EMPLOYMENT MATTER (Report to follow)**

## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

### **Notes to help those people visiting the South Cambridgeshire District Council offices**

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

#### **Security**

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)

#### **Emergency and Evacuation**

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

#### **First Aid**

If you feel unwell or need first aid, please alert a member of staff.

#### **Access for People with Disabilities**

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

#### **Toilets**

Public toilets are available on each floor of the building next to the lifts.

#### **Recording of Business and Use of Mobile Phones**

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

#### **Banners, Placards and similar items**

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

#### **Disturbance by Public**

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

#### **Smoking**

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

#### **Food and Drink**

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

# Agenda Item 3

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Employment and Staffing Committee held on  
Thursday, 17 January 2019 at 10.00 a.m.

PRESENT: Councillor Henry Batchelor – Chairman  
Councillor Dawn Percival – Vice-Chairman

Councillors: Dr. Claire Daunton Clare Delderfield  
Philippa Hart Mark Howell

Officers: Patrick Adams Senior Democratic Services Officer  
Susan Gardner Craig Head of People and Organisational Development  
Bukky Gray Senior HR Advisor  
Bethan Gregory HR Advisor

Councillor John Williams was in attendance, by invitation.

### 1. APOLOGIES FOR ABSENCE

Apologies for Absence were received from Councillor Sarah Cheung Johnson and Councillor Peter Topping. Councillor Clare Delderfield substituted for Councillor Cheung Johnson.

### 2. DECLARATIONS OF INTEREST

None.

### 3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 7 December 2018 were agreed as a correct record, subject to the inclusion of Councillor Claire Daunton as Vice-Chairman for the meeting, as Councillor Dawn Percival had given her apologies.

### 4. PAY POLICY STATEMENT

The Head of People and Organisational Development presented this report, which detailed the requirements of the Localism Act and invited the Committee to recommend the Pay Policy Statement to Council. It was noted that a Pay Policy Statement was agreed annually by Council.

#### **Senior salaries**

It was noted that the policy had been updated to reflect the impact of the pay award on salary values.

#### **Flexibility on re-employing staff**

It was noted that the policy had been amended to enable former staff below Director level, who had previously been made redundant, to be re-engaged in circumstances where the Council requires specific skills or knowledge. The Council's normal recruitment and procurement rules would always apply.

#### **Incremental pay increases**

It was noted that officers needed to demonstrate a good level of performance to be awarded an incremental pay increase.

**Golden Hello**

The Council had recently agreed a Golden Hello policy that would pay new staff up to £6,000 if appointed to post which had been identified as hard to recruit to in the job marketplace. A percentage of the payment would have to be paid back if the employee left within two years. This payment would apply to external applicants only.

**Gender pay gap**

It was noted that whilst many organisations had a concerning gender pay gap, the Council actually had a mean gender pay gap of 5.86% in favour of females.

The Committee unanimously

**RECOMMENDED TO COUNCIL** the approval of the Pay Policy Statement for 2019 to Full Council.

**5. DISABILITY CONFIDENT SCHEME**

The Head of People and Organisational Development presented this report, which recommended the Disability Confident Scheme to Cabinet. It was noted that the Committee had been asked by Council to investigate this issue, after agreeing a motion from Councillor Peter McDonald.

**National scheme**

It was noted that this was a nationally recognised scheme, which had replaced the two ticks disability scheme.

**Meeting the requirements of the Scheme**

The Head of People and Organisational Development explained that the Council was already achieving many of the commitments listed in level 1 of the Disability Confident Scheme. She expressed the hope that the authority would achieve Level 2 and then Level 3 of the Scheme, after achieving Level 1.

**Task and Finish Group**

The Committee recommended that Cabinet set up a Task and Finish Group, consisting of officers and councillors, to investigate how the Council could achieve level 1 of the Disability Confident Scheme.

The Committee unanimously

**RECOMMENDED TO CABINET**

- A)** That the Council signs up to the Disability Confident Scheme;
- B)** That a Task and Finish Group be established to take forward a work programme aligned to achieving Level 1.

**6. ORGANISATIONAL CHANGE POLICY AND PROCEDURE**

The HR Advisor introduced this report, which invited the Committee to recommend that Cabinet adopt the revised Organisational Change Policy and Procedure. It was noted that the proposed change would allow 12 months' pay protection for staff at risk of redundancy, who successfully apply for a post one pay grade lower. The cost of the change would be offset by a reduction in redundancy costs.

**Maternity leave**

The HR Advisor agreed to amend the wording in the policy to emphasise the rights of staff on maternity leave.

**Suitable alternative employment**

It was noted that staff had a right to appeal if they considered that the alternative employment offered was unsuitable. It was suggested that suitable vacancies at other neighbouring authorities within 3C's partnership should be considered for staff at risk of redundancy. It was noted that staff at risk of redundancy were offered training and assistance with the writing of CVs and interview skills as well as other tailored support and skills training.

The Committee unanimously

**RECOMMENDED TO CABINET** the adoption of the Organisational Change Policy and Procedure.

**7. RECRUITMENT AND RETENTION REPORT SHARED PLANNING SERVICE**

The Senior HR Advisor introduced this report, which highlighted the recruitment and retention issues which the planning service has experienced over the last few years and what actions have been undertaken to address them.

**Vacancies**

It was noted that the Shared Planning Service currently had 30 vacancies, out of a total complement of approximately 140 staff. It was a competitive market with a large amount of construction in the District. The recruitment to the position of Principal Planning Officers was a particular concern. It was noted that many planning officers had left to work in the private sector where the financial rewards were greater.

**Misalignment of job descriptions**

It was noted that research had shown that whilst other local authorities had the same job titles for planning officers, the actual job descriptions were different. This made comparisons based on salary difficult.

**Market Factor Supplement**

It was noted that a Market Factor Supplement of 15% had been introduced for senior and principal planning roles. To ensure that this complied with equalities, the supplement was reviewed annually was not consolidated into an officer's salary. As such, officers have found that mortgage and loan providers will not take the supplement into account during the mortgage or loan application process. It was suggested that the Council should explore a form of London weighting, which could be considered part of a salary.

**Training existing staff**

Training and mentoring was offered to existing planning officers. Secondment opportunities had been offered to existing staff in other services areas, but there were a limited number of people who had shown interest and who have the right skills set for these positions.

**Apprenticeships and work experience**

The Senior HR Advisor explained that the Planning section had a successful work placement scheme for school and college students and apprenticeships were being considered. The Council had been part of a national Trailblazer initiative to establish RTPI approved apprenticeship routes and had been liaising with Anglia Ruskin

University regarding a student trainee scheme.

**Liaising with the Scrutiny and Overview Committee**

The Chairman, Councillor Henry Batchelor, announced that he would report the Committee's discussions with the Chairman of the Scrutiny and Overview Committee, as they had agreed that this Committee would investigate this matter instead of the Scrutiny and Overview Committee. It was agreed that the Committee should review this issue in approximately four months' time.

The Committee **NOTED** the report.

**8. DATE OF NEXT MEETING**

The Committee agreed to hold its next meeting on Thursday 14 March at 10am in the Monkfield Room, where it was expected that the following items will be discussed:

- An update on Disability Confident Scheme.
- A report on Councillor Heather Williams' motion to Council on extending maternity and paternity leave for those have had a premature or neo-natal baby.
- A report on the forthcoming staff survey.
- A quarterly performance report on staff sickness and retention.
- A report on relocation fees.

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**The Meeting ended at 11.30 a.m.**

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