South Cambridgeshire District Council

Minutes of a meeting of the Employment and Staffing Committee held on Thursday, 8 September 2022 at 10.00 a.m.

PRESENT: Councillor William Jackson-Wood – Chair

Councillor Sally Ann Hart - Vice-Chair

Councillors: Anna Bradnam Mark Howell

Richard Stobart Peter Fane

Officers: Laurence Damary-Homan Democratic Services Officer

Clare Lomer-Hill HR Advisor
Donya Taylor HR Advisor
Liz Watts Chief Executive

Councillor Heather Williams was in attendance.

Councillor Sunita Hansraj was in attendance remotely.

The Chair briefly adjourned the meeting. After resumption of the meeting, the Chair adjourned the meeting to a later date. The meeting ended at 10.40 a.m.

The Committee met, to discuss the agenda for the meeting held on 08 September 2022, on 29 September 2022. The following reflects the discussions, of the agenda from 08 September 2022, from the meeting held on 29 September 2022 that started at 2.00 p.m.

1. Apologies for Absence

Councillor John Williams sent Apologies for Absence and Councillor Peter Fane was present as his substitute.

2. Declarations of Interest

There were no Declarations of Interest.

3. Minutes of Previous Meeting

By affirmation, the Committee authorised the Chair to sign the Minutes of the meeting held on 9 June 2022 as a correct record.

4. Retention and Turnover Report: Quarter 1 (Q1) 1st April 2022 - 30th June 2022

The Chief Executive Officer presented a verbal update on a Retention and Turnover strategy, the 4-day working week. Members discussed:

• Use of data from other examples of the 4-day week, both in the public and private

sector, to inform the trial

- Data monitoring, both on wellbeing and productivity- a request to differentiate the data from those on the trial and agency/other staff, who were not part of the trial, was raised in order to allow for comparison
- Productivity strategies to ensure standards of service did not drop
- Availability of officers and how this is communicated to customers
- Provision of information to staff and the public- it was noted that feedback could be provided by the public through the Council's website
- Management of workloads and ensuring that staff do not end up working longer hours over 4 days
- Flexibility in working practices, including opting-out of the trial and the prospect of working 5 shorter days
- Manual workers and the trial at the depot

The HR Advisor, Clare Lomer-Hill, presented the report. Members discussed apprenticeships and the challenges of recruitment to these roles. Officers informed the Committee of the range of apprenticeships on offer and the Golden Hello recruitment strategy. It was noted that timings in the school year impact apprenticeship recruitment and Members were supportive of the engagement with local charities, schools and recruitment fairs that officers detailed. Members also questioned how the challenges of induction of new staff was managed in a hybrid working environment. Officers responded to questions on the levels of agency staff and the details of how the casual worker bank scheme work. It was requested that officers monitor the numbers of staff moving from direct employment with the Council to working for the Council via an agency.

The Committee **noted** the report.

5. Sickness Absence Report Quarter 1 (Q1)

The HR Advisor, Donya Taylor, presented the report and offered a clarification over the meaning of VBPI in response to a question. Members requested that abbreviations be listed in full the first time they are used in a report. Members discussed the possibility of people continuing to work from home whilst unwell. Officers assured the Committee that staff were encouraged to take sickness leave when required and not force themselves to work when inappropriate due to health issues. Members were informed that the positive culture and consistent messaging around wellbeing ensured suggested that levels of non-absence for staff who were sick remained low. It was noted that working from home would allow some staff to continue to work with sicknesses, such as colds, that did not inhibit individual's ability to work, and that absence may have arisen with these types of illnesses if staff could only work in the office.

The Committee n	oted the report.	
•	The Meeting ended at 3.20 p.m.	