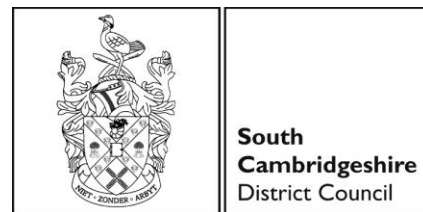


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Monday 24 June 2019

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

Quorum: 3

Substitutes: Councillors Sue Ellington, Graham Cone, Nick Wright, Heather Williams,  
Bunty Waters, Clare Delderfield and Peter McDonald

Dear Councillor

You are invited to attend the next meeting of **EMPLOYMENT AND STAFFING COMMITTEE**, which will be held in **JEAVONS ROOMS - SOUTH CAMBRIDGESHIRE HALL** at South Cambridgeshire Hall on **TUESDAY, 2 JULY 2019** at **10.00 a.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  
**Mike Hill**  
Interim Chief Executive

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

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## 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  
To agree the minutes of the last meeting, which was held on 9 May 2019.

### EXCLUSION OF PRESS AND PUBLIC

The report associated with the following agenda item contains exempt information as defined in paragraph 1 of Schedule 12A of Section 100(A)(4) of the Local Government Act 1972, as amended. The report is therefore unavailable for publication and the press and public are likely to be excluded from the meeting during consideration of the item.

- 4. APPOINTMENT OF CHIEF EXECUTIVE OFFICER -  
RECOMMENDATION TO COUNCIL (REPORT TO FOLLOW)**

**5. ITEMS FOR FUTURE MEETINGS AND DATE OF NEXT MEETING**

The Committee are invited to agree the agenda items to be discussed at the next meeting.

The Committee are invited to agree the next meeting of the Committee as Tuesday 23 July at 10am in the Monkfield Room.

## **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, 9 May 2019 at 10.00 a.m.

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

Councillors: Sarah Cheung Johnson Dr. Claire Daunton  
Mark Howell John Williams

Officers: Patrick Adams Senior Democratic Services Officer  
Susan Gardner Craig Head of People and Organisational Development  
Rory McKenna Deputy Head of Legal Practice

Councillors Neil Gough, Philippa Hart and Heather Williams were in attendance, by invitation.

### 1. APOLOGIES FOR ABSENCE

Apologies for Absence were received from Councillor Peter Topping.

It was noted that Councillor John Williams had replaced Councillor Philippa Hart on the Committee. Councillor John Williams was the Lead Cabinet Member responsible for staffing issues.

### 2. DECLARATIONS OF INTEREST

Councillor Dawn Percival declared a non-pecuniary interest in agenda item 5 Employee Survey update, as she had worked with the consultant carrying out the staff survey in the past.

### 3. MINUTES OF PREVIOUS MEETING

The Committee agreed the minutes of the meeting held on 25 April 2019, as a correct record.

It was reported that the membership of the Appointments Panel, referred to in minute 5, would be: Councillors Henry Batchelor, Sarah Cheung-Johnson, Claire Daunton, Bridget Smith, Peter Topping and John Williams. The reserves will be Councillors Philippa Hart, Mark Howell and Dawn Percival.

### 4. SICKNESS ABSENCE 1 JANUARY 2019 TO 31 MARCH 2019

The Head of People and Organisational Development presented this report on sickness absence for the period 1 January to 31 March 2019. It was noted that paragraph 4 should have stated that there had been a 1.87% increase on the previous quarter's figure, not decrease.

The Committee welcomed the fact that the sickness absence year end figure for 2018/19 was lower than both 2017/18 and 2016/17.

It was noted that the two largest causes of sickness absence were muscular skeletal conditions and stress, depression and mental health. Due to the physical nature of the work, the waste section had a higher percentage of sickness absence compared to other

authorities. It was noted that the fastest way for waste operatives to carry out their work, was not the safest. The Head of People and Organisational Development explained that there had been a number of health and safety improvements made in the Waste Service and this had arguably saved lives. The age of staff in the waste section varied, but it was noted that the strain of 30 years as a waste operative could often lead to muscular-skeletal issues. The average age of employees by section was requested.

In response to questioning, the Head of People and Organisational Development explained that workstations could be tailored to the needs of staff, in order to reduce absence caused by back and neck pain. Rising/Standing desks and alternative chairs had been provided to staff to minimise back and neck issues.

#### **Comparing with other Local Authorities**

The Head of People and Organisational Development explained that local authorities that had a waste service were likely to have a higher sickness absence rate than an authority which had contracted out the work. This made comparisons with other authorities difficult. It was estimated that most authorities had a range of 7-12 days absence per full time equivalent member of staff. The Head of People and Organisation Development stated that staff sickness levels were still too high and HR would aim to continue to reduce sickness absence at the Council by working with line managers and attempt to achieve council-wide consistency with regard to return to work interviews.

The Council would be going out to tender on the service provided by Occupational Health, when the current contract expired.

The Committee **NOTED** the report.

### **5. STAFF SURVEY - ORAL UPDATE**

The Head of People and Organisational Development explained that the staff survey had been passed to the consultants and their only concern was regarding two open-ended questions on what employees liked about working for the Council, which appeared to be too similar. The Committee agreed that the purpose of the two questions were to ascertain what attracted an employee to the Council in the first place and what encouraged them to stay. It was also agreed that the questions should have specific options and not be open-ended.

It was noted that the cost of the survey would be less than £4,000.

Staff who work at the Depot will have the option of completing a paper version of the questionnaire, which would also be confidential.

It was suggested that staff could be offered an inducement to complete the survey, via the consultants. However, this was discounted in the interests of maintaining confidentiality to ensure that the respondents remain anonymous.

It was agreed that the survey should include a preamble from the Chief Executive and Leader.

The Committee **AGREED** that the Staff Survey should be sent out, with the agreed changes.

### **6. DISABILITY CONFIDENT TASK AND FINISH GROUP - ORAL UPDATE**

Councillor Sarah Cheung-Johnson explained that her and Councillor Alex Malyon had

agreed to serve on the Disability Confident Task and Finish Group. Councillor Mark Howell also volunteered to be on this Group. It was hoped that one more member could be found.

It was noted that the Council had attained Disability Confident Level 1 and the aim was to first achieve Level 2 and then Level 3.

The Task and Finish Group were due to have its first meeting in early May/late June and would report its progress back to the Committee.

#### **7. RECRUITMENT AND RETENTION TASK AND FINISH GROUP - ORAL UPDATE**

It was noted that Councillors Sarah Cheung-Johnson, Claire Daunton, Bill Handley and Eileen Wilson had agreed to serve on the Recruitment and Retention Task and Finish Group. Its first meeting was due to be held on 20 May.

#### **8. ORGANISATIONAL REVIEW**

The Committee agreed that the press and public be excluded from the meeting during the consideration of the following agenda item in accordance with Section 100(A)(4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph 1, 2 and 4 of Part 1 of Schedule 12A of the Act.

The Head of People and Organisational Development introduced this report, which updated the Committee on the progress being made on the organisational review and asked them to consider the next stage with regards restructuring Tiers 1 and 2.

It was noted that Cabinet had considered the organisational review at its meeting on 1 May.

The Committee

#### **NOTED**

- A)** The proposal to change the strategic management structure at Tiers 1 and 2;
- B)** The Council's policies and the legal requirement set out within the report.

#### **RECOMMENDED TO FULL COUNCIL**

The commencement of a formal consultation process with staff who are in scope for the proposal for Tier 2, and note the proposed areas of responsibility for Tiers 1 and 2.

There were five votes in favour, none against and one abstention.

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**The Meeting ended at 10.45 a.m.**

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