

## South Cambridgeshire District Council

Minutes of a meeting of the Employment and Staffing Committee held on  
Monday, 15 March 2021 at 2.00 p.m.

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

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

Officers: Patrick Adams                                      Senior Democratic Services Officer  
Susan Gardner Craig                                      Head of HR and Corporate Services  
Chloe Smith    HR Business Partner

### 1. Apologies for Absence

There were no Apologies for Absence.

### 2. Declarations of Interest

None.

### 3. Minutes of Previous Meeting

The minutes of the meeting held on 14 January 2021 were agreed.

It was noted that the meeting had been rescheduled to allow the Annual Pay Policy Statement to be recommended to April's Council meeting.

### 4. Pay Policy Statement 2021

The Head of HR and Corporate Services introduced this item which advised the Committee to recommend the Annual Pay Policy to Council to ensure that the authority complies with the Localism Act 2011 by publishing the salaries of the highest paid officers and indicating how this relates to the lowest paid staff.

The Head of HR and Corporate Services explained that the Council's pay grades had six different pay points within each grade. Approximately 30% of staff were on the top of their pay grades. Officers had regular one-to-ones with their manager, who would then report to HR on whether the officer should progress onto the higher pay grade. Only a few staff, who were eligible, were expected not to progress to the next pay grade. The Head of HR and Corporate Services confirmed that staff at the Council were not awarded bonus payments, although honorariums could be paid for specific work.

The Head of HR and Corporate Services explained that the agreement of the

Policy had been delayed until the Government had confirmed that for a second year the gender pay gap would not need to be reported in March.

The Committee

**Recommended that Council** Approve the Pay Policy Statement for 2021

#### 5. **Sickness Absence 1 October to 31 December 2020**

The HR Business Partner presented this report on the Council's sickness absence for the third quarter.

The Chair thanked officers for including data on sickness related to Covid 19 in the report, as requested at the last meeting of the Committee.

The HR Business Partner explained that employees would report their sickness to their line manager, who would notify HR and then conduct the return to work interview when the officer returned to work. It was noted that the Shared Waste Services had a slightly different process, as their officers were expected to be at work by 6am.

The HR Business Partner explained that the increase in the days lost to genito-urinary illness was due to long term sickness and was not indicative of a wider problem.

In response to the suggestion that the muscular/skeletal be divided into different categories, it was noted that the managers were asked to complete a checklist in the Return to Work form and to divide the categories further would create additional work.

The Committee **Noted** the report.

#### 6. **Disability Confident Group - Oral update**

Councillor Sarah Cheung Johnson confirmed that the work of the Task and Finish Group had been paused due to Covid work priorities and she expressed the hope that the Disability Confident Task and Finish Group would meet again shortly.

The Head of HR and Corporate Services announced that officers had completed the level 2 self assessment tool. Councillor Mark Howell requested that any report to the Committee include a section recapping the work that had already been carried out.

The Head of HR and Corporate Services explained that due to the Covid-19 pandemic officers with disabilities had received extra support and equipment to allow them to work from home safely.

**7. Date of Next Meeting**

The Committee requested that its next meeting be held on a different date, as the 23 July was on a Friday and in the school holidays.

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**The Meeting ended at 2.35 p.m.**

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