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NOTICE OF MEETING



EMPLOYMENT PANEL

will meet on

THURSDAY, 5TH JANUARY, 2017

At 6.30 pm

in the

ASCOT AND BRAY - TOWN HALL, MAIDENHEAD

TO: MEMBERS OF THE EMPLOYMENT PANEL

COUNCILLORS LISA TARGOWSKA (CHAIRMAN), EILEEN QUICK (VICE-CHAIRMAN), PHILLIP BICKNELL, PAUL BRIMACOMBE, STUART CARROLL, DR LILLY EVANS, LYNNE JONES AND MJ SAUNDERS

SUBSTITUTE MEMBERS

COUNCILLORS CHRISTINE BATESON, SIMON DUDLEY, DAVID HILTON, JACK RANKIN, JOHN STORY, EDWARD WILSON, MALCOLM BEER, SIMON WERNER AND SAMANTHA RAYNER

Karen Shepherd - Democratic Services Manager - Issued: Friday, 30 December 2016

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel Administrator **Karen Shepherd** 01628 796529

Fire Alarm - In the event of the fire alarm sounding or other emergency, please leave the building quickly and calmly by the nearest exit. Do not stop to collect personal belongings and do not use the lifts. Congregate in the Town Hall Car Park, Park Street, Maidenhead (immediately adjacent to the Town Hall) and do not re-enter the building until told to do so by a member of staff.

Recording of Meetings – The Council allows the filming, recording and photography of public Council meetings. This may be undertaken by the Council itself, or any person attending the meeting. By entering the meeting room you are acknowledging that you may be audio or video recorded and that this recording will be available for public viewing on the RBWM website. If you have any questions regarding the council's policy, please speak to the Democratic Services or Legal representative at the meeting.

AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>APOLOGIES FOR ABSENCE</u> To receive any apologies for absence	
2.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest	5 - 6
3.	<u>MINUTES</u> To consider the Part I minutes of the meeting held on 29 November 2016	7 - 10
4.	<u>LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC</u> To consider passing the following resolution:- "That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on items 5-6 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act"	

PRIVATE MEETING

5.	<p><u>MINUTES</u></p> <p>To consider the Part II minutes of the meeting held on 29 November 2016</p> <p><i>(Not for publication by virtue of Paragraph 1, 3, 4 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></p>	11 - 14
6.	<p><u>APPOINTMENT OF HEAD OF LAW AND GOVERNANCE</u></p> <p>To consider the above report</p> <p><i>(Not for publication by virtue of Paragraph 2, 4 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></p>	15 - 18

MEMBERS' GUIDANCE NOTE

DECLARING INTERESTS IN MEETINGS

DISCLOSABLE PECUNIARY INTERESTS (DPIs)

DPIs include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any license to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where
 - a) that body has a piece of business or land in the area of the relevant authority, and
 - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

PREJUDICIAL INTERESTS

This is an interest which a reasonable fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs your ability to judge the public interest. That is, your decision making is influenced by your interest that you are not able to impartially consider only relevant issues.

DECLARING INTERESTS

If you have not disclosed your interest in the register, you **must make** the declaration of interest at the beginning of the meeting, or as soon as you are aware that you have a DPI or Prejudicial Interest. If you have already disclosed the interest in your Register of Interests you are still required to disclose this in the meeting if it relates to the matter being discussed. A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in discussion or vote at a meeting.** The term 'discussion' has been taken to mean a discussion by the members of the committee or other body determining the issue. You should notify Democratic Services before the meeting of your intention to speak. In order to avoid any accusations of taking part in the discussion or vote, you must move to the public area, having made your representations.

If you have any queries then you should obtain advice from the Legal or Democratic Services Officer before participating in the meeting.

If the interest declared has not been entered on to your Register of Interests, you must notify the Monitoring Officer in writing within the next 28 days following the meeting.

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Agenda Item 3

EMPLOYMENT PANEL

TUESDAY, 29 NOVEMBER 2016

PRESENT: Councillors Eileen Quick (Vice-Chair, in the Chair), Lynne Jones, Christine Bateson, Simon Dudley and Edward Wilson

Officers: Alison Alexander, Terry Baldwin, Vanessa Faulkner and Karen Shepherd

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bicknell, Targowska, Brimacombe, Carroll, Dr Evans, Saunders.

DECLARATIONS OF INTEREST

Alison Alexander, Terry Baldwin, Vanessa Faulkner and Karen Shepherd declared interests in the item 'Pay Reward Scheme' as employees of the council.

MINUTES

RESOLVED UNANIMOUSLY: That the Part I minutes of the meeting held on 18 October 2016 be approved.

EMPLOYEE WELLBEING PLAN

Members considered the draft Employee Wellbeing plan which had been refined to more fully support the management of stress and mental health issues, following comments from Employment Panel.

The Head of HR explained that a number of revisions to the original draft had been made, as detailed in paragraphs 2.2 - 2.4 of the report, including:

- Rewriting of section 3, 'What we want to address', with a focus on developing an environment where staff are comfortable in raising mental health issues.
- Provision of personal resilience training for of staff.
- All staff to be positively encouraged to undertake the council's on line training modules annually in personal resilience, mental well being and stress awareness.
- Compulsory training for all managers in Mental Health First Aid from January 2017

Members noted that sickness absence was recorded on the HR system and the descriptions of the reasons for sickness absence had been reviewed and revised. Currently there was a single category for stress/depression/anxiety/mental health/fatigue. This would be replaced with three categories:

- Stress
- Depression/anxiety
- Mental health

The People Action Plan contained implementation dates and would continue to be updated from actions within the Wellbeing Plan and staff survey.

The Chairman commented that she was pleased to see the sickness absence category being separated out, as stress could be comparatively quickly addressed compared to depression. The Head of HR confirmed that trigger alerts resulted in managers meeting with individual employees to record details of a sickness absence. This could lead to a stress risk assessment and referral to occupational health where necessary. A stress risk assessment could look at reallocation of work if workload was a contributory factor. Staff would not be viewed in a detrimental way for raising concerns. HR Business Partners were copied into alerts so they could support managers.

RESOLVED UNANIMOUSLY: That Employment Panel:

i. Approve the Employee Wellbeing Plan

EXIT INTERVIEWS - ACTION PLAN FOR STAFF TURNOVER

Members considered four additional actions to be added to the People Action Plan, following analysis of feedback from exit interviews over the last 12 months. Moving to an online system had seen an increase in the response rate from 31% - 58 %.

Members were reminded that the upward trend in voluntary turnover as detailed in table 2 had been identified in previous reports to the Panel on 'hard to fill' roles.

The Head of HR explained that when leavers' appraisal scores were analysed, 56% were good or higher; 28% were outstanding or excellent. The reasons given by leavers aligned closely with the results of the staff survey. Five actions had been added to the People Action Plan following analysis of feedback.

Councillor Dudley commented that the categories from which leavers could choose from in the exit interviews were framed negatively. A key reason could be promotion and higher salary. The Head of HR explained that the package used for the pilot was off the shelf. Going forward the council would be able to amend the categories to include some positive reasons such as higher pay, travelling time, and work/life balance. The Managing Director commented that high achievers were often leaving to obtain a promotion; in a small authority the situation could arise where there were no opportunities for promotion within the council.

Councillor Dudley suggested that participation in a face to face exit interview should be required of all leavers. Councillor Jones commented that feedback she had received from staff (although not recent) had been that they felt uncomfortable participating in face to face interviews as they did not feel they could be absolutely truthful. The opportunity to complete an online or face to face interview would be ideal. She also commented that high achievers could also leave because they could easily find a job elsewhere. The Managing Director agreed it was a balance with the lack of opportunities because of the size of the authority.

It was noted that the induction process helped to identify the support an individual employee needed, with appraisals providing an ongoing review. Coaching was also available.

Councillor E. Wilson commented that exit interview data should be combined with induction and annual survey feedback. There was a need to dig down further into some of the categories, for example trust in senior leadership.

Officers were requested to ensure actual numbers, alongside percentages, were provided in future reports. It was noted that information on leavers by grade and area of the organisation was available and could be included in future reports.

RESOLVED UNANIMOUSLY: That Employment Panel:

- i. Approve the updated People Action Plan.**

LIST OF DELEGATIONS

Members received a briefing note that proposed changes to three delegations in the council constitution that related to payments up to £25,000. The recommendation was proposed to allow officers to respond quickly to settlement claims. The proposals were consistent with other financial rules in relation to virements. It was confirmed that the payments would be one-off payments only.

It was noted that the figures in Appendix B could relate to more than one settlement at an individual school. The process was undertaken by the authority on behalf of schools if they choose to purchase HR services. The decisions were normally taken to the school's governing body.

RESOLVED UNANIMOUSLY: That Employment Panel:

- i) Note the delegation of HR duties as set out in Appendix A.**
- ii) Agree the three recommendations in table 1, increasing the settlement figure for officer approval from £5,000 to £25,000 and employment panel approval for sums in excess of £25,000, and seek full Council approval for the required changes to the constitution.**

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

RESOLVED UNANIMOUSLY: That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on items 8-12 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act.

The meeting, which began at 6.30 pm, finished at 7.46 pm

CHAIRMAN.....

DATE.....

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Agenda Item 5

By virtue of paragraph(s) 1, 3, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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Agenda Item 6

By virtue of paragraph(s) 2, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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