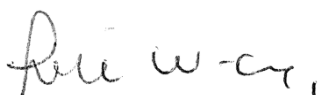


Date of issue: Friday 7th June, 2019

MEETING	EMPLOYMENT & APPEALS COMMITTEE (Councillors Bains (Chair), Bedi, Brooker, Chaudhry, N. Holledge, Hulme, Hussain, Mohammad and Smith)
DATE AND TIME:	TUESDAY 18 TH JUNE, 2019 AT 6.30PM
VENUE:	JUPITER SUITE 1 - ST MARTINS PLACE, 51 BATH ROAD, SLOUGH, SL1 3UF
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	CATHERINE MEEK 01753 875015

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



JOSIE WRAGG
Chief Executive

AGENDA

PART 1

<u>AGENDA</u> <u>ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
1.	Declarations of Interest <i>All Members who believe they have a Disclosable Pecuniary or other Interest in any matter to be considered at the meeting must declare that interest and, having regard to the circumstances described in Section 4 paragraph 4.6 of the Councillors' Code of Conduct, leave the meeting while the matter is discussed.</i>		

CONSTITUTIONAL MATTERS

2.	Minutes of the Meeting held on 10 th April, 2019	1 - 4	
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AGENDA
ITEM

REPORT TITLE

PAGE

WARD

- | | | |
|----|-------------------------------|-------|
| 3. | Appointment of Sub Committees | 5 - 8 |
|----|-------------------------------|-------|

SERVICE IMPLEMENTATION ISSUES

- | | | |
|----|---|-----------|
| 4. | Temporary Agency Staff - Progress on Implementation and Baseline Monitoring | To Follow |
| 5. | The Slough Academy - Update | 9 - 12 |
| 6. | Wellbeing - Update | To Follow |
| 7. | Attendance Record | 13 - 14 |
| 8. | Date of Next Meeting - 22 nd October, 2019 | |

Press and Public

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Please contact the Democratic Services Officer shown above for further details.

The Council allows the filming, recording and photographing at its meetings that are open to the public. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings. Anyone proposing to film, record or take photographs of a meeting is requested to advise the Democratic Services Officer before the start of the meeting. Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with the Democratic Services Officer.

Employment & Appeals Committee – Meeting held on Wednesday 10th April, 2019.

Present:- Councillors Brooker (Chair), N Holledge, Hussain and Sabah

**Apologies for
Absence:-** Councillor Chaudhry, Bains and Bedi

PART 1

30. Declarations of Interest

None.

31. Minutes of the Meeting held on 24th January, 2019

The minutes of the meeting held on 24th January, 2019 were taken as read and agreed as a correct record.

32. Temporary Agency Staff - Progress on Implementation and Baseline Monitoring

The Committee considered a report detailing the Council's spend on temporary agency staff contracts via Matrix for quarter 4 of 2018/19.

The report set out spend on interims as identified from the Matrix spend report £3,472,580 (Quarter 4 2018/9). Members were advised that spend registered outside of Matrix through the Council's Agresso payments system for the same period totalled £1,104,472 for January to March 2019. There were currently 250 interims employed but not all were on full time contracts. This figure was down by 42 on the last report to the Committee.

As requested by the Committee the report also included information about tenure of agency staff over 1 year.

The Committee discussed the information in the report and noted that further work needed to be undertaken to:

- Provide a breakdown of figures for interims employed to work on special projects as opposed to backfilling vacancies
- Identify whether sufficiently robust procedures were in place to end contracts once work was completed
- Provide a cost comparison/consideration between having interims versus employing a member of staff
- Identify the feasibility of establishing a 'pool' of administrators across the Council – Members were advised that work was in progress on this

The Committee requested that reports showed figures from the last meetings to allow the Committee to identify trends.

Employment & Appeals Committee - 10.04.19

Resolved:

- (a) That the report be noted;
- (b) That the report to the next meetings of the Committee include
 - a breakdown of figures for interims employed to work on special projects as opposed to backfilling vacancies
 - information on whether sufficiently robust procedures were in place to end contracts once work was completed
 - a cost comparison/consideration between having interims versus employing a member of staff
 - information on / progress made on establishing a 'pool' of administrators across the Council
 - Figures from previous meetings

33. Progress on Implementation of the NJC Pay Award 2019/2020

The Committee received a report setting out information on the Council's implementation of the pay award for 2019/2020.

Members were advised that the NJC pay agreement for 2018/2020 had included the introduction of a new pay spine to be implemented on 1st April, 2019.

People Services had been working with trades union colleagues, Finance any payroll to agree the approach for implementation with the main principle of ensuring that staff did not have a detriment in their pay.

Individual letters had been sent out to affected employees informing them of the change,

Resolved that the Report be noted.

34. Organisational Development (OD) Programme Update

The Committee received an update report on the current 2018/19 OD Programme and the key transformation projects that are in progress.

The report set out details of the 'Being Manager Smart' two year programme, the mandatory training that was required to be undertaken by all employee, an update on the appraisal/performance review system and the recognition and reward scheme that had been created.

Resolved that the report be noted.

35. Members' Attendance Record

Noted.

Employment & Appeals Committee - 10.04.19

36. Date of Next Meeting - 18th June, 2019

The Chair advised that this would be the last meeting of the Committee this municipal year. The Chair thanked Committee members for their work over the year and their contribution to the Committee.

Resolved to note that the next meeting of the Committee was 18th June, 2019.

Chair

(Note: The Meeting opened at 6.30pm and closed at 7.10pm)

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SLOUGH BOROUGH COUNCIL**REPORT TO:** Employment & Appeals Committee **DATE:** 18th June 2019**CONTACT OFFICER:** Catherine Meek – Head of Democratic Services
(For all Enquiries) (01753) 875011**WARD(S):** All**PART I**
FOR DECISION**APPOINTMENT OF SUB-COMMITTEES****1. Purpose of Report**

This report seeks the appointment of the Appeals Sub-Committee and Appointments Sub Committee and the allocation of seats on those sub committees.

2. Recommendations

The Committee is requested to resolve:-

- a) That the Appeals Sub-Committee and Appointments Sub Committee be appointed for the 2019/2020 Municipal Year
- b) That the terms of reference of the Sub Committees be as set out in Appendix A
- c) That seats be allocated to the Sub-Committees as shown in paragraph 5.1
- d) That Members be appointed to serve on the Sub-Committees in accordance with the wishes expressed by Political Groups in respect of seats allocated to them as set out in paragraph 5.2.

3. The Joint Wellbeing Strategy, the JSNA and Five Year Plan

There are no implications for the Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan as this report is administrative in nature.

4. Other Implications**(a) Financial**

There are no financial implications of proposed action.

(b) Human Rights Act and other Legal Implications

The recommendations meet the requirements of political proportionality as set out in the Local Government and Housing Act 1989 and associated Regulations. The Appointments Sub-Committee (Chief/Deputy Chief Officer) must include at least one Executive Member.

5 Supporting Information

Appointment of Sub-Committees

- 5.1 The Constitution provides for the Committee to appoint an Appeals Sub-Committee and Appointments Sub Committee. Accordingly, the Sub-Committee seat allocations have been calculated to reflect group membership and statutory proportionality entitlements as follows:

Sub-Committee	Seats	Labour	Conservative
Appeals	5 (+ 5 deputies)	4 (+4)	1 (+1)
Appointments	5	4	1

- 5.2 Nominations have been sought from Political Groups and have been received as follows:

Appeals Sub Committee: Councillors Davis, M Holledge, Plenty, Rasib and Smith. Deputies – Councillors Sadiq and Bains.

Appointments Sub Committee: Councillors Bains, Hussain, Mann, Strutton and Swindlehurst.

- 5.3 The Appointments Sub Committee for appointments (other than the Chief Executive) comprises five members, appointed in accordance with the political proportionality of the Council. All five members are voting members of the sub committee and must have received appropriate training in recruitment and selection activities.
- 5.5 Previously members of the Sub Committee comprised of (subject to availability) the Leaders of the political groups, or their nominees and, where possible, but not as a requirement members serving on the Employment and Appeals Committee. The Sub Committee must include at least one member of the Cabinet.

Terms of Reference

- 5.6 The terms of reference of the Appeals Sub-Committee and Appointments Sub Committee are set out at Appendix A for consideration and agreement by the Committee.

6 Appendix

A - Terms of Reference

7 Background Papers

None

Employment and Appeals Committee: Sub-Committee Terms of Reference

Appeals Sub-Committee

1. To determine appeals against refusal by the Local Education Authority of applications for home to school transport which do not fall within the LEA's policy for the provision of such transport.
2. To consider complaints about the school curriculum and collective worship in accordance with Section 23 of the Education Reform Act 1988.
3. To deal with requests for the allocation of accommodation outside the Council's approved policies on referral by the Officers or by three Members of the Council.
 - a) Decisions on Appeals:- To deal with requests:
 - i) against exclusion from various schemes on matters of interpretation or value judgement;
 - ii) against cancellation of applications for false or incomplete information;
 - iii) against rent arrears recovery action and proceedings for possession;
 - iv) in respect of any discretionary housing service provided from time to time not within the established criteria, where special circumstances apply and the Service Lead Strategic Housing Services has refused the application;
 - v) against assessments made under the Amenity Points Scheme for housing rents or any other method of rent assessment;
 - vi) against an Officer decision concerning the re-housing of applicants on urgent medical grounds, where in the view of Members the applicant(s) should be dealt with as a priority in the light of the facts of the case, taking into account the agreed definition of guidelines;
 - vii) against determination of improvement grants.
 - b) To deal with unusual matters of day to day management referred by the Director of Finance and Resources or Director of Place and Development or Service Leads for guidance.
4. To hear representations and determine appeals under the statutory provisions relating to nurseries, playgroups, child minders and residential homes.
5. To consider and determine appeals against refusal by the Authority of application for Local Council Tax Discount.
6. To consider and determine appeals in accordance with Section 17(3) of the Health & Social Services and Social Security Adjudication Act 1983.

Appointments Sub Committee

- 1 In accordance with the Officer Employment Procedure Rules to carry out the process for appointment and recommend to the Council the appointment of the Head of the Paid Service and Chief Executive, subject where appropriate to there being no well-founded objection by any member of the Executive.

Sub Committee to be increased to eight members for the appointment of the Chief Executive.

- 2 In accordance with the Officer Employment Procedure Rules to appoint chief officers and deputy chief officers, subject to there being no well founded objection by any member of the Executive.

SLOUGH BOROUGH COUNCIL**REPORT TO:** Employment & Appeals Committee **DATE:** 18th June 2019**CONTACT OFFICER:** Surjit Nagra, Service Lead, People**AUTHORS:** Sarah Trahearn, Slough Academy Project Manager**WARD(S):** All**PART 1**
FOR INFORMATION**THE SLOUGH ACADEMY - UPDATE****1 Purpose of Report**

To provide an update on the project and progress made since the last report in January 2019.

2 Recommendation(s)/Proposed Action

The Committee is requested to note and provide any comments on the information outlined in this report.

3 Project Update**3.1 Phase 1 - Apprenticeships**

This Phase is designed to provide the foundations for Phase 2 Continuous Professional Development (CPD) and Phase 3 Succession Planning by implementing the infrastructure, working practises and organisational support to be able to maximise the opportunities the Apprenticeship Reforms and the levy have provided.

- **Apprenticeships 'in flight'**

We currently have 12 SBC staff undergoing Apprenticeships in Adult Social Care, Procurement, Operational Management and Community Sport & Health.

The 'I could be an Apprentice' video created by a member of the Active Communities team, is now available on The Slough Academy insite pages. It explains more about becoming an Apprentice in SBC and highlights 'Breaking Boundaries' which is an Apprentice led project using cricket to bring Slough communities together. The video also features our CEO Josie Wragg emphatically providing her support for Apprenticeships and career development in SBC.

- **Upcoming Opportunities**

We will be recruiting for the following opportunities over the next few weeks:

- Apprentice Project Co-ordinator x1
- Apprentice Assistant Activities Co-ordinator x 2
- Apprentice Early Years Assistance x 6

- **Quarterly Updated Roll Out Plan**

The plan for 2019 Quarter 1 shows Apprenticeships currently being planned up to the end of 2024. Expected numbers are peaking at 47 in early 2020 and range from GCSE levels to Masters levels across Adult Social Care, Early Years, Customer Service, Civil Engineering, Surveying Technician, Town Planning, Regulatory Compliance, Procurement, HR and Accounting. The plan for Q2 which will extend this roll out further will be available from July onwards.

- **Slough Academy Champions**

Our Champions continue to grow and develop their skills and capabilities regarding professional development and are currently creating Engagement Plans for their Service Areas to develop a more detailed understanding in the Council.

- **Schools and Nurseries**

The recent Schools Forum meeting in May had an excellent attendance with over 16 schools from Slough attending including maintained and non-maintained. We were supported by Service Leads from HR and Finance and also our Account Manager for Apprenticeships from the ESFA.

Initial feedback from Schools has been very positive and we are hopeful that we will now start to see a rise in the number of Apprenticeships in Slough schools.

- **Apprenticeship e-portfolio system - Onefile**

We have invested in a leading-edge system for Apprentices to store, track, monitor and manage their coursework. This will also provide the Council with oversight, progress reporting and completion data to ensure the expected skills and capabilities can be properly integrated into the organisation as soon as they are available. Onefile will be operational from July 2019.

3.2 **Phase 2 – Continuous Professional Development**

We are about to start the implementation of a market-leading Talent Management System – Cornerstone with two modules for Learning Management and Performance Management.

The system will provide the Council with the ability to develop a new approach to Continuous Professional Development which will build on the foundations established through the Apprenticeship roll out. It will provide clearly defined career pathways for all our professions with established organisational support through the integration of Appraisals and Personal Development Plans (PDPs).

Cornerstone also provides the opportunity to replace Learning Pool, our current Learning Management System, to ensure our staff have access to more effective, targeted, and more user friendly learning solutions to develop their skills and capabilities.

3.3 **Phase 3 – Succession Planning**

The implementation of Succession Planning will ensure the Council has a pipeline of talent in place to fill the next generation of roles required to support the delivery of our future Service Plans.

Cornerstone's Performance Management module will help Managers and Leaders in the Council to proactively identify potential emerging talent based on formal performance criteria and map this to key roles within the organisation.

This will ensure staff are continually encouraged to develop and progress their careers within the Council and contribute to retention levels by ensuring our workforce is motivated to support our Service delivery plans.

4 **Background Papers**

None

Appendix A: Apprenticeship Roll out Plan 2019 Q1

Apprenticeships Rollout Plan

Programmes	Pay Level Do not Print	Apprenticeship Level Including EPA	Directorate	Service/Dept	Timeline (Jan-19 to Mar-30)																																																																																																																																	
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Associate Project Manager	4	26	A&C	Commissioning	[Blue grid]																																																																																																																																	
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Lead Adult Care Worker / Lead Practitioner (Reablement Supervisor)	3	14	A&C	Reablement (RRR)	[Blue grid]																																																																																																																																	
Social Work	6	36	A&C	Operations S/W	[Orange grid]																																																																																																																																	
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Construction Technical & Professional: Town Planning Technical Support	3	18	REG	Building Control	[Blue grid]																																																																																																																																	
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Total Existing Staff					[Summary numbers]																																																																																																																																	
Total New Staff					[Summary numbers]																																																																																																																																	
Total People Services					[Summary numbers]																																																																																																																																	
Total Existing Staff					[Summary numbers]																																																																																																																																	
Total New Staff					[Summary numbers]																																																																																																																																	
Total Wave 2					[Summary numbers]																																																																																																																																	
Total Existing Staff in all waves					[Summary numbers]																																																																																																																																	
Total New Staff in all waves					[Summary numbers]																																																																																																																																	
Total in all waves					[Summary numbers]																																																																																																																																	
Apprenticeships in Flight					[Summary numbers]																																																																																																																																	

- Existing Staff
- New staff
- Programme started
- Planned EPA date
- Waiting for Certification
- At risk

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MEMBERS' ATTENDANCE RECORD 2019/2020

EMPLOYMENT AND APPEALS COMMITTEE

COUNCILLOR	18/06/19	22/10/19	23/01/20	8/04/20
Bains				
Bedi				
Brooker				
Chaudhry				
N Holledge				
Hulme				
Mohammad				
Smith				
Wright				

P = Present for whole meeting
Ap = Apologies given

P* = Present for part of meeting
Ab = Absent, no apologies given

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