

Date of issue: Wednesday, 10 January 2024

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| <b>MEETING</b>  | <b>EMPLOYMENT COMMITTEE</b><br>(Councillors Zarait (Chair), Khawar, Bedi, Escott, D. Parmar and Qaseem) |
| <b>DATE AND TIME:</b>                                       | THURSDAY, 18TH JANUARY, 2024 AT 6.30 PM   |
| <b>VENUE:</b>   | COUNCIL CHAMBER - OBSERVATORY HOUSE, 25 WINDSOR ROAD, SL1 2EL   |
| <b>DEMOCRATIC SERVICES OFFICER:<br/>(for all enquiries)</b> | TOBY HOWES  |

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.



**STEPHEN BROWN**  
Chief Executive

**AGENDA**

**PART 1**

**AGENDA**  
**ITEM**

**REPORT TITLE**

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**APOLOGIES FOR ABSENCE**

**CONSTITUTIONAL MATTERS**

1. Declarations of Interest

*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 9 and Appendix B of the Councillors' Code of Conduct, leave the meeting while the matter is discussed.*



**AGENDA**  
**ITEM**

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| 2. | Minutes of the Meeting held on 25th September 2023 | 1 - 4 |
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**SERVICE IMPLEMENTATION ISSUES**

- |    |  |           |
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| 3. | Pay Policy Statement                   | To Follow |
| 4. | Senior Management Restructure Update   | To Follow |
| 5. | HR Policies and Procedures             | To Follow |
| 6. | Attendance Record                      | 5 - 6     |
| 7. | Date of Next Meeting - 16th April 2024 |           |

**Press and Public**

**Attendance and accessibility:** 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 any items in the Part II agenda are considered. For those hard of hearing an Induction Loop System is available in the Council Chamber.

**Webcasting and recording:** The public part of the meeting will be filmed by the Council for live and/or subsequent broadcast on the Council's website. The footage will remain on our website for 12 months. A copy of the recording will also be retained in accordance with the Council's data retention policy. 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.

In addition, the law allows members of the public to take photographs, film, audio-record or tweet the proceedings at public meetings. Anyone proposing to do so 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.

**Emergency procedures:** The fire alarm is a continuous siren. If the alarm sounds immediately vacate the premises by the nearest available exit at either the front or rear of the Chamber and proceed to the assembly point: The pavement of the service road outside of Westminster House, 31 Windsor Road.

**Employment Committee – Meeting held on Monday, 25th September, 2023.**

**Present:-** Councillors Zarait (Chair), Khawar (Vice-Chair), Escott, D. Parmar and Qaseem (arrived 6.40pm)

**Apologies for Absence:-** Councillor Bedi

**PART 1**

**8. Declarations of Interest**

No declarations were made.

**9. Minutes of the Meeting held on 22nd June 2023**

Members requested that the change in date of the September Committee meeting from 12<sup>th</sup> September to 25<sup>th</sup> September be noted.

**Resolved** – That the minutes of the meeting held on 22<sup>nd</sup> June 2023 be approved as a correct record.

**10. Updated Acceptable Use of Systems and Technology Policy Report**

The Associate Director, Chief Digital and Information Officer introduced the report. The updated acceptable use of systems and technology policy wrapped up five previous separate discreet policies in this area. Subject to approval by members, officers would publicise the updated policy and provide learning opportunities for staff to ensure they were fully aware of their obligations with regard to the policy and to protect the council from cyber threats.

There were questions from members on training timescales and on compliance. On training it was explained that if the updated policy was approved, officers would start in the next few days to work with HR on raising awareness of the policy and on training including e-learning and in-person training. Action would not be taken against any staff regarding policy breaches until they had been given the opportunity to learn and take in the policy.

On compliance a member asked if there had been any reported cases of non-compliance in the past year. The AD stated that while he was aware that there had been some issues in the past with internal use of IT, this had not been recent. External threats were constantly monitored and evidence of some activity had been seen in this area and countered using the tools available to IT colleagues.

**Resolved** – That the Committee approved the adoption of the latest version of the Acceptable Use of Systems and Technology Policy.

## Employment Committee - 25.09.23

### 11. Senior Management Restructure Report

The Chief Executive introduced the Senior Management Restructure report. The restructure proposed a common sense structure which would remedy some of the confusion that previous restructures had caused. The proposal was to move to a 'London' structure of Directors, Executive Directors and Heads of Service, which was more widely used and recognised and would also help with recruitment, giving clarity on the position-level being advertised.

The Chief Executive advised that there had been wide consultation with staff regarding the restructure, firstly at an informal level and then through formal consultation, and feedback had been taken on board resulting in tweaks and changes in response to this. If approved by members the proposed restructure would be presented to Council later in the week for approval.

The Chief Executive also drew members' attention to the recommendation for Slough Borough Council to have its own Director of Health, given the health inequalities in Slough.

In answer to questions about the grading system and the expected impact of the restructure in terms of performance and efficiency, it was explained that differences in grading eg between Grade SML 11 and SML 12, which both covered Heads of Service posts, were dependent on the job evaluation and the level of resource responsibility, the grading had also been independently evaluated. In terms of expected impact on performance the Chief Executive explained that the senior management restructure was not a work in isolation, and a cultural change was needed in the organisation in terms of accountability, performance, all staff having an appraisal and understanding where their work fit into the wider organisational objectives; the restructure was a part of this process.

Members also raised questions on potential vacancies at senior level and retention policy. In answer it was clarified that the recruitment process would begin as soon as the senior management restructure was approved, with roles being marketed as a place to come if candidates wanted to make a real difference. If candidates could see that they were coming to an organisation that was developing and improving and helping its people develop then it was hoped they would stay in the organisation.

**Resolved** – That the Committee:

- i) Noted the contents of the report.
- ii) Recommended the report to Council to –
  - a) Approve the chief officer structure as set out in Appendix A and agree the pay grades for the new Director posts which included grades over £100,000.
  - b) Note the other proposed changes to the structure at Appendix A that the Head of Paid Service intended to make and approve the redundancy package(s) set out in Appendix B.

## **Employment Committee - 25.09.23**

- c) Authorise the Monitoring Officer to make any consequential changes to the Constitution, including Article 12, Part 3.6 Scheme of Delegation to Officers, Part 4.7 Officer Employment Rules, and Part 7.
- d) Delegate to the Chief Executive in consultation with the Leader decisions to depart from the multi-borough agreement to share a statutory Director of Public Health (recruitment to that post would then be conducted in the normal way).

### **12. Attendance Record**

**Resolved** – that details of the Members' attendance record 2022/23 be noted.

### **13. Date of Next Meeting - 18th January 2024**

The date of the next scheduled meeting was confirmed as 18<sup>th</sup> January 2023.

Chair

(Note: The Meeting opened at 6.30 pm and closed at 6.50 pm)

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**MEMBERS' ATTENDANCE RECORD 2023/24**

**EMPLOYMENT COMMITTEE**

| <b>COUNCILLOR</b> | <b>22/06/23</b> | <b>25/09/23<br/>(changed<br/>from 12/09)</b> | <b>18/01/24</b> | <b>16/04/24</b> |
|-------------------|-----------------|--|-----------------|-----------------|
| <b>R Zarait</b>   | P               | P  |                 |                 |
| <b>N Khawar</b>   | P               | P  |                 |                 |
| <b>P Bedi</b>     | P               | Ap   |                 |                 |
| <b>A Escott</b>   | P               | P  |                 |                 |
| <b>D Parmar</b>   | P               | P  |                 |                 |
| <b>N Qaseem</b>   | Ap              | P  |                 |                 |

P = Present for whole meeting    P\* = Present for part of meeting    Ap = Apologies given    Ab = Absent, no apologies given

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