

## **Employment & Appeals Committee – Meeting held on Tuesday, 23rd October, 2018.**

**Present:-** Councillors Brooker (Chair), Chaudhry (Vice-Chair), Bedi, N Holledge, Hussain, Sabah, Sarfraz and Smith

**Apologies for Absence:-** Councillor B Bains

### **PART 1**

#### **13. Declarations of Interest**

None

#### **14. Minutes of the Meeting held on 19th June 2018**

The Minutes of the meeting held on 19<sup>th</sup> June were taken as read and signed by the Chair as a correct record subject to minute 8 – Actions Speak Louder....Programme Action Plan – being amended to read ‘(a) that a progress report be submitted to the meeting of the Committee on 24<sup>th</sup> January 2019 on:

- The next steps to be taken on the Programme;
- The tangible themes for the next stage of the Programme.’

#### **15. Employment Policies and Procedures**

The Committee considered a report seeking approval for the following new, amended and updated policies and procedures:

- Revisions to the Disciplinary Policy and Procedure
- New Volunteering Policy
- Minor amendments to the Redeployment Policy and Procedure
- Amendments to the relevant HR policies to ensure compliance with the General Data Protection Regulations
- Update the Recruitment and Selection Policy and Procedure to enhance and update the document to reflect changes to the safeguarding requirements.

The report set out the main changes being proposed in each Policy.

Members discussed the new Volunteering Policy and requested information on types of volunteering that would be covered in the Policy. Members felt that staff should be encouraged to volunteer and that volunteering opportunities for council staff should be strengthened. Officer undertook to take the Committee’s views into account in developing the Policy.

Members asked for information about how compliance with the Council’s Disciplinary Policy and Procedure was measured and how the Committee could satisfy itself that learning from recent cases an employment tribunal findings was effective. The Service Lead HR advised that the Council was

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aware of the time it had taken to complete some investigations, it would be able to see whether this has improved following the establishment of a trained 'pool' of managers. It was in the interests of all parties for the investigation to be completed in a timely manner.

Resolved: That the new, revised and updated HR policies as set out in the Report be approved with immediate effect.

### **16. Implementation of the 2018-20 NJC Pay Award**

The Committee considered a report setting out information on the Council's implementation of the pay award for 2019/2010. The pay award introduced a new pay spine to be implemented by 1<sup>st</sup> April 2019.

Members were advised that the new pay spine will apply to staff who are on the NJC terms and conditions (Green Book). The changes to the national pay spine remove points 1 – 5 of the pay spine so that all of the lowest paid workers are placed onto point 6. At Slough the lowest SCP is 9.

The Council had received technical advice on issues related to the introduction of new pay spines and was currently reviewing the options available. The report set out the main considerations for the Council in relation to achieving the new pay spine requirements which included:

- How the old SCP's 6 – 17 are paired to create new SCP's 1 – 6
- How to create the equal steps between pay points
- How we assimilate to the new SCP
- How we deal with the annual pay rise in 1<sup>st</sup> April
- Understanding the financial impact of the above.

The increase in costs can only be determined once there is agreement on how the pay spinal points will be grouped in grades from April 2019. A working group had been established with Trade Unions, HR and finance to progress this.

Resolved: (a) That the report be noted and that

(b) That the Committee receive a further report outlining options for consideration with the implementation of a new pay spine from April 2019 at its next meeting.

### **17. Temporary Agency Staff - Progress on Implementation and Baseline Monitoring**

The Committee considered an update on the Council's spend on Temporary Agency Staff contracts via Matrix for the first two quarters of 2018/19.

The report set out the number of Matrix placements to the period to end September 2018, and, as requested, the information relating to the DSO was shown separately. The report also contained benchmarking information

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against other similar authorities for typical agency staff, spend, duration of contract etc.

Members were advised that the spend profile in the first two quarter had increase largely due to DSO staffing and the transformation agenda. Detailed work was being undertaken to tackle/reduce the use of temporary agency staff.

Members asked why some temporary agency staff had been employed over a long period – in some cases over two years. Members were advised that there could be a number of reasons for this including the specialist nature of some roles, hard to fill roles and recruitment difficulties. The Committee asked for a breakdown of the long placements (over 12 months) and the justification for them.

Resolved:

- (a) That the report be noted.
- (b) That a breakdown of the temporary agency placements over 12 months and the justification for them be provided to the next meeting of the Committee.

### **18. The Slough Academy - Update**

The Committee considered a report updating members on the Slough Academy which was being formally launched in November 2018.

Members were advised that the Apprenticeship Service in Adults and Communities had been decommissioned on 16<sup>th</sup> September 2018 and the new model for Apprenticeships transferred to People Services. 12 of the cohort of 14 Business Administration Apprentices had secured employment with SBC or Arvato. Three youth worker apprentices had also secured employment.

Slough Borough Council would remain a Training Provider until its contractual responsibilities to existing apprentices had concluded.

Two posts were being created to support the creation of the Slough Academy – the Apprentice Specialist had been appointed internally and the Academy Manager would be advertised externally.

The report outlined the Apprentice Performance Framework that was being developed along with the procurement of an e-Portfolio system to assist in monitoring progress and a talent management system to improve learning and management support. Both systems would interface with Agresso.

The report set out details of the appointment of the Academy's first Apprentice, updated on the Adult Social Care Trailblazer, the next tranche of apprenticeships and work with thirteen Schools and Nurseries.

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The next phases of the project were the scoping of continuous professional development and succession planning.

Members of the Committee welcomed the report and placed on record their appreciation of the work that had been undertaken to establish the Slough Academy which was a great achievement.

Resolved: that the report be noted.

### **19. Attendance Record**

Noted

### **20. Date of Next Meeting - 24th January 2019**

Noted

Chair

(Note: The Meeting opened at 6.30 pm and closed at 7.20 pm)