

# DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

## PERSONNEL COMMITTEE

### MINUTES OF THE MEETING HELD ON TUESDAY, 21 FEBRUARY 2023

**Councillors Present:** Dennis Benneyworth (Chairman), Jeff Brooks (Vice-Chairman) and Lynne Doherty and Biyi Oloko

**Also Present:** Lizzie Reeves (Business Analyst (Digital Services)), Sadie Owen (Principal Democratic Services Officer)

**Apologies for inability to attend the meeting:** Councillor Adrian Abbs and Councillor Thomas Marino

#### PART I

##### 11. Minutes

The Minutes of the meeting held on 15 July 2022 were approved as a true and correct record and signed by the Chairman.

Councillor Jeff Brooks asked for a follow-up regarding the Employee Attitudes Survey. Paula Goodwin responded that further information would not be fully shared at the current stage.

Councillor Brooks asked for more data on the temporary agency spending. Paula Goodwin responded that there was a request for a member of Commissioning to attend the meeting, as Human Resources did not control the commissioning. Sarah Clarke responded that it would be reported as part of the Financial Quarterly Report. Sarah Clarke additionally suggested that the Committee could form a Task Group.

The Minutes of the meeting held on 9 February 2023 were approved as a true and correct record and signed by the Chairman.

##### 12. Declarations of Interest

There were no declarations of interest received.

##### 13. Update on HR Activity Q1&Q2 2022/2023

The Committee considered a report (Agenda Item 4), introduced and presented by Paula Goodwin, concerning an update on HR activity for Q1 and Q2 2022/23. Paula Goodwin noted that the item was late as Q2 went to the end of September, but was to inform the Committee only.

Councillor Jeff Brooks asked why there had been a large increase in absences. Paula Goodwin noted that there were a number of causes which could not be looked at individually, but more information could be provided. Paula Goodwin stated that the main reasons for the increase in absences included long Covid and conditions without a specific reason. The Chairman asked whether further information could be brought back to the Committee. Paula Goodwin responded that it could.

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Councillor Brooks asked whether there were enough categories for absence to provide sufficient information. Paula Goodwin responded that it was likely that there were too many absence categories, but it would be looked at more closely.

Councillor Brooks asked if medical certificates had been sufficiently collected. Paula Goodwin responded that they had as it had to be provided within seven days.

Councillor Brooks noted that there had been an increase in the number of resignations within Education and Adult Social Care, and asked whether the Service Director had to provide any sort of comment when the number has increased. Paula Goodwin responded that information was collated when people left, but no such comment was issued.

Councillor Brooks asked for further examples of what was considered to be casework. Paula Goodwin pointed to Point 7.1, and stated that it covered anything which required HR to provide employment law advice.

The Committee noted the report.

**14. Statutory Pay Policy 2023**

The Committee considered a report (Agenda Item 5), introduced and presented by Paula Goodwin, concerning the Council's requirement under Section 38 of the Localism Act 2011 to publish an annual pay policy statement, and sought approval of the Statutory Pay Policy Statement for publication from 1 April 2023.

The Chairman asked whether the pay policy changed greatly between years. Paula Goodwin responded that the figures changed in accordance with the pay awards, but the overarching structure of the policy had not changed.

The Chairman asked if the Committee could see the tracked changes. Paula Goodwin responded that she had never provided them, but she could present such a paper to a future meeting. Councillor Lynne Doherty raised doubt that it would be useful, and instead asked for main changes to be highlighted. The Chairman agreed.

Councillor Brooks noted that the Council used Hay pay scales, and asked whether any other local authorities had been looked at. Paula Goodwin responded that job evaluation determined the grade, which was based on the National Pay Award. Councillor Brooks asked why the Council wouldn't if it was losing staff. Paula Goodwin responded that exceptions can be made in hard-to-fill posts and the market would be looked in that case.

Councillor Brooks requested that an assessment of pay scales be brought to a future meeting. The Chairman agreed.

It was agreed by the Committee that the report would go to the meeting of Council on 16 May 2023.

**15. Date of Next Meeting**

The Committee agreed to hold the next meeting on 4 July 2023 at 6:00 pm.

*(The meeting commenced at 6.00 pm and closed at 6.30 pm)*

**CHAIRMAN** .....

**Date of Signature** .....