

Agenda

Employment panel

Date: **Monday 19 March 2018**

Time: **10.00 am**

Place: **Committee Room 1, Shire Hall, St. Peter's Square,
Hereford**

Notes: Please note the time, date and venue of the meeting.

For any further information please contact:

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If you would like help to understand this document, or would like it in another format, please call Sarah Smith, democratic services officer on 01432 260176 or e-mail sarah.smith1@herefordshire.gov.uk in advance of the meeting.

Agenda for the meeting of the Employment panel

Membership

Chairman Councillor AW Johnson

**Councillor H Bramer
Councillor RI Matthews
Councillor RJ Phillips
Councillor AJW Powers**

Agenda

	Pages
<p>1. APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
<p>2. NAMED SUBSTITUTES (IF ANY)</p> <p>To receive details of any member nominated to attend the meeting in place of a member of the panel.</p>	
<p>3. DECLARATIONS OF INTEREST</p> <p>To receive any declarations of interest by members in respect of items on this agenda.</p>	
<p>4. MINUTES</p> <p>To approve and sign the minutes of the meeting held on 15 January 2018.</p>	7 - 10
<p>5. QUESTIONS FROM MEMBERS OF THE PUBLIC</p> <p>To receive any written questions from members of the public.</p> <p>Details of the scheme and related guidance are available at: https://www.herefordshire.gov.uk/info/200148/your_council/61/get_involved Please submit questions to councillorservices@herefordshire.gov.uk The deadline for the receipt of questions is Wednesday 14 March 2018 at 5.00 pm. Accepted questions will be published as a supplement prior to the meeting.</p>	
<p>6. QUESTIONS FROM COUNCILLORS</p> <p>To receive any written questions from councillors.</p> <p>Please submit questions to councillorservices@herefordshire.gov.uk The deadline for the receipt of questions is Wednesday 14 March 2018 at 5.00 pm. Accepted questions will be published as a supplement prior to the meeting.</p>	
<p>EXCLUSION OF THE PUBLIC AND PRESS</p> <p>In the opinion of the Proper Officer, the next item will not be, or is likely not to be, open to the public and press at the time it is considered.</p>	
<p>RECOMMENDATION</p> <p>That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12(A) of the Act (as amended) as indicated below.</p>	
<p>7. APPOINTMENT OF DIRECTOR FOR ADULTS AND WELLBEING</p> <p>To make interim arrangements to fill the post of director for adults and wellbeing following the resignation of the current post holder.</p> <p>This item discloses information which is likely to reveal the identity of an individual and the public interest in maintaining this exemption outweighs the public interest in disclosing the information.</p>	11 - 14

The public's rights to information and attendance at meetings

You have a right to: -

- Attend all council, cabinet, committee and sub-committee meetings unless the business to be transacted would disclose 'confidential' or 'exempt' information.
- Inspect agenda and public reports at least five clear days before the date of the meeting.
- Inspect minutes of the council and all committees and sub-committees and written statements of decisions taken by the cabinet or individual cabinet members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
- Access to a public register stating the names, addresses and wards of all councillors with details of the membership of cabinet and of all committees and sub-committees.
- Have a reasonable number of copies of agenda and reports (relating to items to be considered in public) made available to the public attending meetings of the council, cabinet, committees and sub-committees.
- Have access to a list specifying those powers on which the council have delegated decision making to their officers identifying the officers concerned by title.
- Copy any of the documents mentioned above to which you have a right of access, subject to a reasonable charge (20p per sheet subject to a maximum of £5.00 per agenda plus a nominal fee of £1.50 for postage).
- Access to this summary of your rights as members of the public to attend meetings of the council, cabinet, committees and sub-committees and to inspect and copy documents.

Public transport links

The Shire Hall is a few minutes walking distance from both bus stations located in the town centre of Hereford.

Recording of this meeting

Please note that filming, photography and recording of this meeting is permitted provided that it does not disrupt the business of the meeting.

Members of the public are advised that if you do not wish to be filmed or photographed you should let the governance services team know before the meeting starts so that anyone who intends filming or photographing the meeting can be made aware.

The reporting of meetings is subject to the law and it is the responsibility of those doing the reporting to ensure that they comply.

Fire and emergency evacuation procedure

In the event of a fire or emergency the alarm bell will ring continuously.

You should vacate the building in an orderly manner through the nearest available fire exit and make your way to the Fire Assembly Point in the Shire Hall car park.

Please do not allow any items of clothing, etc. to obstruct any of the exits.

Do not delay your vacation of the building by stopping or returning to collect coats or other personal belongings.

The chairman or an attendee at the meeting must take the signing in sheet so it can be checked when everyone is at the assembly point.

Minutes of the meeting of Employment Panel held at Committee Room 1, Shire Hall, St. Peter's Square, Hereford on Monday 15 January 2018 at 10.00 am

Present: Councillor AW Johnson (Chairman)

Councillors: H Bramer, RI Matthews and AJW Powers

Officers: Alistair Neill and Tracey Sampson

25. APOLOGIES FOR ABSENCE

Apologies were received from Councillor RJ Phillips.

26. NAMED SUBSTITUTES (IF ANY)

There were no substitutes.

27. DECLARATIONS OF INTEREST

There were no declarations of interests.

28. MINUTES

It was agreed that the word "agreed" in paragraph 24 of the minutes be replaced with "approved".

RESOLVED:

That subject to the above amendment, the minutes of the last meeting be approved as a correct record and signed by the chairman.

29. QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions were received.

30. QUESTIONS FROM COUNCILLORS

No questions were received.

31. STAFF DEPLOYMENT GUIDANCE

The chief executive presented the report and requested comments from the panel on the draft guidance.

The guidance set out the payment of staff if they were redeployed in the case of emergencies or critical incidents and were required to work outside of their contracted hours.

During the discussion it was noted:

- The council had previously relied on the goodwill of staff to volunteer when critical or emergency incidents were declared.
- The rates of pay were modest and did not necessarily reflect the rates of pay which staff receive for their contracted role.
- There was a one-off call in allowance of £50.
- Staff could claim travel expenses.
- There were a low number of critical or emergency incidents.
- That there were good links with all organisations including the military and police.

The head of HR and organisational development agreed to amend the guidance to make it clear that the rates of pay were in line with the council's pay grades HC4 to HC6.

RESOLVED

That the panel endorse the proposals to approve the draft staff deployment guidance.

32. PAY POLICY STATEMENT

The head of HR and organisational development presented the report and highlighted that the statement adhered to the source legislation. It was noted that all changes from the previous year's statement were detailed in appendix 2 of the report.

During the discussion, the following points were raised:

- The changes had been cross referenced to the relevant sections of the constitution
- The honorarium definition in paragraph 18 needed to be clearer as it appeared to contradict paragraph 17 which covered performance related bonuses.

The head of HR and organisational development agreed to amend the report to show the legal difference between performance related bonuses and honorariums.

RESOLVED

That the draft pay policy statement be recommended to full Council for approval.

33. EMPLOYEE CODE OF CONDUCT

The head of HR and organisational development presented and highlighted that the documents were still in draft form.

During the discussion, the following points were raised:

- The Nolan principles had been reflected within the employee code of conduct.
- That issues raised by councillors about the neutrality of officers were looked at on a case by case basis.
- That on page 48d of the pack that it was an instruction to staff to report wrongdoing unless there were good reasons not to do so. It was noted that it may be difficult for junior members of staff to report a senior officer.

- That it needed to be clearer that the confidential reporting code was the whistleblowing code. It was noted that the confidential reporting code was currently being revised as part of the constitution annual review.

RESOLVED:

That the panel endorse the proposals to approve the draft employee code of conduct.

The meeting ended at 10.54 am

Chairman

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