

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The chief executive presented the report and requested comments from the panel on the draft guidance.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