

## **EMPLOYMENT PANEL**

**THURSDAY 10 FEBRUARY 2021 AT 10.00AM**

**PRESENT:** Councillors Ellis, Glover, Mallinson (J), Mitchelson, and Tinnion

**OFFICERS:** Deputy Chief Executive  
Legal Services Manager  
HR Adviser x 2

### **EMP.01/21 APPOINTMENT OF CHAIR**

The Legal Services Manager welcomed all those present to the first meeting of the Employment Panel in the current Municipal Year; and sought nominations with regard to the appointment of a Chair for the Panel.

It was moved by Councillor Mitchelson and seconded by Councillor Mallinson (J) that Councillor Ellis be appointed Chair of the Employment Panel for the Municipal Year 2020/21.

There being no further nominations, it was:

**RESOLVED** – That Councillor Ellis be appointed Chair of the Employment Panel for the Municipal Year 2020/21

Councillor Ellis thereupon took the Chair

### **EMP.02/21 APPOINTMENT OF VICE CHAIR**

The Chair sought nominations with regard to the appointment of a Vice Chair of the Panel.

It was moved by Councillor Mitchelson and seconded by Councillor Ellis that Councillor Mallinson (J) be appointed Vice Chair of the Employment Panel for the Municipal Year 2020/21.

**RESOLVED** – That Councillor Mallinson (J) be appointed Vice Chair of the Employment Panel for the Municipal Year 2020/21.

### **EMP.03/21 APOLOGIES FOR ABSENCE**

An apology for absence was submitted on behalf of Councillor Dr Tickner.

### **EMP.04/21 DECLARATIONS OF INTEREST**

There were no declarations of interest affecting the business to be transacted at the meeting.

### **EMP.05/21 PUBLIC AND PRESS**

It was agreed that the items of business in Part A be dealt with in public and the items of business in Part B be dealt with when the public and press were excluded.

### **EMP.07/21 AGENDA**

**RESOLVED** – That item A.2 – Special Leave Policy be considered as the first item of business.

## **EMP.08/21 SPECIAL LEAVE POLICY**

The HR Adviser submitted the revised Special Leave Policy (report CS.11/21). A full review of the policy had been undertaken and, as set out in the report, amendments were proposed in relation to: Parental Bereavement Leave and Pay Regulations known as 'Jack's Law'; Cadet Forces, Adult Volunteers; procedures for requesting Special Leave; and, the Removal of 'Afforded Time Off'.

In considering the report Members raised the following comments and questions:

- What support would be given to staff without access to the iTrent system to be able to request leave/Special Leave?

The HR Adviser explained that staff working from the Council's Boustead's Grassing site may not use IT systems during their everyday work, for example, refuse collectors. However, at the site there was a computer room provided and supervisors were able to provide support to those who may need assistance using the system. Additionally, iTrent was accessible via smart phone which afforded staff another means of access to the system.

Regarding the submission of Special Leave requests it was acknowledged that they may be particularly sensitive in nature as for instance it may relate to a bereavement. In such cases, a staff member's line manager or HR may input the request following a request from the member of staff. Line Managers would approve Bereavement Leave requests, were a two week period to be requested, the matter would be considered by Senior Management Team to ensure fairness and consistency.

The Deputy Chief Executive gave an overview of the current re-procurement process of the iTrent system. Were the policy to be adopted training would be provided to staff on how to submit Special Leave requests on the iTrent system.

- A Member considered that the 2 weeks Parental Bereavement Leave afforded under 'Jack's Law' may not provide sufficient time for a member of staff to feel ready to return to work, were additional leave to be required would a GPs note be required?

The Deputy Chief Executive responded that providing appropriate support to staff was the Council's main concern for those who experiencing Parental Bereavement. Each case was treated on an individual basis as for some who had experienced bereavement may not feel ready to return to work after two weeks whereas others may wish to return to work earlier and perhaps require further leave later. Parental Bereavement was able to be taken in segments which gave flexibility to the member of staff. A GP note may be used for additional leave.

The Panel endorsed the revised policy.

RESOLVED – That the Panel supported the implementation of the Special Leave Policy.

## **EMP.09/21 PAY POLICY STATEMENT 2021/22**

The HR Adviser presented report CS.09/21 which contained the Pay Policy Statement 2021/22 for Chief Officers.

The Localism Act 2011 required all English and Welsh Authorities to produce and review a pay policy statement for the Chief Executive and Chief Officers on an annual basis. The Statement attached to the report detailed the pay and associated benefits for Chief Officers and had been

amended where necessary for 2021/22 and was subject to the approval of full Council. The salary for all Chief Officers reflected the Chief Officers Pay Agreement as at 24 August 2020 applicable from 1 April 2020. The HR Adviser gave an overview of developments relating to the Exit Pay Cap restrictions.

RESOLVED – That the Employment Panel approved the 2021/22 Policy Statement on Chief Officers' Pay, for recommendation to Council on 2 March 2021 (CS.09/21).

(The meeting finished at 10:22am)