

AGENDA

Employment Panel

**Thursday, 19 July 2018 AT 15:30
In the Slupsk Room, Civic Centre, Carlisle, CA3 8QG**

Appointment of Chairman

To appoint a Chairman of the Employment Panel for the 2018/19 municipal year.

Appointment of Vice Chairman

To appoint a Vice Chairman of the Employment Panel for the 2018/19 municipal year.

Apologies for Absence

To receive apologies for absence.

Declarations of Interest

Members are invited to declare any disclosable pecuniary interests, other registrable interests and any interests, relating to any item on the agenda at this stage.

Public and Press

To agree that the items of business within Part A of the agenda should be dealt with in public and that the items of business within Part B of the agenda should be dealt with in private.

Minutes of Previous Meeting

3 - 4

To note that Council, on the 6 March 2018, received and adopted the minutes of the meeting held on 31 January 2018.

The Minutes will be signed by the Chairman. Minute Book Volume 44(5)

PART A

To be considered when the Public and Press are present

- NIL -

PART B

To be considered when the Public and Press are excluded from the meeting

B.1 STATUS AND RENUMERATION OF THE CITY COUNCIL'S SECTION 151 OFFICER

- Information relating to any individual;

Members of the Employment Panel:

Conservative: Bloxham, Mallinson J, Mitchelson, Mrs Bowman (sub), Ellis (sub), Layden (sub)

Labour: Glover, Stothard, Tickner, Alcroft (sub), Crawford (sub), Quilter (sub)

Enquiries, requests for reports, background papers etc to:
Rachel Plant, Democratic Services Officer, (01228) 817039 or
rachel.plant@carlisle.gov.uk

EMPLOYMENT PANEL

WEDNESDAY 31 JANUARY 2018 AT 2.00PM

PRESENT: Councillor Dr Tickner (Vice Chairman) Councillors Bloxham, J Mallinson, Mitchelson, Stothard and Ms Quilter (as substitute for Councillor Glover).

OFFICERS: Chief Finance Officer
HR Advisory Services Manager
HR Advisor

EMP.01/18 APOLOGIES FOR ABSENCE

An apology for absence was submitted on behalf of Councillor Glover.

EMP.02/18 DECLARATIONS OF INTEREST

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

EMP.03/18 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.04/18 MINUTES OF PREVIOUS MEETINGS

RESOLVED – That the minutes of the meeting held on 31 October 2017 which had been approved by Council on 9 January 2018 be signed by the Vice-Chairman.

EMP.05/18 PAY POLICY STATEMENT 2018/19

The Chief Finance Officer presented report RD.42/17 which contained the Pay Policy Statement 2018/19 for Chief Officers.

The Chief Finance Officer reported that 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 for 2012/13 and for each subsequent financial year.

The Statement attached to the report detailed the pay and associated benefits for Chief Officers and had been amended where necessary for 2018/19 and was subject to the approval of full Council. The salary for all Chief Officers had been amended to reflect the Chief Officers Pay Agreement 2016/18; however no agreement had been reached beyond 2018.

The Panel discussed the Chief Officers' car allowance scheme and felt that the scheme had become outdated and was not representative of a modern offer to attract Chief Officers. The Panel asked that some comparison work be undertaken on other local authorities' chief officer offer and what the current trend was for attracting staff. The report should also include information on how any changes to the existing car allowance would affect existing officer's terms and conditions and the effect on the Council's pension contributions. The Panel did not want to reduce the chief officer offer or affect existing chief officer remuneration in a negative way but did want to offer the most appropriate and modern incentives available.

Referring to section 8.5 of the Policy the Panel stated that the secondment of an internal candidate where suitable and direct employment would be the preferred options to cover work at Chief Officer or Chief Executive level on an interim basis. The Chief Finance Officer agreed to change the order of the three bullet points in section 8.5.

RESOLVED – 1) That the 2018/19 Policy Statement on Chief Officers' Pay, with an amendment to Section 8.5 as detailed above, be recommended to Council for approval (RD.42/17).

2) That a report be submitted to a future meeting of the Employment Panel detailing comparison information on car allowances in other local authorities, other offers that were available to chief officers and the effect of any potential changes to the car allowance scheme on existing staff and the Council's pension contributions.

EMP.06/18 REVIEW OF SPECIAL LEAVE POLICY

The Chief Finance Officer presented report RD.41/17 which detailed the review of the Special Leave Policy following changes to legislation, best practice and management roles and contacts within the Council.

The Employment Panel had agreed the Special Leave Policy for consultation on 31 October 2017. Consultation ended on 18 December 2017 and 7 responses had been received from members of staff. Details of the responses were included in the report and any changes which had been made to the Policy in response to consultation feedback had been highlighted within the draft Policy attached to the report.

The feedback and proposals from the consultation included two suggestions that had not been incorporated in the changes and the Panel were asked if the proposals detailed in section 2.4 and 2.5 of the report should be included in the Policy. The first request was that a list of volunteer/charities be identified and the second was that the Policy included some paid time off to attend interviews within the public sector.

The Panel discussed the two suggestions in detail. The Panel felt that it would not be appropriate to have a prescriptive list of charities and agreed the wording at section 4.11 of the Policy for Volunteering/Charity Work. The Panel agreed that all interviews should be treated the same with no paid time be given to staff attending interviews.

The HR Advisor informed the Panel that the Policy would be made available to all staff on the Council's intranet and a presentation would take place at a Management Briefing to ensure all Managers were aware of their role and responsibilities.

RESOLVED – That the new Special Leave Policy, as attached to report RD.41/17 be approved and adopted.

(The meeting finished at 2.38pm)