

**EMPLOYMENT PANEL**

**TUESDAY 23 AUGUST 2016 AT 10.05AM**

**PRESENT:** Councillors Glover, Mallinson J, Mitchelson, Mrs Riddle (as substitute for Councillor Burns), Stothard and Dr Tickner.

**OFFICERS:** Town Clerk and Chief Executive  
Director of Resources

**EMP.06/16 APPOINTMENT OF CHAIRMAN**

It was moved and seconded that Councillor Glover be appointed Chairman of the Employment Panel for the Municipal Year 2016/17.

**RESOLVED** – That Councillor Glover be appointed Chairman of the Employment Panel for the Municipal Year 2016/17.

Councillor Glover thereupon took the Chair.

**EMP.07/16 APPOINTMENT OF VICE-CHAIRMAN**

The Chairman sought nominations with regard to the appointment of a Vice-Chairman for the Panel.

It was moved and seconded that Councillor Burns be appointed Vice-Chairman of the Employment Panel for the Municipal Year 2016/17.

**RESOLVED** – That Councillor Burns be appointed Vice-Chairman of the Employment Panel for the Municipal Year 2016/17

**EMP.08/16 APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillor Burns and the HR Advisory Services Team Leader.

**EMP.09/16 DECLARATIONS OF INTEREST**

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

**EMP.10/16 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.11/16 MINUTES OF PREVIOUS MEETINGS**

**RESOLVED** – That the minutes of the meeting held on 19 February 2016 be agreed as a correct record of the meeting and signed by the Chairman.

## **EMP.12/16 APPRENTICESHIP LEVY**

The Director of Resources submitted report RD.22/16 which highlighted the potential impact of the Apprenticeship Levy on Carlisle City Council along with the requirements of the Public Sector Apprenticeship scheme.

The Director of Resources informed the Panel that, from April 2017, the way the government funded apprenticeships in England would change. Some employers would be required to contribute to a new apprenticeship levy and there would be changes to the funding of apprenticeship training for all employers.

The levy required all employers in the UK, with a pay bill of over £3million a year, to make an investment in apprenticeships. The levy would be charged at a rate of 0.5% of the annual pay bill and the City Council would have a levy allowance of £15,000 per year offset against the levy it must pay. This meant the City Council would only pay the levy if the pay bill exceeded £3million in a given year.

Financial services had carried out a modelling exercise based on current information and staffing costs and it resulted in £45,000 being added to the recurring budget. The figure would change depending on any change to the pay bill. Once the levy had been paid to HM Revenue and Customs (HMRC) the City Council would be able to access funding for apprenticeships through a new digital apprenticeship service account.

The Director of Resources detailed how funds could be accessed and used as set out in the report along with the targets the government had set with regard to apprenticeships. He drew the Panel's attention to section 5 of the report which set out the proposed changes and provisions for monitoring that would be put in place.

Further information had been released on 12 August 2016 which had confirmed the start date as 1 April 2017 and had given details of a £1,000 grant per apprentice age 16-18 or £2,000 per apprentice if the apprentice supported the health and care plan. Further details would be released in due course including the amount of training budget which could be drawn down.

In response to a Member's question the Director of Resources agreed to circulate information with regard to the Council's current apprenticeships.

**RESOLVED** – That Report RD.22/16 Apprenticeship Levy be noted;

2) Note that HR will

- track future announcements regarding Apprenticeship Levy;
- ensure apprenticeship recruitment was included within workforce design;
- ensure appropriate apprenticeship frameworks and delivery partners were used to enable drawdown of the Levy paid;
- monitor the debate on Public Sector Apprenticeship Targets;
- ensure the Council had mechanisms in place to comply with requirements.

3) That the Director of Resources circulate details of the Council's current apprenticeships to Members of the Employment Panel.

## **EMP.13/16 PUBLIC AND PRESS**

**RESOLVED** – That in accordance with Section 100A(4) of the Local Government Act 1972 the Public and Press were excluded from the meeting during consideration of the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in

the paragraph number (as indicated in brackets against the minute) of Part 1 and Part 3 of Schedule 12A of the 1972 Local Government Act.

### **EMP.14/16 SMT RESTRUCTURE**

(Public and Press excluded by virtue of Paragraphs 1 & 3)

The Town Clerk and Chief Executive presented report CE.08/16 which detailed the new departmental structures for Carlisle City Council, proposed arrangements for the role of Section 151 officer and proposals for the alignment of chief officer pay with that of similar organisations following the reduction in Senior Management Team (SMT) members.

The Town Clerk and Chief Executive reminded the Panel that the new departmental structure had been built around four chief officers and following consultation with staff and members the final structure had been attached at appendix 1 of the report.

The Chief Officer posts had expanded in scope since they had first been established their remuneration was no longer comparable with other similar authorities. The Town Clerk and Chief Executive highlighted the information the North West Employers' Organisation (NWEO) had provided as set out in the report and asked the Panel to consider if they would like to address the difference in salaries and, if so, how they would like to progress the matter.

Following detailed discussion, in which Members supported the need to retain the high calibre of Chief Officers currently employed by the Council, the Employment Panel agreed that they did not require any further information from the NWEO. The Panel asked the Town Clerk and Chief Executive to prepare a report for a future meeting of the Panel which included full details of the Chief Officer posts, the proposed pay scale and comparison information.

The Town Clerk and Chief Executive reported that a consequence of the deletion of the Director of Resources role was that the Council would be required to appoint a statutory Section 151 Officer. A draft job description for the post had been attached to the report and the Panel were asked to make a recommendation that the proposed senior manager, reporting to the Chief Executive, be appointed as S.151 Officer as well as an appropriate level of remuneration.

The Employment Panel were unanimous in agreeing that the proposed senior officer be appointed as the statutory S.151 officer and agreed that the post required an appropriate level of remuneration due to the nature and requirement for the role.

The Town Clerk and Chief Executive left the meeting.

Following discussion the Employment Panel supported the Chairman's decision to progress the Town Clerk and Chief Executive to the third point in his pay scale as per his request.

RESOLVED – 1) That the new departmental structure, based on four chief officers, be noted;

2) That the Employment Panel requests a further report from the Town Clerk and Chief Executive on proposals for Chief Officers pay scales for the Panel to consider, for recommendation to Council.

3) That the Employment Panel recommends to Council that a senior manager reporting to the Chief Executive, be designated as the Council's Section 151 Officer with the appropriate level of remuneration as detailed in Report CE.08/16.

4) That the Employment Panel support the Chairman's decision to progress the Town Clerk and Chief Executive to the third point in his pay scale from 1 September 2016.

(The meeting ended at 11.10am)