

STAFFING AND APPEALS COMMITTEE



Cambridgeshire
County Council

Monday, 25th June 2018

11.00 a.m.

**Room 128,
Shire Hall,
Cambridge**

Democratic and Members' Services

Fiona McMillan
Deputy Monitoring Officer
Shire Hall
Castle Hill
Cambridge
CB3 0AP

AGENDA

1. Election of Chairman/woman (oral)
2. Election of Vice-Chairman/woman (oral)
3. Apologies and Declarations of Interests (oral)

*Guidance for Councillors on declaring interests is available at
<http://tinyurl.com/ccc-conduct-code>*

4. Minutes – 8th May 2018 (pages 2-4)
5. Exclusion of Press and Public (oral)

To resolve that the press and public be excluded from the meeting on the grounds that the agenda contains exempt information under Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed (information relating to any individual.)

6. Director of Business Improvement and Development – Interviews (to follow)

The Staffing and Appeals Committee comprises the following members:
Councillors S Hoy, N Harrison, P Hudson, W Hunt, M McGuire, L Nethsingha,
J Schumann, and J Whitehead

Substitute members: Councillors S Bywater, P Downes, R Hickford, S King, N Kavanagh,
K Reynolds, C Richards, J Scutt, M Shellens, S Tierney and S van de Ven

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact Michelle Rowe, Democratic Services on 01223 699180, or by email at michelle.rowe@cambridgeshire.gov.uk

STAFFING AND APPEALS COMMITTEE - MINUTES

Date: Tuesday, 8th May 2018

Time: 10.30 a.m. – 11.30 a.m.

Place: Kreis Viersen Room, Shire Hall, Cambridge

Present: Councillors P Hudson, W Hunt, L Nethsingha, J Schumann (Chairman) and J Whitehead

Apologies: Councillors N Harrison and S Hoy

27. DECLARATIONS OF INTEREST

There were no declarations of interest.

28. MINUTES – 6TH MARCH 2018

The minutes of the meeting held on 6th March 2018 were confirmed as a correct record and signed by the Chairman.

29. CAMBRIDGESHIRE COUNTY COUNCIL WORKFORCE

The Committee received a report detailing an overview of the workforce profile and employee relations activity for the year 2017-18. Members were reminded that they had been asked at the last meeting to send the HR Director comments to include in the report. Members noted that

- the number of current employees varied due to seasonal and casual workers
- the tiers of management would be plotted in future reports for total employees
- the average age, gender, and length of service of employees did not differ significantly from national/local government averages
- the underlying reasons behind the gender pay gap were being investigated
- future reports would include the percentage of workers
- a percentage figure would be included in future “Employee Relations” tables
- Employee Engagement was achieved by a regular survey
- a breakdown of appeals against dismissal year by year would be provided
- the number of vacancies and the annual salary bill would be included in future reports

The Chairman reported that he would be bringing the report to the attention of his political group. He asked other members to commit to do the same. He explained that he had already requested some changes, as detailed above, and it was important that others had the chance to raise points directly with the HR Director.

In the course of discussion, members

- raised the need for the “Turnover” information to include more detail such as the number of people who had retired or been dismissed.
- highlighted the need to give standard deviation as well as averages.

- acknowledged the importance of including percentages in the figures for “Employee Relations”
- asked for a breakdown of the staff covered by NJC Grades 2 – SO2 in the “Number of Employees by Grade”
- requested information on the reasons for dismissal in the table “Appeals Against Dismissal”. The Chairman drew attention to the fact that the number of appeals against dismissal had increased since it was passed from Members to officers. He reminded Members of the rationale for removing Members from the process, and the need to monitor numbers on a yearly basis to identify any trends.
- requested information on unfilled vacancies in order to reflect different categories such as advertised but failed to recruit. In addition, the Chairman raised the need to identify vacancies by department and the length of vacancy. The Chief Finance Officer (CFO) reported that a turnover factor had been built in to savings targets as part of the budget process. However, this had been pushed beyond the original intention. The HR Director acknowledged that there were often too many vacancies on the system which were not funded. He reported that ERP Gold would provide a stronger discipline to help Managers deal with vacancies appropriately. One Member raised the need to have a specific report on turnover for the next meeting. The Chairman informed the Committee that the report provided an opportunity for the Committee to focus on specific areas. He agreed that the next report should focus on vacancies.

Action Required.

- queried last year’s overall turnover figure of 11.9% as this would reflect an average length of service of a leaver of 9 rather than 5.7 years. The HR Director reported that there was a lot more turnover in the first two years, which consequently impacted on the length of service. It was noted that online exit interviews had now been instigated to understand the reason for the turnover. The Chief Executive acknowledged the importance of understanding the reasons behind turnover, in particular, the age profile against the two years. One Member highlighted the need for figures to be placed against “Turnover by Directorate”.
- queried whether the Shire Hall move would impact on the turnover figures. The HR Director acknowledged the need to consider the impact at some point and commented that the proposed move would have positives and negatives. The CFO reported that the Council might see initial increased turnover however, Members needed to consider the context as a whole. Whilst Cambridge based staff would be adversely affected, turnover should not necessarily be considered detrimental to the Council. It would need to be managed and could bring forward new ideas. One Member highlighted the impact of the poor public transport links of both proposed new sites compared to Cambridge. The Chairman reminded the Committee that only a small percentage of the workforce would be based at the corporate hub.

The report was positively received. It was resolved unanimously to note the information contained in the report.

30. EXCLUSION OF PRESS AND PUBLIC

It was resolved unanimously:

That the press and public be excluded from the meeting on the grounds that the agenda contained exempt information under Paragraphs 1, 3 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed information relating to any individual, and information relating to the financial or business affairs of any particular person (including the authority holding that information), and information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations matters arising between the authority and employees, or office holders under the authority.

31. SERVICE DIRECTOR: BUSINESS IMPROVEMENT AND DEVELOPMENT

The Committee received a report requesting approval to establish a new role to lead Business Improvement and Development. It was resolved to:

establish senior leadership support for the Council's business improvement and development agenda and establish a role to do this.

32. CORPORATE LEADERSHIP TEAM PAY OPTIONS 2018

The Committee considered a report reviewing the proposed cost of living increase for the Corporate Leadership Team (CLT).

It was resolved unanimously to:

- a. agree a cost of living increase of 1% for those on CLT pay grades.
- b. endorse the 1% uplift for Professional and Management Grades.

Chairman