

## **STAFFING AND APPEALS COMMITTEE - MINUTES**

**Date:** Tuesday, 4<sup>th</sup> September 2018

**Time:** 2.00pm - 2.45pm

**Place:** Kreis Viersen, Shire Hall, Cambridge

**Present:** Councillors S King (substituting for S Hoy), B Hunt, L Nethsingha, K Reynolds (substituting for P Hudson), J Schumann (Chairman) and J Whitehead.

**Apologies:** Councillors N Harrison, S Hoy, and P Hudson

### **39. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies were received from Councillors Harrison, Hoy and Hudson. There were no declarations of interest.

### **40. MINUTES – 25<sup>th</sup> JUNE 2018**

The minutes of the meeting held on 25<sup>th</sup> June 2018 were confirmed as a correct record and signed by the Chairman.

### **41. APPOINTMENT OF DIRECTOR, LEGAL AND GOVERNANCE SERVICES**

The Committee received a report regarding a proposal to establish a shared post of Director of Governance and Legal Services for Cambridgeshire and Peterborough. Members were asked to confirm that the post be advertised internally and externally and to agree the appointments process as set out in the report.

The Deputy Chief Executive reminded Members that Fiona McMillan had been acting as Deputy Monitoring Officer following the departure of the Monitoring Officer. He explained the benefits of this proposed full-time shared role, which would provide greater support operationally and increased availability for Cambridgeshire.

During discussion, Members raised the following issues in relation to the report:

- queried the main accountabilities of the role, as set out in paragraph 3.2 of the report. One Member was concerned that the Peterborough only accountabilities could create some tension in relation to the time available for Cambridgeshire. The Chairman commented that there would be an opportunity to review whether the structure was manageable to identify any capacity issues.

- queried the breakdown in costs in paragraph 4.2 of the report. It was noted that the cost to Cambridgeshire would be £57,500; a saving of approximately £12,500 had been identified.
- queried whether the new Director, Legal and Governance Services would be located at Shire Hall. The Deputy Chief Executive confirmed that the new appointee would have a presence in Shire Hall dividing their time between the two authorities. The Chairman reminded the Committee of the arrangements for other shared services posts, which had a 50:50 split. He stressed the fact that the Council would benefit from increased capacity.
- highlighted the need to review the main accountabilities in the job description in order to clarify the fact that the Director would be managing these functions. There was also a need to provide a split in accountabilities between Cambridgeshire and Peterborough to avoid confusion. Attention was drawn to the need to reflect how the post would operate in relation to a committee system as the job description focussed primarily on a Cabinet system, which only applied to Peterborough. The Chairman asked the Head of HR Advisory to revise the job description and circulate it by e-mail to the Committee for approval.
- noted the proposal to advertise the post externally, which reinforced the need for clarity in relation to the job description.
- queried the salary scale for the new post. The Deputy Chief Executive explained the need to avoid restricting the scale at which the new Director was appointed as it would depend on the experience of the successful applicant. However, he acknowledged the need to clarify the wording detail in the table on page 7 to reflect experience in the role. Officers undertook to review the wording in relation to the salary scales.
- queried the accountability of the role. Members were informed that the appointment of the Monitoring Officer had to be confirmed by full Council. The Head of HR Advisory agreed to investigate. She reported that Peterborough City Council's Employment Committee would be considering a similar report on 19 September.

It was resolved unanimously to:

- confirm that a new shared Director of Governance and Legal Services post be advertised externally and internally.
- agree the appointments process set out in the report to be followed.

## **42. GENDER PAY GAP REVIEW**

The Committee received a report summarising the Gender Pay Gap review and resulting action plan. It was asked to comment and take note of the

information contained in the report and to endorse the actions outlined. Members were reminded that this report had been requested following the presentation of the Gender Pay Gap Report to full Council.

Members noted that the report was a summary of the full review undertaken. It demonstrated that a fair amount of research had been carried out in preparing the report including reviewing recruitment and workforce data, looking at comparator authorities and interviewing senior female officers within the organisation. No single factor had been identified from the review that equated to the gender pay gap.

Attention was drawn to page 11 of the report detailing that the Catering and Cleaning Services would be transferred out of the Council during 2018 and that 9 in 10 of its employees were female, which was likely to have an impact on the overall analysis reducing the gender pay gap by 4%. It was noted that there was a need to take a long term view in terms of analysis and actions. Members were informed that the report would take into account any other impending changes to legislation including statutory Maternity and Paternity leave. One Member queried the impact of maternity leave on the gender pay gap. Members were informed that in considering the length of service of a returnee, it was noted that no difference had been identified. However, it was noted that research would be undertaken, as part of the returners' project, regarding people coming back into a role at the bottom of the scale after a career break. In welcoming the report, one Member stressed that the Council did have a gender pay gap in relation to the highest pay quartile, which was common in most organisations. It was therefore important that the Council acknowledged this. She highlighted the excellent action plan, which had been prepared to address the issue. Another Member queried how much the action plan would cost to implement. It was noted that the actions could all be carried out within existing resources. The Committee was informed that the report and action plan had been prepared in house. The action plan would need to link into other initiatives such as Shire Hall 2020.

In discussing the report, Members highlighted the importance of not only promoting more women in to more senior posts, but also looking at why the council was not attracting more men into the organisation into lower grade posts particularly caring roles. One Member explained that the action plan needed to reflect the fact that working patterns were changing. The Chairman asked that the 'Grouped Scales' identified on page 27 of the report should have examples of the posts covered by the scale.

Members discussed the mean gender pay gap comparisons on page 34 of the report. Attention was drawn to the significant variations and whether the Council could undertake a more detailed comparison exercise. The Head of HR Advisory reported that the data did not reflect the services within each authority. She highlighted the low figure for Northamptonshire County Council which had been achieved by outsourcing care services. The Chairman asked officers to make some proportionate enquiries into the methodology used by other authorities.

It was resolved unanimously:

- to note the information contained in the report and endorse the actions outlined.

Chairman