

KENT COUNTY COUNCIL

PERSONNEL COMMITTEE

MINUTES of a meeting of the Personnel Committee held in the Wantsum Room, Sessions House, County Hall, Maidstone on Thursday, 12 October 2017.

PRESENT: Mr P B Carter, CBE (Chairman), Mr E E C Hotson (Vice-Chairman), Mrs C Bell, Mrs T Dean, MBE (Substitute for Mr R H Bird), Mr P J Oakford, Mr J D Simmonds, MBE, Mrs P A V Stockell, Dr L Sullivan and Mr B J Sweetland.

IN ATTENDANCE: Mrs A Beer (Corporate Director Engagement, Organisation Design & Development), Ms J Cudmore (Head of Organisation Development), Ms D Fitch (Democratic Services Manager (Council)), Mr C Miller (Reward Manager) and Mr P Royel (Head of HR).

UNRESTRICTED ITEMS

14. Minutes - 3 July 2017

(Item 3)

RESOLVED that the minutes of the meeting held on 3 July 2017 are correctly recorded and that they be signed by the Chairman as a correct record.

15. Apprenticeship Levy Update

(Item 4)

(1) Ms Cudmore introduced a report which updated the Committee on the apprenticeship levy, including targets and funding, wider Kent engagement and the County Council's progress towards maximising the levy.

(2) Ms Cudmore and Mrs Beer answered questions and noted comments on the report

(3) It was suggested that there be a briefing and discussion on progress with the implementation of the levy to include the following:

- Examples of what good would look like in relation to targets for recruiting apprentices especially for the 18 – 25 age group.
- Information on take up of higher level apprenticeships.
- Number of existing staff going on to apprenticeships.
- The profile of apprentices in order to provide a context to this item.
- Information on apprenticeships supported via commissioning.
- Feedback from Head teachers and care providers on apprenticeships.

(4) RESOLVED that the report be noted, the proposed activity to maximise the apprenticeship levy be endorsed and on the same afternoon as the January meeting of the Committee there be a briefing on the implementation of the apprenticeship levy including the points raised by Members.

16. Ban the Box

(Item 5)

(1) Mr Royel introduced a report on the Ban the Box campaign which sought to support people with criminal records back into the workplace. The report suggested that this was something which KCC could help achieve in a way which was proportionate and did not cause increased risk, particularly to roles which were a regulated activity.

(2) RESOLVED that the Ban the Box initiative be supported with appropriate processes and safeguards.

17. Employee Relations Casework Activity

(Item 6)

(1) Mr Royel introduced an update report on employee relations case work activity for the period 1 April to 31 August 2017.

(2) RESOLVED that the report of employee relations activity including senior officer appeals hearings be noted and the full year report include a deep dive to look at the process in an anonymised case.

18. Leadership & Management Strategy - Presentation

(Item 7)

(1) Ms Cudmore gave a presentation on the leadership and development strategy which included the following:

- the key principles of the leadership strategy.
- proposed 12 month implementation.
- KCC leadership capabilities
- the Leadership Hive for sustaining leadership capability.
- Leadership branding
- The role of extending Corporate Management Team in the strategy.

(2) Ms Cudmore and Mrs Beer replied to question of detail in relation to the strategy and provided an explanation of the 360 degree assessment of managers.

(3) RESOLVED that the direction of travel proposed for leadership and development strategy be supported and that there be 6 monthly updates after the strategy has been launched.

19. Date of Next Meeting

(Item 8)

It was noted that the next programmed meeting of the Committee would be held on 23 January 2018.

20. Motion to Exclude the Press and Public

(Item 9)

RESOLVED that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 4 of part 1 of Schedule 12A of the Act.

21. Managing Performance & Pay

(Item 10)

(1) Mr Royel and Mrs Beer introduced a report on the review of the Kent Scheme pay scale and approach to managing performance within KCC.

(2) RESOLVED that:

- a) there be no change to the pay scale structure,
- b) a positive position be maintained in relation to the National Living Wage and accommodation of changes in the rate of the National living Wage be maintained by shortening the pay scales at the lower end of the pay scheme moving to spot salaries as and if required. Any changes to be recommended annually for agreement by Personnel Committee and the County Council.