

## KENT COUNTY COUNCIL

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### PERSONNEL COMMITTEE

MINUTES of a meeting of the Personnel Committee held in the Wantsum Room - Sessions House on Tuesday, 13 November 2018.

PRESENT: Mr P B Carter, CBE (Chairman), Mr E E C Hotson (Vice-Chairman), Mrs C Bell, Mr R H Bird, Mr P W A Lake, Mr P J Oakford, 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 D Fitch (Democratic Services Manager (Council)) and Mr P Royel (Head of HR & OD)

#### UNRESTRICTED ITEMS

##### **61. Declarations of Interests by Members in items on the agenda for this meeting.**

*(Item 2)*

Dr Sullivan declared her Disclosable Pecuniary Interest, as her husband is employed by the County Council in the Early Help and Prevention Team. There were no specific items on this agenda that would require her to withdraw from the meeting or decision making.

##### **62. Minutes - 11 October 2018**

*(Item 3)*

RESOLVED that the minutes of the meeting held on 11 October 2018 are correctly recorded and that they be signed by the Chairman as a correct record.

##### **63. People Strategy 2017 to 2022**

*(Item 4)*

(1) Mr Royel introduced a report which provided an update on progress made in the first year of the 5-year People Strategy which had been agreed by this Committee on 3 July 2017.

(2) Mr Royel explained that the Strategy contained 4 elements, some of which were better embedded within the organisation than others. He gave the example of the improved recruitment strategy and value-based recruitment which had been a recent pilot and so had yet to be rolled out across the organisation.

(3) In relation to mental health, Mr Royel confirmed that work had been undertaken to improve the awareness and knowledge of managers to enable them to support their staff.

(4) Mrs Beer confirmed that managers were engaged with the People Strategy agenda.

(5) RESOLVED That the progress made in delivering the People Strategy 2017-2022 be noted.

#### **64. Total Contribution Pay Equalities 2017/18 Update**

*(Item 5)*

(1) Mr Royel introduced an update report on activity to address the appraisal rating distribution and equalities profile for the 2017/18 outturn as identified by the Committee at their meeting on 12 June 2018.

(2) Mr Royel referred to the development of a specific staff forum and the work being carried out with managers to ensure a consistent approach to part-time and full-time staff with the aim of achieving an improvement in the TCP distribution for part-time staff in 2019. Mr Royel confirmed that all part-time staff had the same benefits package as full-time staff.

(3) Mrs Beer undertook to brief Members outside of the meeting on the engagement with library staff in relation to the proposed changes to opening hours.

(4) Mrs Beer confirmed that work was ongoing with managers to ensure that there was a recognition of the positive outcomes from allowing flexibility in working arrangements for all staff including part-time staff.

(5) There was an acknowledgement that there had been positive steps made to address the identified differential in the appraisal distribution profile between full and part time-staff.

(6) RESOLVED that the proposed engagement of part time staff and the action taken to improve the management and assessment process for all staff be noted.

#### **65. Annual Workforce Profile Report update**

*(Item 6)*

(1) Mr Royel introduced an update to the Annual Workforce Profile report presented to Personnel Committee in June 2018. The update included information on the changes in staffing levels, demographics and diversity of Kent County Council's workforce in the six-month period ending 30 September 2018.

(2) Mr Royel confirmed that the data included the recently transferred staff to The Education People and Cantium, which had an impact on the six-month data. The full year data would only include KCC staff to assist in the identification of trends.

(3) Mrs Beer explained that workforce trends for KCC wholly owned companies should be reported to the individual shareholder boards. Also companies who brought their Human Resource service from KCC were able to adopt the People Strategy or parts of it but they were not obliged to do so.

(4) It was noted that in future this report would include the apprenticeship profile.

(5) RESOLVED that the report be noted.

## **66. The new approach to the KCC Staff Survey**

*(Item 7)*

(1) Mrs Beer introduced a report which outlined the approach taken to the development and delivery of the new staff survey. Over 4,000 members of staff had completed the survey (51% response) which was a considerable increase on previous staff surveys. However, as the survey had only recently closed it had not been possible to complete the analysis of the data in time to report it to this meeting.

(2) Mrs Beer undertook to brief Members on the outcomes from the survey as soon as possible in addition to reporting it formally to the Committee. She would ensure that both Members and staff were informed of the outcome of the survey before it was publicised externally.

(3) RESOLVED that the approach to the development and delivery of the staff survey and the intention to brief Members on the outcome of the staff survey as soon as possible be noted.

## **67. Date of Next Meeting**

*(Item 8)*

It was noted that the next meeting of the Committee would be held on 24 January 2019.

## **68. Exclusion of 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 items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 and 2 of part 1 of Schedule 12A of the Act.

### **EXEMPT ITEMS**

(Open minutes)

## **69. Pay review**

*(Item 10)*

*(Mr Shipton, Head of Finance, was present for this item.)*

(1) Mr Royel referred to the increasing National Living Wage and the new minimum pay point for the National Joint Council pay scale. This had provided an opportunity to consider the development of the Kent pay scale to ensure it remained fit for purpose. The report outlined the request from the recognised trade unions regarding this matter as part of the 2019/20 local pay bargaining submission and the considerations to be taken into account by Members.

(2) RESOLVED that:

- (a) the key principles outlined in paragraph 3 of the report and the request for a mandate outlined in paragraph 5 of the report be endorsed.
- (b) the low pay reforms be separately identified and prioritised within the Medium Term Financial Plan.

**70. Adult Social Care & Health - Director of Partnerships - briefing**  
*(Item 11)*

(1) The Chairman welcomed Mrs Tidmarsh, the newly appointed Adult Social Care & Health – Director of Partnerships, to the meeting and invited her to brief the committee on the way in which she intended to undertake this new role.

(2) RESOLVED that the briefing be noted.