

KENT COUNTY COUNCIL

PERSONNEL COMMITTEE

MINUTES of a meeting of the Personnel Committee held in the Wantsum Room, Sessions House, County Hall, Maidstone on Wednesday, 28 January 2015.

PRESENT: Mr P B Carter, CBE (Chairman), Mr G Cooke (Vice-Chairman), Mr L Burgess, Miss S J Carey (Substitute for Mrs P A V Stockell), Mrs T Dean, MBE, Ms A Harrison, Mr J D Simmonds, MBE, Mr B J Sweetland and Mrs Z Wiltshire (Substitute for Mr N J Bond).

IN ATTENDANCE: Mr I Allwright (Employment Policy Manager), Mrs A Beer (Corporate Director Human Resources), Ms D Fitch (Democratic Services Manager (Council)), Ms T McCarthy (Strategic Business Information Manager), Mr C Miller (Reward Manager), Ms K Ray (HR Business Partner - Social Care, Health and Wellbeing), Mr P Royel (Head of Employment Strategy), Mr D Shipton (Head of Financial Strategy) and Mr G Wild (Director of Governance and Law).

UNRESTRICTED ITEMS

48. Minutes - 9 September 2014

(Item A3)

RESOLVED that the minutes of the meeting held on 9 September 2014 are correctly recorded and that they be signed by the Chairman.

49. Discipline & Grievance Activity

(Item A4)

(1) Mr Allwright introduced a report which updated the Committee on employee case work activity for 2013-14.

(2) In response to a question Mr Allwright explained that 40% of the disciplinary cases which took more than 12 weeks involved staff on sickness absence which was either related to the process or was running alongside it. A further 30% of disciplinary cases taking over 12 weeks involved complex issues which involved detailed investigative work.

(3) RESOLVED that the report of employee relations activity including senior officer appeals hearings be noted.

50. Annual Workforce Profile Report update

(Item A5)

(1) Ms McCarthy introduced a report which provided an update to the Annual Workforce Profile report, presented to Personnel Committee in June 2014 and 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 2014.

(2) Members confirmed that they still wished this regular update to include information on schools that were still community schools but with the warning that this information was subject to change due to the ongoing conversion of schools to academies.

(3) Mrs Beer undertook to circulate to the Committee a graph setting out the gender breakdown of the authority by salary scale and directorate.

(4) RESOLVED that the content of this report be noted and that further updates continue to include information on school based staff.

51. Update on Terms and Conditions for Public Health Staff
(Item A6)

(1) Ms Ray introduced a report which set out options for possible amendments to the terms and conditions of Public Health staff with effect from 1 April 2015.

(2) Mrs Beer confirmed that it would be possible to Hay evaluate some of the Public Health posts to see how they compared to KCC posts.

(3) Members discussed the options set out in the report and there was general agreement that flexibility should be retained to give the option to recruit public health staff on NHS terms and conditions if necessary to attract the best staff in the current job market.

(4) RESOLVED that :

(a) the terms and conditions for all public health staff who transferred to KCC in April 2013 be continued and updated in line with changes to NHS terms and conditions;

(b) recruitment of new public health administrative and managerial staff be made on Kent Scheme terms and conditions;

(c) NHS terms and conditions, including access to the NHS Pension Scheme, be maintained to utilise for specialist Public Health roles that were difficult to recruit to;

(d) public health staff on NHS terms and conditions be kept under review alongside other non-Kent Scheme staff groups;

(e) the key employment procedures for public health staff be identified and aligned with KCC procedures in order that all KCC staff experience consistent employment processes regardless of whether they are employed on Kent Scheme or NHS terms;

(f) the terms and conditions for public health be reviewed on an annual basis in order to ensure that they are fit for the future.

52. Membership of the Personnel Member Appointment Panel
(Item A7)

(1) Ms Fitch referred to the report on the membership of the Personnel Member Appointment Panel, which was a sub-Committee of the Personnel Committee.

(2) RESOLVED that the membership of the Personnel Member Appointment Panel be 4 – Conservative; 1 – UKIP; 1 – Labour and 1 – Liberal Democrat.

53. Date of Next Meeting - June 2015
(Item A8)

It was noted that the next programmed meeting of the Committee would be held on 3 June 2015.

54. Motion to Exclude the Press and Public
(Item A9)

RESOLVED that under Section 100A of the Local Government Act 1972 the public be excluded from the meeting for the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 and 4 of part 1 of Schedule 12A of the Act.

EXEMPT ITEMS

55. Local Pay Bargaining - 2015/16
(Item B1)

(Mr D Shipton, Head of Financial Strategy, was present for this item and withdrew from the meeting once it had been considered).

(1) Mr Royel introduced a report which provided a summary of the position for this year's Local Bargaining process, the report sought of this Committee endorsement to the proposed action, prior to it being submitted to full Council for approval.

(2) In relation to zero hours contracts Mr Royel confirmed that all of these contracts where staff had been working regularly would be reviewed with the relevant line manager and a report would be submitted to a future meeting of this Committee.

(3) There was discussion on the living wage which had been considered by this Committee and had been the subject of a debate at County Council. Mr Royel clarified the impact that the introduction of the living wage would have on KR2 and KR3.

(4) RESOLVED that in principle the Committee agree to recommend the following to the County Council on 12 February 2015;

- (a) a single pot of 2.5% for pay to be used to reward all staff in accordance with the Total Contribution Pay (TCP), and
- (b) 2015/16 pay to be bottom loaded with a minimum cash award and increase to the bottom of KR2.

56. Discretionary Payments
(Item B2)

- (1) Mr Miller introduced the report which gave details about specific discretionary payments made to individuals in accordance with the market Premium Policy. This report had been requested at the meeting of the Committee on 9 September 2014
- (2) Members acknowledged the importance of having discretion to use market premiums in order to recruit and retain staff in key areas of the Council's business. An assurance was given that these discretionary payments were kept under review.
- (3) RESOLVED that the report be noted

57. Strategic & Corporate Services Restructure
(Item B3)

- (1) Mrs Beer introduced the report which provided information on the proposed restructure of the Strategic and Corporate Services Directorate. The formal staff consultation period ended on 23 January 2015, and Mrs Beer gave a verbal update on the outcome of the consultation and answered specific questions from Members.
- (2) The Committee were invited to comment on the proposals prior to a formal decision being taken at the County Council meeting on 12 February 2015.
- (3) RESOLVED that the proposed restructuring of the Strategic & Corporate Services directorate be endorsed and recommended to the County Council for approval at its meeting on 12 February 2015.

58. Deferred Redundancy
(Item B4)

- (1) Mrs Beer introduced a report which outlined proposed arrangements to ensure continuity of leadership in Libraries, Registration & Archives.
- (2) RESOLVED that the proposal set out in the report to engage Ms Slaven on a temporary part-time basis through Connect2Kent in order to support the service through the current transformation be approved

59. Urgent business

The Chairman referred to the report for item B5 which was not published with the papers for this meeting as discussions were on going with the individual concerned

and the report was despatched as soon as these had been concluded. He stated that he had decided to take this as an urgent report due to the need for the Committee to make a decision on the arrangements to fill this key role.”

60. Senior Management Appointment
(Item B5)

(1) Mrs Beer introduced a report regarding appointment to the post of Director of Specialist Children’s Services.

(2) RESOLVED that the Acting Director of Specialist Children’s Services be appointed to the post of Director of Specialist Children’s Services on a fixed term basis until 31 March 2016 and that the post be advertised on a permanent basis at the appropriate time.