



Minutes

Name of meeting	EMPLOYMENT COMMITTEE
Date and time	MONDAY, 5 MARCH 2012 COMMENCING AT 10.00AM
Venue	COUNCIL CHAMBER, COUNTY HALL, NEWPORT, ISLE OF WIGHT
Present	Cllrs David Pugh (Chairman), George Brown, Dawn Cousins, John Howe, Heather Humby, Stuart Hutchinson
Officers Present	Steve Beynon, Davina Fiore, April Ross, Claire Shand
Apologies	None

24. [Minutes](#)

RESOLVED :

THAT the Minutes of the meeting held on [23 January 2012](#) be confirmed.

25. [Declarations of Interest](#)

Councillor Pugh declared a personal interest as his wife was an employee of the Council. The Deputy Director of Resources (Corporate Governance) declared a personal interest on behalf of the officers present and indicated that should the specific roles of those officers present be discussed that they would at that point leave the room.

26. **Urgent Business**

There was no urgent business.

27. [Pay Policy](#)

The Deputy Director of Resources (Corporate Governance) explained that it was a requirement of the Localism Act 2011 that the Council have a pay policy and review that policy annually. The decision had been taken locally to include all employees in the policy in order to increase transparency.

The paragraphs taken directly from William Hutton's report were discussed and it was agreed that these would not form part of the main body of the report to full Council.

The committee were advised that it was proposed that the current system of time served increments be replaced by a system where the awarding of increments was related to satisfactory performance. In the implementation of a new job evaluation process benchmarking jobs against both other local authorities and the private sector would also be undertaken. Members expressed the view that decisions around awarding or taking away increments under the new system should be properly evaluated, and there should be clarity as to how the judgements are made. In addition, should under performance be as a result of external factors beyond the officer's control this should not be a barrier to receiving an increment nor taken into account in the decision to remove one.

The position for centrally employed teachers, firefighters, interim and agency staff was also discussed and members were advised that some groups of staff were subject to different terms and conditions, and that the policy would not cover interim and agency staff as it covered employees only.

Relocation allowances were also discussed and members informed that the payment of any allowance remained discretionary and could be reclaimed.

Cllr Howe declared a personal interest in the topic being discussed as his nephew was an employee of the Council.

RESOLVED :

THAT the proposed pay policy be approved and recommended to full Council for adoption subject to minor amendments being made by the Chief Executive in consultation with the Leader.

28. **Terms and Conditions Review: Pay structure and job evaluation**

The Head of Human Resources presented the update report to members and confirmed that the council were at the conclusion of the first phase of the terms and conditions review, with the new arrangements taking effect from 1 April 2012. The next phase was to implement a new job evaluation scheme and officers were in the planning and preparatory stage of that project, including being in dialogue with the recognised trade unions. The next stage would be to make a decision as to which job evaluation scheme to implement.

Members were also advised that the implementation of the new scheme should be a cost neutral exercise. Inevitably there would be some winners and losers and there would be a need to realign staffing budgets across services. Should further budget subsequently be required this would have to be requested.

Part of the calculation would include benchmarking, and the council would retain its policy around the payment of market supplements.

Further updates on the progress of the project would be brought to the committee in due course.

RESOLVED :

THAT the report be noted.

29. **Absence Monitoring**

The Head of Human Resources outlined the report and informed members that the absence figures were slightly over target, but were within target if schools data was excluded. There had been the seasonal increase in infections but there had been an overall reduction in both the number of working days lost and occurrences.

When benchmarked against national and regional data the council was within the regional average and well below the national average. Bradford factor information had also been included in the report.

Members asked about patterns of injuries or trends and were advised that where these were present they would be looked at in detail with the relevant managers. Managers were also being more proactive in dealing with mental health related absence and although the figures for this absence remained high they had reduced significantly over the previous two years.

The trend for absence on a Friday and Monday was still evident but had reduced due to close monitoring of the data and support to managers.

After discussion it was agreed that schools sickness data would be shown separately in future reports.

RESOLVED :

THAT the report be noted.

CHAIRMAN