



Rutland County Council

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Minutes of the **MEETING of the EMPLOYMENT AND APPEALS COMMITTEE** held in the Council Chamber, Catmose, Oakham, Rutland, LE15 6HP on Wednesday, 27th March, 2019 at 7.00 pm

PRESENT: Mr K Bool (Chairman)
Mr M Oxley
Miss G Waller
Mr Walters
Mr D Wilby

OFFICERS PRESENT: Miss C Snell Head of Human Resources
Mrs J Morley Governance Officer

743 APOLOGIES FOR ABSENCE

Apologies were received from Mr N Begy and Mr D Wilby.

744 DECLARATIONS OF INTEREST

There were no declarations of interest.

745 MINUTES

The minutes of the Employment and Appeals Committee held on 17 July 2018, copies of which had been previously circulated, were confirmed and signed by the Chairman.

746 PETITIONS, DEPUTATIONS AND QUESTIONS

No petitions, declarations or questions from members of the public were received.

747 QUESTIONS FROM MEMBERS

No questions from members were received.

748 NOTICES OF MOTION

No notices of motion were received.

749 HR POLICIES

Report No.46/2019 was received from the Strategic Director for Resources.

Ms C Snell, the Head of Human Resources introduced the report the purpose of which was to advise Members of some minor amendments to the Accessing Personal Records Policy in relation to reflecting General Data Protection Regulations (GDPR) and the Probation Policy with regard to clarification of continuous local government service.

During discussion the following points were noted:

- Officers recognised that induction and ongoing development were needed to enable new employees to be fully integrated into the organisation. The HR team were currently reviewing the induction process.
- There were 3 cases in 2018-19 of employees being dismissed in the probationary period – this was due to their conduct and performance not meeting the standard required. In all cases they had performed well at the recruitment stage; the probationary policy had enabled the Council to effectively manage their exit from the organisation.
- Employees were being kept informed of the changes to the Accessing Personal Records Policy through a variety of mediums including the corporate induction programme, the Council newsletter and all staff emails.

RESOLVED:

The Committee;

1. **NOTED** the amendments to the Accessing Personal Records Policy.
2. **NOTED** the amendments to the Probation Policy.

750 GENDER PAY GAP

Report No.47/2019 was received from the Strategic Director for Resources.

Ms C Snell, Head of Human Resources introduced the report the purpose of which was to inform Members of the Council's second year's Gender Pay Gap data, together with comparator data across the region and contextual information on Gender Pay gap.

During discussion the following points were noted:

- Members were reminded that this report was not about equal pay or men and women being paid differently for the same job as the Council was very transparent about its job descriptions and job evaluation process. Audits were done regularly to see if any imbalances or discrepancies could be found.
- This was the second year of reporting the data and reflected some changes in the gender pay gap statistics. In real terms the change in hourly rate was fairly small and was likely accounted for by the natural churn of the workforce with people coming in at the bottom and leaving at the top, as well as progression within the grades.

- The figures that were reported on were always a year behind so that for the next year's figures, data collected for March 2019 did not have to be sent off until March 2020. Ms Snell confirmed that an earlier report could be presented to Members before this deadline to give a more up-to-date picture.
- Members would receive further clarification of the figures shown in 4.7.1 of the report.
- The HR department were waiting to hear whether the Government would require the Council to report on pay gaps by ethnicity.
- Other authorities' data would be available for the next report to come before the committee so that comparisons could be made.

RESOLVED:

The Committee;

1. **NOTED** the Council's Gender Pay Gap data for 31 March 2018 and the commentary/comparison to the previous year's report.
2. **RECOMMENDED** that a further report on the Gender Pay Gap using data captured up until March 2019 be presented at the July meeting of the Committee in advance of the statutory reporting timeline.

751 NJC PAY SCALE

Report No.48/2019 was received from the Strategic Director for Resources.

Ms C Snell, Head of Human Resources introduced the report the purpose of which was to provide Members with an update regarding national pay bargaining and in particular the implementation of the amended NJC pay Scale for April 2019.

During discussion the following points were noted:

- The report appraised Members of the process that had been gone through to meet the national pay agreement.
- Members congratulated Ms Snell and her team on the work they had done to get RCC to this point.

RESOLVED:

The Committee **NOTED** the update on the implementation of the amended Pay Spine for employees on National Joint Council terms and conditions of employment, effective April 2019.

752 ANY URGENT BUSINESS

No items of urgent business were received.

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The Chairman declared the meeting closed at 7.28pm

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