

# **CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Staffing Committee**  
held on Thursday, 26th January, 2017 at Committee Suite 1,2 & 3, Westfields,  
Middlewich Road, Sandbach CW11 1HZ

## **PRESENT**

Councillor B Moran (Chairman)  
Councillor G Barton (Vice-Chairman)

Councillors JP Findlow (substitute for Cllr R Bailey), L Smetham (substitute for Cllr D Brown) and S Hogben (substitute for Cllr J Jackson)

## **Officers**

Sara Barker, Head of Strategic HR  
Rosie Ottewill, Organisational Development Manager  
Dan Dickinson, Legal Team Manager - Corporate & Regulatory  
Rachel Graves, Democratic Services Officer

## **34 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors R Bailey, D Brown, D Flude, J Jackson, D Marren and M Parsons.

## **35 DECLARATIONS OF INTEREST**

No declarations were made.

## **36 PUBLIC SPEAKING TIME/OPEN SESSION**

No members of the public were present.

## **37 MINUTES OF PREVIOUS MEETINGS**

### **RESOLVED:**

That the minutes of the meetings held on 25 October 2016 and 8 December 2016 be confirmed as a correct record.

## **38 PEOPLE PLAN 2016-2017 - UPDATE REPORT**

The Committee considered a report on the progress with the Council's People Plan 2016/17.

The report provided details on the progress with the main priorities for each HR service area in the People Plan, and on HR performance Data for Quarter 3 which included headcount and employee turnover, voluntary redundancy and working days lost to sickness absence.

The report also provided a summary of accidents and incidents in Quarter 3 and details of the RIDDOR reportable accidents.

It was agreed that the employee turnover table, at paragraph 13.2 of the report, be amended to include an additional column to show the number of leavers excluding those who TUPE transferred to ADSVs and that the revised table to be circulated to Staffing Committee members. The revised table format be included in future reports.

The Committee noted that the take up of places on training courses was reported at 72% and asked for clarification of what the percentage was a measurement of – it was assumed to be delegate attendance; actions in place to increase take up of places and any further actions that could be taken.

**RESOLVED:** That

- 1 the report be noted;
- 2 the employee turnover table be amended to include an additional column to show the number of leavers excluding those who TUPE transferred to ADSVs and the revised table to be circulated to Staffing Committee members; and
- 3 clarification be provided on take up of places on training courses and the actions taken to increase the take up.

**39 PAY POLICY STATEMENT**

The Committee considered a report on the Draft Pay Policy Statement for 2017/18.

The Council was required under section 38 of the Localism Act 2011 to produce a Pay Policy Statement by 31 March on an annual basis.

Changes since last year's Statement were outlined in Section 12 of the report and related to a small change in the broad remuneration ranges for Chief Officers due to a 1% national pay increase in April 2016, and the Government's consultation on a range of reforms to exit payments across the public sector.

**RESOLVED:** That

- 1 the changes since the 2016/17 Pay Policy Statement be noted, as outlined in Section 12.2 of the report; and
- 2 Council be recommended to approve and publish the Pay Policy Statement for 2017/18.

#### 40 REASSURANCE PROJECT

The Committee considered a report on the Reassurance Project, which detailed the work undertaken and sought Cabinet endorsement on the outcome.

A cross party Working Group had been established in May 2016 to provide assurance that the wellbeing of staff was aligned to best practice and organisational values.

The review carried out by the Working Group included

- a desk based exercise to review the Council's policies and procedures, conducted independently by North West Employers
- independent research by North West Employers to ensure best practice was being followed
- consideration of the Staff Survey results
- quick wins being identified and implemented
- interviews and focus group with staff and views sought of Elected Members through the Working Group

The Working Group concluded that the wellbeing of staff was aligned to best practice and values and that there were appropriate HR processes in place for staff to speak out on matters of concern and suggested that further training should be made available to all staff to reduce negative behaviours in the workplace.

#### **RESOLVED:**

That Cabinet be recommended to endorse the outcome of the Reassurance Project.

The meeting commenced at 2.00 pm and concluded at 3.35 pm

Councillor B Moran (Chairman)