

# **CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Staffing Committee**  
held on Tuesday, 5th July, 2016 at Committee Suite 1,2 & 3, Westfields,  
Middlewich Road, Sandbach CW11 1HZ

## **PRESENT**

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

Councillors M Parsons and P Findlow (Sub for Cllr R Bailey)

## **Councillor in Attendance**

Councillor D Mahon

## **Officers**

Sara Barker, Head of Strategic HR  
Rosie Ottewill, Organisational Development Manager  
Karen Begley, HR Business Partner  
Sally Gold, Legal Services  
Rachel Graves, Democratic Services

## **6 APOLOGIES FOR ABSENCE**

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

## **7 DECLARATIONS OF INTEREST**

No declarations were made.

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

No members of the public were present.

## **9 MINUTES OF PREVIOUS MEETINGS**

### **RESOLVED:**

That the minutes of the meetings held on 21 April 2016 and 26 May 2016 be confirmed as a correct record.

## **10 HEALTH AND SAFETY, HR AND ORGANISATIONAL DEVELOPMENT**

The Committee considered a report on Health and Safety matters.

The report provided details of the number of health and safety courses undertaken, the inspections carried out and the accident and incident figures report on PRIME for April and May 2016.

It was noted that the tendering process had been completed for the supplier of an Occupational Health Service to Cheshire East Council and Cheshire West and Chester Council. The new contact would commence in September 2016.

The Committee considered a report on Human Resource and Organisational Development matters.

The report provided details on progress with the Council's Workforce Strategy, Organisational Design, Leadership and Management training, the Corporate Training programme, staff recruitment and retention, reward and recognition, the Council's sickness absence rate, and provision of Education HR Consultancy.

Work was in progress to finalise the Council's People Plan 2016/17. The Plan supported the delivery of key organisational strategic priorities and set out a detailed programme of work to enable HR to support the key priority areas within the Council. Following approval of the Plan, the Staffing Committee would receive updates on the Plan and the objectives. It was agreed that a draft of the Plan with details of the underpinning objectives and lead HR staff would be shared with Staffing Committee members.

The Council had realigned service function into three new directorates: People, Places and Corporate Services. Details of the key changes following the realignment of functions were reported to the Committee.

The HR Policy work programme was underway and covered three main areas of work – Legislative Change, Strategic Review and Policy Review. Any amendments to HR policy as a result of the work would be brought to the Committee.

The Staffing Committee had set up a number of Working Group and it was agreed that an update on their work would be brought to the next Staffing Committee meeting.

**RESOLVED:** That

- 1 the report be noted;
- 2 the draft People Plan 2016/17 be circulated to Staffing Committee members for comment.

## **11 HR POLICY AND PROCEDURES**

### **(a) Pension Discretions Policy**

The Committee considered a report on proposed changes to the current Pension Discretion Policy.

The Local Government Pensions Regulations 2012 required the Council to formulate, publish and keep under review a policy statement regarding the exercise of discretions under the Local Government Pension Scheme in respect of five key discretions.

A Member and Officer Working Group had been established with the purpose of working collectively through the options and issues around the pensions discretions and had put forward proposed changes. Appendix 1 to the report provided a summary of these changes.

The Trade Unions had been fully consulted on the proposed changes and had provided constructive feedback. The Trade Unions had expressed some disappointment on the proposal not to contribute to the APC scheme under the APCs arrangement, and not to waive some or all of the actuarial reduction relating to flexible retirement.

The revised Pension Discretion Policy had to be published for employee access and the revisions to the Scheme sent to the Pension Fund administrators within one month of its adoption. The Policy had to be published for 30 days before being actioned.

**RESOLVED:**

That the revised Pension Discretions Policy, as set out in Appendix 2 to the Report, be approved.

## **12 HR POLICY AND PROCEDURE REVIEW**

The Chairman led a discussion on the review of HR policies and procedures that were in the pipeline.

Staffing Committee was responsible for approving all human resources policies. A programme for the review of HR policies, procedure and supporting documents had been drawn up. The review would ensure that all policies were presented in a common format and were up to date and accurate.

To enable the Committee to have an early involvement in this process, it was proposed that a series of informal private meetings would be set up to allow for discussion on proposed changes to the policies and procedures to take place before they were brought to the Committee for approval.

**RESOLVED:**

That series of informal meetings be set up to engage, consult and take feedback from Staffing Committee members on changes to HR policies and procedures.

The meeting commenced at 2.00 pm and concluded at 3.00 pm

Councillor B Moran (Chairman)