

**EMPLOYMENT COMMITTEE
8 FEBRUARY 2023
7.30 - 7.46 PM**



Present:

Councillors Leake (Chair), Allen (Vice-Chair) and Wade

Present Virtually:

Councillors Angell, Bhandari, Dudley and Porter

Non-Voting Co-optee Present Virtually:

Councillors Heydon

26. Declarations of Interest

There were no declarations of interest.

27. Minutes from previous meeting

Councillor Heydon attended the meeting of the 14 December 2022 virtually, and the minutes would be amended accordingly.

RESOLVED, with the addition of the above amendment, the minutes of the meeting of the Committee held on 14 December 2022 were approved.

28. Urgent Items of Business

There were no urgent items of business.

29. Update from the Chairman of the Local Joint Committee

The Committee was advised that the Local Joint Committee had discussed items 7 and 8 on the agenda. There had been some complimentary comments but no requests for amendments or adverse comments.

30. Minutes of Sub Groups

The Committee received and noted the minutes of the Local Joint Committee held on 14 December 2022.

31. Annual Update of The Council's Pay Statement

The Committee considered a report to agree the 2023/24 Pay Policy Statement.

Since 2012, and in accordance with the 2011 Localism Act, the Council has been required to publish an annual Pay Statement which is also aligned with the requirements of the Transparency Regulations.

The annual pay statement had previously been produced towards the end of the financial year in which it applied. As the statement confirms how the Council will apply the pay arrangements, it should be produced prior to the financial year in

which it applies.

Employment Committee had received the pay statement for the current financial year (2022/23) in July 2022 before it proceeded through to Council. The production of the statement would enable the 2023/24 statement to be applied for the beginning of the new financial year.

Once agreed through Employment Committee, the statement would be taken to Council for agreement.

RESOLVED that having reviewed, the Employment Committee agree the Pay Policy Statement for 2023/24.

32. **HR Policy Review - Substance Misuse Policy**

The Committee received the revised policy for Substance Misuse for consideration. The Human Resources team are undertaking a review of the HR policies with a view to updating and, where applicable, rationalising the number of policies required.

The process for reviewing the policies has included engagement with stakeholders across the Council and trade unions. The future development for this activity would include establishing a sub-group of the Workforce Board to facilitate engagement across the Council so the pressures and challenges of each subject area could be considered.

The following amendments had been made to the policy:

- Equality section amended
- Amendment to scope
- Addition of guidance for managers if an employee discloses a substance misuse problem (Section 6.3)
- Addition of a section on Support available for employees (Section 6.5)

It was recognised that the policy and procedure alone did not provide the confidence and competence to manage workforce situations. The HR/OD Team would be supporting the effective management of these procedures through a programme of development for managers.

RESOLVED that having reviewed, Employment Committee agree the revised policy for Substance Misuse.

CHAIRMAN