

## Notice of Meeting

### Employment Committee

Councillor Leake (Chairman),  
Councillor Allen (Vice-Chairman),  
Councillors Angell, Bhandari, Dudley, Neil, Porter, Tullett and Wade  
Councillor Heydon (Non-Voting Co-Optee)

**Wednesday 12 February 2020, 7.30 - 9.30 pm**  
**Time Square, Market Street, Bracknell, RG12 1JD**



### Agenda

Item	Description	Page
1.	<b>Apologies</b>	
	To receive apologies for absence and to note the attendance of any substitute members.	
2.	<b>Declarations of Interest</b>	
	<p>Members are asked to declare any disclosable pecuniary or affected interests in respect of any matter to be considered at this meeting.</p> <p>Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.</p> <p>Any Member with an affected Interest in a matter must disclose the interest to the meeting. There is no requirement to withdraw from the meeting when the interest is only an affected interest, but the Monitoring Officer should be notified of the interest, if not previously notified of it, within 28 days of the meeting.</p>	
3.	<b>Minutes from previous meeting</b>	3 - 6
	To approve as a correct record the minutes of the meeting of the Committee held on 18 December 2019.	
4.	<b>Urgent Items of Business</b>	
	Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.	
5.	<b>Update from the Chairman of the Local Joint Committee</b>	
	A verbal update from the Chairman of the Local Joint Committee.	
6.	<b>Minutes of Sub Groups</b>	7 - 8

### **EMERGENCY EVACUATION INSTRUCTIONS**

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	The Committee is asked to note the minutes of the Local Joint Committee held on 18 December 2019.	
7.	<b>Workforce Monitoring Report update</b>	9 - 10
	To confirm the data requirements to comply with the Council's responsibility to publish workforce monitoring statistics annually.	
8.	<b>Exclusion of Public and Press</b>	
	To consider the following motion:  That pursuant to Section 100A of the Local Government Act 1972, as amended, and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of item 9 which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:  (3) Information relating to the financial or business affairs of any particular person.	
9.	<b>Market Premia Review 2020</b>	11 - 20
	To provide the Employment Committee with a bi-annual review of market premiums.	

Sound recording, photographing, filming and use of social media is permitted. Please contact Hannah Stevenson, 01344 352308, hannah.stevenson@bracknell-forest.gov.uk, so that any special arrangements can be made.

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**EMPLOYMENT COMMITTEE**  
**18 DECEMBER 2019**  
**7.30 - 7.58 PM**

**Present:**

Councillors Leake (Chairman), Allen (Vice-Chairman), Angell, Neil, Porter, Tullett and Wade

**Non-Voting Co-optee Present:**

Councillor Heydon

**Apologies for absence were received from:**

Councillors Bhandari

**21. Declarations of Interest**

There were no declarations of interest.

**22. Minutes from previous meeting**

**RESOLVED** that the minutes of the meeting held on 16 October 2019 be approved as a correct record and signed by the Chairman.

**23. Urgent Items of Business**

There were no urgent items of business.

**24. Update from the Chairman of the Local Joint Committee**

The Chairman advised that they had met with Trade Union colleagues earlier to discuss tonight's meeting.

It was reported that UNISON had raised a couple of issues, the first was in relation to the spinal points that had been update on pay grades earlier in the year. The Head of HR & Employee Experience needed to the check outcome and would report back at the next meeting.

The second issue was in regard to the Sickness Policy that had been approved at the last meeting. UNISON had requested that the policy consider effect sickness absence could have on people with disabilities where their phased return was longer than the specified 8 weeks. They felt that this should be longer for cases where the council was not able to secure appropriate reasonable adjustments. It was agreed that an addition line be added to the policy which would state that cases would be considered on their own individual merits.

**25. Minutes of Sub Groups**

The Committee noted the minutes of the Local Joint Committee held on 10 July 2019.

**26. Monitoring The Council's Workforce Report 2018/19**

The Committee received the Monitoring the Council's Workforce Report 2018/19

Trish Barnard, Head of HR and Employee Experience reported that this was an annual report and that the Council had a statutory requirement to report this data back to the Government on an annual basis.

Going forward the Head of HR and Employee Experience would find out how the data is being reported to government, as the report itself was very jumbled. If it was just the raw data that was being reported then this would give the flexibility to change the format of the report and make it into a more useful report for Member's.

At the Local Joint Committee suggestions had been made that going forward the report should include data comparable data both locally and nationally and set out clearly what the councils' aspirations were and what it wished to be achieving. It was suggested that this could be looked at by the Council's equalities group whose terms of reference had recently been refreshed.

The Committee commented that the report didn't address what the legal duty was, nor did it go into deal on a number of issues and the that the content raised more questions than gave answers.

It was agreed that the Chairman would meet with the Head of HR and Employee Experience outside of the meeting to discuss the report doing forward and would bring a brief report to the next meeting of the Employment Committee.

**RESOLVED** that:

- i. the Committee noted the report contents and endorsed the actions and initiatives proposed for 2019/20.
- ii. The Committee agreed that future reports will be amalgamated into an annual Workforce Report.

**27. Exclusion of Public and Press**

**RESOLVED** that pursuant to Section 100A of the Local Government Act 1972, as amended, and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to any individual (Item 9).

**28. Pay Policy Statement**

The Committee received a report on the Council's Pay Policy Statement.

Trish Barnard, Head of HR and Employee Experience reported that this was an annual requirement and ensured that the **Council** complied with the Department of Communities and Local Government guidance and 2014 Transparency Code requirements.

The report provided a factual breakdown of staff salary and senior salary which highlighted the Councils commitment to transparency and equity in pay.

The report would be formally agreed at Council in January 2020.

**RESOLVED** that:

- i. the Employment Committee agree the content of the Pay Statement for 2019/20
- ii. the Employment Committee recommended publication of the Pay Statement to Council

**CHAIRMAN**

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**LOCAL JOINT COMMITTEE  
18 DECEMBER 2019  
4.09 - 4.54 PM**

**Present:**

Councillors Allen, Angell and Wade  
David Allias, UNISON (Chairman)  
Trish Barnard, Head of HR & Employee Experience

**Apologies for absence were received from:**

Councillors Leake  
Lorna Cameron, UNISON

**12. Declarations of Interests**

There were no declarations of interest.

**13. Minutes from Previous Meeting**

The minutes of the meeting held on the 16 October 2019, were approved as a correct record.

**14. Urgent Items of Business**

There were no urgent items of business.

**15. Employment Committee: Agenda and Related Matters**

**i) Monitoring the Council's Workforce – 2018/19**

The Head of HR and Employee Experience reported that this was an annual report and that the Council had a statutory requirement to report this data back to the Government on an annual basis. This data was currently reported in two different formats which were quite muddled, the Head of HR and Employee Experience would look into how the data needed to be reported to Government and if it was just the raw data that was being reported then this would give the flexibility to change the format of the report and make it into a more useful report for Member's.

The pay gender gap, which had increased by 2%, had been picked up by the press, however this was still below the nation average of 17%. Schools data was increased within the data set and this fluctuated greatly month to month. The Council was doing what it could to promote and ensure equal opportunity for all and was coming up with new approaches to target previously stereotyped job roles. It was noted that the Council had no direct employer influence over schools.

As a result of the groups comments and questions, the following points were made:

- The equalities group met in November 2019, for the first time in a year. It was important to ensure that the appropriate people were attending to make sure

that momentum was ongoing. The group would be meeting on a 6 weekly basis and would adjust accordingly. A report would be going to CMT to highlight the groups new focus and approach. Abby Thomas chaired the group with different representatives from across the council attending so that the input was a cross perspective.

- The Equalities Group was previously very data heavy very data. It would also be looking at whether EIAs were being undertaken correctly and whether wider training as required.
- It was suggested that the report going to CMT could also be brought to LJC and Employment Committee.
- It was important that the Equalities group was not just a talking shop and was about actions.
- 2/3 years ago HR had move to a centralised structure, it was felt that too much face to face interaction had been removed, this would form part of the review.
- It was requested that comparable data with other unitrees be included within the report as there was nothing showing where we were compared to other authorities nor was there anything to show what the Council was aiming for.
- Government did not provide feedback once the data was submitted.
- A Pulse survey had been undertaken by staff with four main issues being highlighted, these were: Discrimination, communication, recognition and work pressure. Directors were taking on working groups for each of these areas and the outcome would be reported back.
- Temps and consultants were not included within the data.
- The Head of HR and Employee Experience would look at the format that the data needed to be do see if there was any flexibility in there was it could be reported.

ii) **Pay Policy Statement**

The Head of HR and Employee Experience reported that this was an annual requirement and ensured that the **Council** complied with the Department of Communities and Local Government guidance and 2014 Transparency Code requirements. The report provided a factual breakdown of staff salary and senior salary which highlighted the Councils commitment to transparency and equity in pay. This would be formally agreed at Council in January 2020

16. **Matters to be Raised by Trade Unions**

UNISON raised two issues of concern, the first was in relation to the spinal points that had been update on pay grades earlier in the year as Bracknell Forest hadn't taken the national stance and had found a fit for the Council instead. The Head of HR & Employee Experience needed to the check outcome as she wasn't in post at this time and would report back.

The second issue was in regard to the Sickness Policy that had been approved at the last meeting of the Employment Committee. UNISON requested that the policy consider the effect that sickness absence could have on people with disabilities where their phased return was longer than the specified 8 weeks. UNISON felt that this should be longer for cases where the council was not able to secure appropriate reasonable adjustments. The Head of HR & Employee Experience suggested that an addition line be added to the policy which would state that cases would be considered on their own individual merits.

**CHAIRMAN**



To: **Employment Committee**  
**12<sup>th</sup> February 2020**

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**WORKFORCE MONITORING REPORT**  
**Acting Head of OD and HR**

**1 Purpose of Report**

Further to the 18<sup>th</sup> December Employment Committee Meeting, this report is to confirm the data requirements to comply with our responsibility publish our workforce monitoring statistics annually.

**2 Recommendation(s)**

**2.1 To confirm workforce monitoring data should be submitted directly to the central government portal and published factually to the public website annually, as per our public sector employer obligation.**

**2.2 To cease the annual workforce monitoring report to the Employment Committee and ensure all relevant information is captured within the council plan's annual report and Equality and Diversity working group reports and updates when applicable.**

**3 Reasons for Recommendation(s)**

3.1 The workforce monitoring report has been historically submitted to the Employment Committee to give sight of workforce breakdown data and the initiatives and actions in place to improve equality and diversity across the workforce. This is a duplication of effort and information as the narrative provided in the report is covered contextually and through KPI's on the Council Plan and updated via the quarterly reports and overall annual report – all of which are shared with all members and committees.

3.2 In November 2019 the Equality and Diversity Working Group re-established the terms of reference whilst revising the meeting schedule to increase frequency in order to give more time and focus to activity which will contribute to Bracknell Forests community and staff Equality and Diversity Strategy.

3.3 The Employment Committee Chair and Vice Chair requested this update report as it was agreed at the Chairs briefing meeting that the information could be factually published and that they did not need additional sight of the information they already receive in other formats.

**4 Alternative Options Considered**

4.1 Continue with separate report which creates a duplication of reporting and potentially contrasting narratives which may cause confusion.

**5 Supporting Information**

N/A

**6 Consultation and Other Considerations**

Legal Advice

6.1 N/A – still compliant with government data return

Financial Advice

6.2 N/A

Other Consultation Responses

6.3 N/A

Equalities Impact Assessment

6.4 N/A – still considered and in more detail within council plan and KPI targets

Strategic Risk Management Issues

6.5 None

Background Papers

Contact for further information

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[Trish.Barnard@bracknell-forest.gov.uk](mailto:Trish.Barnard@bracknell-forest.gov.uk)

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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