

Enquiries to: Committee Services
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Date: 26th February 2024

Our Ref: MM

Dear Sir/Madam,

A meeting of the **EMPLOYMENT COMMITTEE** will be held in the Council Chamber, Town Hall, Nuneaton, on **Tuesday, 5th March 2024** at 6.00 p.m.

Please note that meetings are recorded for future broadcast.

Yours faithfully,

BRENT DAVIS

Chief Executive

To: All Members of the
Employment Committee

Councillor S. Croft (Chair)
Councillors D. Brown, M. Green,
T. Sheppard and M Tromans.

AGENDA

1. ANNOUNCEMENTS AND EVACUATION PROCEDURE

A fire drill is not expected, so if the alarm sounds please evacuate the building quickly and calmly. Please use the stairs and do not use the lifts. Once out of the building, please gather outside Lloyds Bank on the opposite side of the road.

Please exit by the door by which you entered the room or by the fire exits which are clearly indicated by the standard green fire exit signs.

If you need any assistance in evacuating the building, please make yourself known to a member of staff.

Please also make sure all your mobile phones are turned off or set to silent.

The meeting will be recorded and will be available to view via YouTube and the NBBC website following the meeting.

2. APOLOGIES - to receive apologies for absence from the meeting.

3. MINUTES - To confirm the minutes of the meeting held on the 12th September 2023 attached **(Page 5)**.

4. DECLARATIONS OF INTEREST

To receive declarations of Disclosable Pecuniary and Other Interests, in accordance with the Members' Code of Conduct.

Declaring interests at meetings

If there is any item of business to be discussed at the meeting in which you have a disclosable pecuniary interest or non-pecuniary interest (Other Interests), you must declare the interest appropriately at the start of the meeting or as soon as you become aware that you have an interest.

Arrangements have been made for interests that are declared regularly by members to be appended to the agenda **(Page 9)**. Any interest noted in the Schedule at the back of the agenda papers will be deemed to have been declared and will be minuted as such by the Democratic Services Officer. As a general rule, there will, therefore, be no need for those Members to declare those interests as set out in the schedule.

There are, however, TWO EXCEPTIONS to the general rule:

1. When the interest amounts to a Disclosable Pecuniary Interest that is engaged in connection with any item on the agenda and the member feels that the interest is such that they must leave the room. Prior to leaving the room, the member must inform the meeting that they are doing so, to ensure that it is recorded in the minutes.

2. Where a dispensation has been granted to vote and/or speak on an item where there is a Disclosable Pecuniary Interest, but it is not referred to in the Schedule (where for example, the dispensation was granted by the Monitoring Officer immediately prior to the meeting). The existence and nature of the dispensation needs to be recorded in the minutes and will, therefore, have to be disclosed at an appropriate time to the meeting.

Note: Following the adoption of the new Code of Conduct, Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a Disclosable Pecuniary or a Deemed Disclosable Pecuniary Interest, the Member must withdraw from the room.

Where a Member has a Disclosable Pecuniary Interest but has received a dispensation from Standards Committee, that Member may vote and/or speak on the matter (as the case may be) and must disclose the existence of the dispensation and any restrictions placed on it at the time the interest is declared.

Where a Member has a Deemed Disclosable Interest as defined in the Code of Conduct, the Member may address the meeting as a member of the public as set out in the Code.

Note: Council Procedure Rules require Members with Disclosable Pecuniary Interests to withdraw from the meeting unless a dispensation allows them to remain to vote and/or speak on the business giving rise to the interest.

Where a Member has a Deemed Disclosable Interest, the Council's Code of Conduct permits public speaking on the item, after which the Member is required by Council Procedure Rules to withdraw from the meeting.

5. PUBLIC CONSULTATION - Members of the Public will be given the opportunity to speak on specific agenda items, if notice has been received.

Members of the public will be given three minutes to speak on a particular item and this is strictly timed. The chair will inform all public speakers that: their comments must be limited to addressing issues raised in the agenda item under consideration: and that any departure from the item will not be tolerated.

The chair may interrupt the speaker if they start discussing other matters which are not related to the item, or the speaker uses threatening or inappropriate language towards Councillors or officers and if after a warning issued by the chair, the speaker persists, they will be asked to stop speaking by the chair. The chair will advise the speaker that, having ignored the warning, the speaker's opportunity to speak to the current or other items on the agenda may not be allowed. In this eventuality, the chair has discretion to exclude the speaker from speaking further on the item under consideration or other items of the agenda.

6. HUMAN RESOURCES POLICY DOCUMENTS – a report of the Head of People and Culture **(To Follow)**.
7. HR METRICS DATA – a report of the Head of People and Culture **(To Follow)**.

8. ANY OTHER ITEMS which in the opinion of the Chair of the meeting should be considered as a matter of urgency because of special circumstances (which must be specified).
9. EXCLUSION OF THE PUBLIC AND PRESS - Under section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item, it being likely that there would be disclosure of exempt information of the description specified in paragraph (i) and (iv) of Part I of Schedule 12A to the Act.
10. CRAFT WORKERS LOCAL AGREEMENT - a report of the Head of People and Culture **(To Follow)**.

NUNEATON AND BEDWORTH BOROUGH COUNCIL

EMPLOYMENT COMMITTEE

12th September 2023

A meeting of the Employment Committee was held on Tuesday, 12 September 2023. This meeting was held in the Council Chamber and recorded for future publication on the Council's website..

Present

Councillor S. Croft (Chair)

Councillors: D. Brown, M. Green and M. Tromans.

PART I – PUBLIC BUSINESS

- EC07 **Apologies**
Councillor T. Sheppard.
- EC08 **Minutes**
RESOLVED that the minutes of the Employment Committee meeting held on 20th June 2023, be approved, and signed by the Chair.
- EC09 **Declarations of Interest**
Councillor M. Green declared that he has been appointed Director of the Holy Spirit Catholic Multi Academy Trust as of 12th September 2023.
RESOLVED that the declarations of interest are as set out in the Schedule attached to these minutes, with the addition of the Declaration of Interest for Councillor M. Green.
- EC10 **Human Resources Policy Documents**
The Head of People and Culture presented a report to seek approval of the Authorised Leave Policy.
RESOLVED that the Authorised Leave Policy be noted and approved.
- EC11 **HR Metrics Data**
A report of the Head of People and Culture to provide the Committee with an overview of the services provided by the Human Resources function and key statistical information for each area.
RESOLVED that the contents of the report be noted.
- EC12 **Employee Code of Conduct**
The Head of People and Culture presented a report to brief Committee Members on changes to the Employment Code of Conduct.
RESOLVED that
a) the contents of the report be noted;
b) point 5B10 d) be amended to read *'The Council will hold and maintain a record of all Employee Declarations with proper confidentiality and will publish Employee Declarations on the Council's website at Head of Service level or above'* and
c) the Employee Code of Conduct be referred to FULL COUNCIL for formal ratification, with the proposed amendment.

EC13 **People Strategy – An Update on Progress**

The Head of People and Culture presented a report which gave the Committee and overview of the ongoing work and progress in relation to the development of the Council's People Strategy.

RESOLVED that

- a) the contents of the report be noted and consideration be given to any strategies; and
- b) point 7.1 be amended to read '*Fostering an inclusive workplace...*' along with an explanation of what 'inclusive workplace' means.

EC14 **Work Programme 2023/24**

To review the Employment Committee Work Programme 2023/24.

RESOLVED that the Work Programme be noted and be subject to change.

EC15 **Exclusion of the Public and Press**

RESOLVED that under section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item, it being likely that there would be disclosure of exempt information of the description specified in paragraph (i) and (iv) of Part I of Schedule 12A to the Act.

EC16 **Proposals to Amend Monitoring Officer and Deputy Monitoring Officer Allowances**

A report of the Head of People and Culture made recommendations on revised remuneration levels for Monitoring Officer duties and the introduction of an allowance for Deputy Monitoring Officer duties.

RESOLVED that the revised and proposed remuneration levels for Monitoring Officer and Deputy Monitoring Officer duties be approved.

Chair

Employment Committee - Schedule of Declarations of Interests – 2023/2024

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
	General dispensations granted to all members under s.33 of the Localism Act 2011			Granted to all members of the Council in the areas of: <ul style="list-style-type: none"> - Housing matters - Statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992 - An allowance, payment given to members - An indemnity given to members - Any ceremonial honour given to members - Setting council tax or a precept under the Local Government Finance Act 1992 - Planning and Licensing matters - Allotments - Local Enterprise Partnership
	D. Brown	Employed by H.M Land Registry	Regional Coordinator, Ragdoll Rescue Charity. Representative on the following Outside Bodies: <ul style="list-style-type: none"> • Exhall Education Foundation (Council appointment). 	
	S. Croft (Chair)	Employed at Holland & Barrett Retail Ltd	Treasurer of the Conservative Association Member of the following Outside Bodies: <ul style="list-style-type: none"> • Champion for Safeguarding (Children and Adults) • Local Government Superannuation Scheme Consultative Board • West Midlands Employers 	
	M. Green	Employed by Horiba Mira – Engineering Technician	Chair of Education Standards Committee – St Thomas More School. School Appeals Panel Member Our Lady of the Angels Church. President – St Vincent De Paul Society Nuneaton, Member of the George Eliot Fellowship Member of Other Bodies: <ul style="list-style-type: none"> • Friendship Project for Children. 	

	Name of Councillor	Disclosable Pecuniary Interest	Other Personal Interest	Dispensation
			<ul style="list-style-type: none"> • Nuneaton Education Strategy Group 	
	T. Sheppard		Member of Unite Union Member of Labour Party	
	M. Tromans	Warwickshire County Councillor (Galley Common) Share in a rental property in Hydes Pastures, Nuneaton	Member of WI Member of the Conservative Party	

**Employment Committee - Schedule of Declarations of Interests –
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