

**PERSONNEL COMMITTEE
20TH DECEMBER 2022**

PRESENT: The Chair (Councillor Morgan)
Councillors Gerrard, A. Gray, B. Gray, Lowe,
Shepherd and Snartt

Director Finance, Governance and Contracts
Charnwood HR Manager
Senior HR Advisor
Learning and Organisational Development
Coordinator
Democratic Services Officer (NC)

APOLOGIES: Councillor Boldrin, Barkley and Poland

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

12. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 21st November 2022 was confirmed as a correct record and signed.

13. DISCLOSURES OF PECUNIARY INTERESTS, AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

Councillor Snartt declared an interest for item 6, Veterans and Reservists – Armed Forces Covenant Policy Development as a former member of the Armed Services.

14. QUESTIONS UNDER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

15. APPRENTICESHIP REPORTING UPDATE - 1ST APRIL TO 31ST MARCH 2022

A report of the Director, Finance, Governance and Contracts was submitted to report the findings of the apprenticeship scheme (item 5 on the agenda filed with these minutes).

The Learning and Organisational Development Coordinator provided a brief overview and clarified that central Government did not issue penalties to Authorities who did not meet the targets. The report documented data required by the Government from April 2021 when the impact of the pandemic was evident. but it was recognised that since then the impact had lessened as supported by increased new apprenticeship opportunities.

Members discussed whether apprenticeships could be utilised in hard-to-fill posts where it was challenging for the Council to recruit and retain staff and how existing staff could be supported to further develop their careers.

RESOLVED

1. that the findings of the apprenticeship reporting be noted by the Personnel Committee;
2. that further information be provided at the next update to the Committee of the apprenticeship scheme, this to include more detail on how the scheme was applied in Charnwood Borough Council and how individuals were benefitting.

Reasons

1. The Public Sector Apprenticeship Targets Regulations 2017 came into force on 31st March 2017. The regulations have been updated to reflect amendments made to the Public Sector Apprenticeship Targets (Amendment) Regulations 2021, which came into force on 1st April 2021. All public bodies with 250 or more staff in England as of 31st March have a target to employ an average of at least 2.3% of their staff as new apprentice starts over the period of 1st April 2021 to 31st March 2022. Bodies in scope must have regard to the target and should therefore actively consider apprenticeships either for new recruits or as part of career development for existing staff. Apprentices are only considered as “new apprentices” who will count towards the target, in the year in which they begin their apprenticeship.
2. The Committee considered further detailed information would support its consideration of this matter.

16. VETERANS AND RESERVISTS - ARMED FORCES COVENANT POLICY DEVELOPMENT

A report of the Director, Finance, Governance and Contracts was submitted to agree proposals for the Armed Forces Covenant Policy, (item 6 on the agenda filed with these minutes).

Members welcomed the proposals, with particular reference to the inclusion of spouses and civil partners of current serving personnel in the Guaranteed Interview Scheme.

RESOLVED that the amendments are made to the Guaranteed Interview Scheme, Leave Arrangements Policy (page 18/19) and the recruitment and Selection Policy (page 7) to reflect the agreement to the proposal as set out in this report.

Reason

The Armed Forces Community Covenant Development Officer has raised new policy suggestions to further demonstrate the Council’s commitment to the armed forces community. These further commitments include greater emphasis and provisions for

reservists and spouses and civil partners of current service personnel and offering further unpaid leave for training / volunteering opportunities.

17. RECRUITMENT AND RETENTION POLICY

A report of the Director, Finance, Governance and Contracts was submitted seeking approval of the Recruitment and Retention Policy (item 7 on the agenda filed with these minutes).

It was clarified that if incentives were offered to recruit staff, existing staff in identical roles would also receive the same financial incentive and that apprentices would not be included in the Council's pension scheme whilst an apprentice.

Members discussed approaches to recruiting in the Planning Service, the inclusion of non-financial incentives, the length of time the employee was required to remain employed in order to not have to repay the financial incentive and proposed improvements to recruitment processes.

RESOLVED that the Recruitment and Retention Incentives Policy is agreed, and the Market Premia Policy is deleted.

Reason

To provide a formal mechanism for the Council to offer incentives to recruit staff with the required skillset to meet the business needs. There are increasingly more challenges for the Council to attract and retain employees, therefore the need to consider the use of Recruitment and Retention Incentives for certain hard to fill posts has become a necessity.

18. PAY POLICY STATEMENT 2023/24

A report of the Director, Finance, Governance and Contracts was submitted seeking the Committee's approval of the Pay Policy statement covering the period 1st April 2023 to 31st March 2024.

During the consideration of this item it was noted that in the policy attached as an annex, there was a section on page 85 of the agenda pack that referenced the Market Premia Policy. This Policy had been approved for deletion by the Committee during its consideration of the above item 7 - Recruitment and Retention Policy, therefore the Pay Policy Statement would require updating before its submission to Full Council.

RESOLVED that the Personnel Committee approves the Pay Policy Statement for 2023/24, attached at Annex A, with agreed amendments to proceed to Full Council for formal approval and adoption.

Reason

To ensure that the Council meets its obligations under Section 38 of the Localism Act 2011.

Post meeting note: *the amendments to the Pay Policy Statement were agreed by the Committee after the meeting by email correspondence.*

NOTES:

1. No reference may be made to these minutes at the next ordinary Council meeting unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Personnel Committee.