

## **NOTTINGHAM CITY COUNCIL**

### **APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

**MINUTES of the meeting held at Ground Floor Committee Room - Loxley House, Station Street, Nottingham, NG2 3NG on 3 April 2018 from 14:00 – 14:34**

#### **Membership**

##### Present

Councillor Dave Liversidge (Chair)  
Councillor Eunice Campbell  
Councillor Graham Chapman  
Councillor Sally Longford  
Councillor Andrew Rule  
Councillor Dave Trimble (minute 38 onwards)  
Councillor Sam Webster

##### Absent

Councillor Toby Neal  
Councillor Jon Collins  
Councillor Ginny Klein  
Councillor Linda Woodings

#### **Colleagues, partners and others in attendance:**

Imoegen Denton	- Equality & Community Relations Lead
Nigel Hallam	- Parking and Work Place Levy Service Manager
Richard Henderson	- Head of Transformation
Kate Morris	- Governance Officer
Lynn Robinson	- HR Business Partner Children and Adults

### **35 APOLOGIES FOR ABSENCE**

Councillor Jon Collins	– Personal
Councillor Ginny Klein	– Personal
Councillor Toby Neal	– Council Business
Councillor Linda Woodings	– Personal

### **36 DECLARATIONS OF INTERESTS**

None.

### **37 MINUTES**

The minutes of the meeting held on 6 February 2018 were confirmed as a correct record and signed by the Chair.

### **38 SAFER RECRUITMENT AND WORKING PRACTICES FRAMEWORK REPORT**

Lynn Robinson, HR Business Partner Children & Adults, introduced the report on the Safer Recruitment and Working Practices Framework Report. She highlighted the following points:

- (a) The Safer Recruitment & Working Practice Framework will become part of the People Management Handbook. The Framework has been developed as a result of the workforce elements of the corporate Casey Action Plan and lessons learnt from a review of Social Care Employee Records Review

(Historic Records Review – HRR, October 2014 – June 2016) commissioned by the Corporate Director of Children and Adults in 2014;

- (b) As a result of this review the lessons learned and the recommendations have been incorporated into this policy and framework;
- (c) The policy sets out expectations of managers and employees and acts as a reference point for information on safer recruitment and working practices. It provided clarity in terms of roles and responsibilities and is broken down into two sections. Section A refers to behaviours and section B refers processes to be adhered to and to points of referencing terms of other policies.
- (d) This is a draft version of the Framework, which requires some minor updating following consultation feedback. There is also a proposal to add a third section; Section C which will apply to those people who are not directly employed by the Council but who work with the Council, such as agency worker, volunteers, consultancy;
- (e) Full consultation with the trade unions and senior colleagues has taken place and the document being discussed is one that the trade unions and senior management have supported, following full consultation and are content with;
- (f) There is also work planned to draw up a Relationships at Work Policy that will stand alongside this policy and Safer Recruitment and Working Practices Framework;

Following discussion and questions from the Committee the following points were made:

- (g) The policy looks to be comprehensive and well written. Members of the committee suggested that the proposed further section, Section C, be made applicable to all Councillors as well as others who are not directly employed by the Council;
- (h) Although there is no specific mention of School staff within the policy part of the overall Safer Recruitment and Working Practices Programme included a work stream to engage with schools around relevant safer recruitment practices. The policy and framework is in line with legislation relevant to schools, for which policy updates were proposed to schools in 2015. A full briefing note can be made available for Councillors about Schools involvement in the writing of the documents;
- (i) All staff will be made aware of the main points of the policy and SRWP Framework as part of their inductions. Managers will be expected to ensure that new staff and existing staff are made aware of the Framework and it will be made part of the induction check list. Communications and workshops/learning sessions will be arranged to cascade the message;
- (j) For existing staff there will be briefing notes sent to managers to raise within team meetings. Some key elements will be summarised for ease of access

and for sharing at team meetings. A communication plan will be put in place to ensure the policy and SRWP Framework reach all staff;

**RESOLVED to**

- 1) note the implementation of the following which have been consulted on with both managers and the trade unions:**
  - a. Part A of the Framework, Safer Recruitment & Working Practices, which will provide practical guidance for all managers and employees, with specific expectations for those in front line services;**
  - b. Part B, Processes and Checks, which includes advice for managers in relation to safer recruitment practices at applications, interview and appointment stages; and**
- 2) Note the intention to add further sections to the Framework in the future to include a Relationships at Work Policy, referred to in the framework, which is currently subject to consultations. In addition a section applicable to other workers who are not employees of the Council, such as casuals, agency workers and consultants.**

**39 GENDER PAY GAP REPORTING**

Although it was not included on the original agenda the Chair of the Committee agreed that the Gender Pay Gap Reporting item should be considered as a matter of urgency in accordance with Section 100b(4)(b) of the Local Government Act 1972. The decision could not wait until the next meeting of the Audit Committee, as the Gender Pay Gap report has already been published in line with legislation.

Imogene Denton, Equality & Community Relations Lead, introduced the Gender Pay Gap Reporting item to the Committee. She highlighted the following points:

- (a) Gender Pay Gap reporting is a legal requirement under the Equality Act 2010;
- (b) The Equality Act requires companies with over 250 employees to publish the difference between average pay of men and women as a percentage of men's pay;
- (c) The Pay Gap is calculated from a snapshot taken on 31.3.17 and takes into account the pay of just over 6500 employees. It should be noted that this was before the implementation of the Council's new terms and conditions which came into effect in April 2017;
- (d) The mean hourly rate Gender pay gap is 4.2% and the median hourly rate pay gap is 2.6%;
- (e) This pay gap is comparable to neighbouring local authorities, and comparable to other core cities. It is lower than the average pay gap within the public sector;

- (f) The Equality Act 2010 also requires that data around bonuses is published. The mean bonus pay gap is -110.9% and the median bonus pay gap is -224.04%. Bonuses were paid to just over 30 people within the City Council;
- (g) Bonuses were paid to staff within EnviroEnergy, a power generation bonus protected under TUPE regulations. This payment ended in May 2016 and will not feature in future Gender Pay Gap Reports.
- (h) Bonuses were also paid to staff at the Theatre Royal Concert Hall (TRCH) where employees earn commission on concessions sold to theatre goers, there are many more females who work in this area than males and the bonus amounts paid to TRCH staff are higher than those earned in EnviroEnergy;

Following questions from the Committee the following further information was given:

- (i) Some subsidiary companies have not published their gender pay gap because they are below the threshold for reporting in terms of staff numbers. These companies can be encouraged to publish their reports to be transparent and support will be given to those companies should they require it as what has to be reported is very prescriptive. If they are not going to publish the data then an item on the agenda of the next board meeting to raise awareness would be beneficial in tackling the gap;

**RESOLVED** note the content of the report which includes details of the Council's Gender Pay Gap, information regarding bonuses received by men and women, and details regarding males and females employed at different levels in the organisation.

#### **40     EXCLUSION OF THE PUBLIC**

**RESOLVED** to exclude the public from the meeting during consideration of the remaining item in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information as defined in paragraphs 4 and 5 of part 1, Schedule 12A of the Act.

#### **41     WPC SCHEME PRICE INCREASE RECOMMENDATIONS - EXEMPT REPORT**

**RESOLVED** to approve the recommendation as amended at the meeting.