



Meeting: **Employment Committee**

Date/Time: **Thursday, 12 December 2024 at 10.00 am**

Location: **Sparkenhoe Committee Room, County Hall, Glenfield**

Contact: **Damien Buckley (0116 305 0183)**

Email: **damien.buckley@leics.gov.uk**

Membership

Mr. L. Breckon JP CC (Chairman)

Mr. R. Ashman CC Mr. B. Harrison-Rushton CC
Mr. P. Bedford CC Mr. T. J. Pendleton CC
Mrs. L. Broadley CC Mr. R. J. Shepherd CC
Mr. B. Champion CC

AGENDA

<u>Item</u>	<u>Report by</u>
<u>Webcast.</u> A webcast of the meeting can be viewed here .	
1. Minutes of the meeting held on 26 September 2024.	(Pages 3 - 8)
2. Question Time.	
3. Questions asked by members under Standing Order 7(3) and 7(5).	
4. To advise of any other items which the Chairman has decided to take as urgent elsewhere on the agenda.	
5. Declarations of interest in respect of items on the agenda.	
6. Presentation of petitions under Standing Order 35.	



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| 7. | Attendance Management. | Director of Corporate Resources | (Pages 9 - 16) |
| 8. | Terms of Reference and Work Programme 2025. | Director of Corporate Resources | (Pages 17 - 22) |
| 9. | National Joint Council Pay Award and Chief Executive Pay Award 2024-2025. | Director of Corporate Resources | (Pages 23 - 24) |
| 10. | Organisational Change Policy and Procedure: Action Plans. | Chief Executive | (Pages 25 - 30) |
| 11. | Any other items which the Chairman has decided to take as urgent. | | |
| 12. | Date of Next Meeting. | | |

The next meeting of the Committee is scheduled to be held on 6 February 2025.



Minutes of a meeting of the Employment Committee held at County Hall, Glenfield on Thursday, 26 September 2024.

PRESENT

Mr. L. Breckon JP CC (in the Chair)

Mrs. L. Broadley CC
Mr. B. Champion CC
Mr. B. Harrison-Rushton CC

Mr. T. J. Pendleton CC
Mr J. Poland CC
Mrs B. Seaton CC

18. Minutes of the meeting held on 23 May 2024.

The minutes of the meeting held on 23 May 2024 were taken as read, confirmed and signed.

19. Question Time.

The Chief Executive reported that no questions had been received under Standing Order 34.

20. Questions asked by members under Standing Order 7(3) and 7(5).

The Chief Executive reported that no questions had been received under Standing Order 7(3) and 7(5).

21. To advise of any other items which the Chairman has decided to take as urgent elsewhere on the agenda.

There were no urgent items for consideration.

22. Declarations of interest in respect of items on the agenda.

The Chairman invited members who wished to do so to declare any interest in respect of items on the agenda for the meeting.

No declarations were made.

23. Presentation of petitions under Standing Order 35.

The Chief Executive reported that no petitions had been received under Standing Order 36.

24. Employment Committee Work Programme.

The Committee considered a presentation of the Director of Corporate Resources which outlined a refresh of the Employment Committee Work Programme. The report marked 'Agenda Item 7' is filed with these minutes.

Arising from discussion, the following points were raised:

- i. The Committee were pleased with the proposal for a draft rolling work programme which would include reports on the workforce profile, employee turnover and stability, resource management, legislative impacts on policy and procedures, equality, diversity and inclusion, as well as themes, projects and initiatives relating to the People Strategy.
- ii. Members noted that annual reports relating to the Council's Gender Pay Gap were a statutory requirement. The new Government had proposed to expand pay gap reporting to include race and disability, in addition to gender. It was therefore expected that additional pay gap reporting would be presented to the Committee at future meetings.

RESOLVED:

That the contents of the presentation on the Employment Committee Work Programme, be noted.

25. Attendance Management.

The Committee considered a report of the Director of Corporate Resources which provided an update on the Council's overall position on sickness absence, as at the end of June 2024 (quarter 1, 2024/25). A copy of the report filed 'Agenda Item 8' is filed with these minutes.

Arising from discussion, the following points were raised:

- i. Members were pleased with the level of data included within the report but requested further information relating to the root cause of absence relating to mental health, in order to determine the absence was related to an issue at home or in the workplace. The Director agreed to analyse data relating to the cause of absence and consider whether the information could be provided at a future meeting of the Committee. Members noted that in mental health cases, there was often a variety of issues which had led to the absence.
- ii. Some departments had reported lower than usual absence data relating to the period 2020-21. The Director explained that this was understood to be a result of restrictions in the COVID-19 pandemic which meant that a large number of staff were either working at home or carrying out duties in a socially distanced way. Flexible working continued to have a positive impact on sickness absence, but it was acknowledged that levels had increased. It was expected that a lack of access to healthcare during the pandemic period continued to have an impact on waiting lists for treatment.
- iii. The Director explained that cases recorded within the non-disclosed category often related to instances where a manager did not have sufficient information in order to record the correct details, or where the member of staff did not wish to disclose the reason for absence. HR officers would continue to remind managers of the importance of recoding reasons for absence.
- iv. In response to a question relating to the impact of hybrid working on recruitment and retention, the Director explained that a survey was being undertaken

regarding working practices, and that the results would be presented to the Committee at a future meeting.

RESOLVED:

- a) That the Council's Overall position on sickness absence, as at the end of June 2024 (quarter 1, 2024/25), be noted.
- b) That the Director agreed to analyse data relating to the root cause of absence relating to mental health and consider whether data could be provided at a future meeting of the Committee.
- c) That the Director agreed to present the results of a survey undertaken regarding working practices at a future meeting of the Committee.

26. Pay Policy Statement.

The Committee considered a report of the Director of Corporate resources which sought approval for the submission of the Council's Pay Policy Statement for 2025/26 to the County Council for approval on 4 December 2024. A copy of the report marked 'Agenda Item 9' is filed with these minutes.

In introducing the report, the Director provided the Committee with an update on the 2024/25 NJC pay negotiations. It was reported that the National Employers had made a flat rate offer of £1290, or 2.5% for employees above the pay spine but below the threshold for chief officer pay. GMB had voted to accept the offer but both Unison and Unite were in the process of balloting their members regarding industrial action. A report to update on progress of pay negotiations would be presented to the Committee at its meeting on 5 December 2024.

Members noted that it was unlikely that changes in Government policy relating to public sector pay was unlikely to impact ongoing pay negotiations. However, expected policy changes relating to working terms and conditions could have recourse implications for the Council.

RESOLVED:

That the Pay Policy Statement 2025/26 be approved, for submission to the County Council at its meeting on 4 December 2024, be approved.

27. JNC Chief Officer Pay Award 2024-25.

The Committee considered a report of the Director of Corporate Resources which sought approval to implement the national negotiated (JNC) pay award for the period 1 April 2024 to 31 March 2025 for all employees on Grades 18 – 21 inclusive, which includes Chief Officers. A copy of the report marked 'Agenda Item 10' is filed with these minutes.

RESOLVED:

That the action taken in respect of the implementation of the pay award for employees on grades 18 – 21 for the period 1 April 2024 to 31 March 2025, be noted.

28. Review of Employer Discretions - Pension Regulations.

The Committee considered a report of the Director of Corporate Resources which sought agreement of the policy decisions afforded to the County Council as a scheme employer under the provisions of the Local Government Pension Scheme. A copy of the report marked 'Agenda Item 11' is filed with these minutes.

RESOLVED:

- a) That the review undertaken with regard to pension discretions, be noted.
- b) That the mandatory discretion under LGPS regulations, be approved.
- c) That the non-mandatory discretion under LGPS regulations, be approved.
- d) That the County Council's operational approach to pensions regulations, be noted.

29. Health, Safety and Wellbeing Annual Report 2023-24.

The Committee considered a report of the Director of Corporate Resources which presented the annual Health, Safety and Wellbeing Report for 2023 – 24, including the Council's overall position on health, safety and wellbeing, and an update on the performance of the Health, Safety and Wellbeing Service. A copy of the report marked 'Agenda Item 12' is filed with these minutes.

Arising from discussion, the following points were raised:

- i. In response to concern relating to an increase in the number of reported violent incidents reported, members were assured that a robust reporting system was in place and that all incidents were consistently followed up. It was acknowledged that some staff were more exposed to risk than others due to the nature of the service being delivered. Specific staff were supported with training on dealing with difficult situations. In some areas, such as waste sites, staff had been issued with body cameras which had resulted in a reduction in the number of incidents which had been reported. The Council had also introduced a lone working protection app which allowed staff to raise an alarm and to receive support.
- ii. The Health, Safety and Wellbeing team continued to have support from senior management where there were concerns relating to the safety of staff or service users. The Service had the authority to withdraw services or close sites in serious cases, although this was extremely rare.
- iii. Members noted that managers were routinely reminded of the importance for all staff to have completed mandatory health and safety training, as well as additional training required to support their role.
- iv. In cases where a staff member had indicated that they had experienced suicidal thoughts, the Wellbeing Service would refer the individual to their GP and signpost them to other support services.

RESOLVED:

That the Annual Health, Safety and Wellbeing Report for 2023 – 24, including the Council's overall position on Health, Safety and wellbeing, and an update on the performance of the Health, Safety and Wellbeing Service, be noted.

30. Organisational Change Policy and Procedure: Action Plans.

The Committee considered a report of the Chief Executive which provided an update of the current Action Plans which contain provision for compulsory redundancy and details of progress on their implementation. A copy of the report marked 'Agenda Item 13' is filed with these minutes.

RESOLVED:

That the update provided on the current Action Plans which contain provision for compulsory redundancy, and details of progress in their implementation, be noted.

31. Date of Next Meeting.

RESOLVED:

That the next meeting of the Committee would be held on 5 December 2024 at 10:00am.

10.00 - 11.01 am
26 September 2024

CHAIRMAN

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EMPLOYMENT COMMITTEE – 12 DECEMBER 2024

ATTENDANCE MANAGEMENT

REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

Purpose of the Report

1. The purpose of this report is to update the Employment Committee on the Council's overall position on sickness absence, as at the end of September 2024 (Quarter 2, 2024/25).

Policy Framework and Previous Decisions

2. The Attendance Management Policy supports this report. No changes to this policy are proposed.

Background

3. On 26 September 2024, the Committee considered the Council's absence position as at the end of June 2024 (Quarter 1 2024/25).

Sickness absence – current position

4. The table below details the end of year sickness absence levels of the previous four years, and quarter 1 and 2, 2024/25.

	FTE As at 30/09/24	20/21	21/22	22/23	23/24	24/25 Q1 Jun 24	24/25 Q2 Sept 24	Total FTE days lost 01/10/23– 30/09/24	Total cost of absence 01/10/23 – 30/09/24
Chief Executive's	258.64	4.41	3.13	4.14	5.91	5.57	4.89	1,264.10	£206k
Environment & Transport	855.66	7.04	8.34	11.44	10.21	9.17	8.71	7,449.03	£848k
Children & Family Services	1,282.66	7.94	10.44	10.14	8.91	8.19	8.00	10,262.92	£1,449k
Corporate Resources	1,077.68	5.54	9.92	8.84	9.57	8.38	8.42	9,072.49	£1,449k
Adults & Communities	1,201.67	10.18	8.24	8.84	10.06	10.31	10.47	12,584.63	£1,563k
Public Health	169.10	5.08	5.65	5.58	4.64	4.64	5.26	889.85	£120
LCC total	4,845.41	7.51	8.87	9.27	9.27	8.67	8.57	41,523.02	£5,197k

ESPO	325.12	6.80	8.64	8.28	7.87	8.18	8.23	2,647.44	£297k
EMSS	105.23	9.26	9.10	6.26	6.86	5.53	4.83	507.89	£58k

5. At the end of Quarter 2 2024/25 the Chief Executive's and Public Health departments are below the corporate target of 7.5 days per FTE. Children & Family Services, Environment & Transport, the Chief Executive's department and EMSS, have all made improvements since the end of Quarter 2, 2024/25.
6. The County Council total is at 8.57 FTE days lost per FTE, an improvement from quarter 2 2024/25 of 0.10 FTE days per FTE.
7. Attendance management activity is still required across departments to achieve and maintain the corporate target of 7.5 days per FTE.

Reasons for sickness absence

8. Displayed in order of highest percentage of time lost, the table below details the main reasons for absence; plus the not disclosed category.

Percentage of FTE days lost 12 months cumulative	2022/23 Mar 2023 Q4	2023/24 Jun 2023 Q1	2023/24 Sept 2023 Q2	2023/24 Dec 2023 Q3	2023/24 Mar 2024 Q4	2024/25 Jun 2024 Q1	2024/25 Sept 2024 Q2
Stress/depression, mental health	26.8%	27.8%	28.5%	30.0%	31.4%	28.7%	27.7%
Other musculo-skeletal	12.4%	12.9%	12.8%	13.1%	13.2%	14.0%	13.4%
Combined covid-19 & cough/cold & flu	17.3%	15.5%	13.4%	11.9%	11.5%	12.3%	12.7%
Gastro-stomach, digestion	6.1%	6.7%	7.4%	6.9%	6.2%	6.1%	6.8%
Chest & respiratory	6.0%	5.3%	5.4%	4.9%	4.6%	4.8%	4.5%
Back and neck	3.8%	3.8%	3.6%	4.3%	4.4%	4.3%	4.5%
Neurological	4.4%	4.4%	4.0%	4.3%	4.3%	4.3%	4.3%
Cancer	4.3%	5.2%	5.4%	5.2%	4.7%	4.2%	3.8%
Eye, ear, nose & mouth/dental & throat	2.8%	2.9%	3.3%	3.6%	3.4%	3.2%	3.1%
<i>Not disclosed</i>	<i>5.8%</i>	<i>5.0%</i>	<i>4.4%</i>	<i>3.0%</i>	<i>3.7%</i>	<i>4.0%</i>	<i>4.4%</i>

9. The table shows that the levels of mental health/stress/depression related sickness absence has improved from Quarter 1 to 2 2024/25, however this remains the highest reason for lost time due to sickness absence.
10. The tables below show the percentage of top 3 reason for sickness absence by department for the 12-month periods ending quarter 1 and 2 2024/25, and the 12-month periods at the end of years 2023/24, 2022/23 and 2021/22.

Chief Executive's department

Percentage of FTE days lost 12 months cumulative	2021/22 Mar 2022 Q4	2022/23 Mar 2023 Q4	2023/24 Mar 2024 Q4	2024/25 Jun 2024 Q1	2024/25 Sept 2024 Q2
Stress/depression, mental health	19.92%	20.61%	27.77%	29.81%	19.77%
Other musculo-skeletal	20.40%	21.45%	13.22%	7.73%	7.03%
Combined covid-19 & cough/cold & flu	32.52%	25.51%	11.72%	14.03%	15.4%

Environment & Transport

Percentage of FTE days lost 12 months cumulative	2021/22 Mar 2022 Q4	2022/23 Mar 2023 Q4	2023/24 Mar 2024 Q4	2024/25 Jun 2024 Q1	2024/25 Sept 2024 Q2
Stress/depression, mental health	20.48%	21.04%	30.50%	25.83%	25.89%
Other musculo-skeletal	14.38%	17.23%	17.06%	19.00%	19.13%
Combined covid-19 & cough/cold & flu	23.74%	16.55%	12.22%	11.78%	12.05%

Children & Families Services

Percentage of FTE days lost 12 months cumulative	2021/22 Mar 2022 Q4	2022/23 Mar 2023 Q4	2023/24 Mar 2024 Q4	2024/25 Jun 2024 Q1	2024/25 Sept 2024 Q2
Stress/depression, mental health	39.73%	35.78%	40.43%	37.68%	36.25%
Other musculo-skeletal	5.64%	9.16%	8.94%	10.66%	9.81%
Combined covid-19 & cough/cold & flu	17.78%	15.68%	9.36%	10.55%	10.48%

Corporate Resources

Percentage of FTE days lost 12 months cumulative	2021/22 Mar 2022 Q4	2022/23 Mar 2023 Q4	2023/24 Mar 2024 Q4	2024/25 Jun 2024 Q1	2024/25 Sept 2024 Q2
Stress/depression, mental health	18.58%	16.23%	18.59%	19.16%	19.69%
Other musculo-skeletal	11.09%	15.36%	16.07%	15.02%	12.77%
Combined covid-19 & cough/cold & flu	18.82%	14.70%	10.35%	10.19%	11.18%

Adults & Communities

Percentage of FTE days lost 12 months cumulative	2021/22 Mar 2022 Q4	2022/23 Mar 2023 Q4	2023/24 Mar 2024 Q4	2024/25 Jun 2024 Q1	2024/25 Sept 2024 Q2
Stress/depression, mental health	33.52%	32.89%	28.55%	30.34%	27.67%
Other musculo-skeletal	6.63%	7.91%	10.30%	10.61%	13.38%
Combined covid-19 & cough/cold & flu	19.87%	21.63%	13.30%	13.21%	12.66%

Public Health

Percentage of FTE days lost 12 months cumulative	2021/22 Mar 2022 Q4	2022/23 Mar 2023 Q4	2023/24 Mar 2024 Q4	2024/25 Jun 2024 Q1	2024/25 Sept 2024 Q2
Stress/depression, mental health	26.50%	30.03%	12.05%	12.53%	18.73%
Other musculo-skeletal	3.72%	10.06%	32.82%	24.66%	20.75%
Combined covid-19 & cough/cold & flu	21.07%	18.40%	18.46%	22.97%	16.91%

11. The key observation for Quarter 2 2024/25 is the improvement in the percentage of mental health absence in Adults & Communities and the Chief Executive's departments.

Long and Short-term absence split

12. The table below details the number of FTE days lost due to absence and the percentage split of FTE days lost as at the end of June 2024.

2024/25 as at end of Sept 2024 (Quarter 2)						
12 months cumulative						
Department	Long term			Short term		
	FTE days lost	% FTE days lost	Individual occurrences	FTE days lost	% FTE days lost	Individual occurrences
Chief Executive's	802.81	63.51%	24	461.29	36.49%	177
Environment and Transport	4791.60	64.33%	143	2657.43	35.67%	830
Children and Family Services	7269.62	70.83%	203	2993.30	29.17%	903
Public Health	465.85	52.35%	16	424.00	47.65%	144
Corporate Resources	5917.69	65.23%	203	3154.80	34.77%	1207
Adults and Communities	8256.85	65.61%	273	4327.78	34.39%	1421

Note: Long term is categorised as over four weeks of continuous absence.

Service level data

13. The table below provides details of the days lost per FTE at the end of the last four years and at the end of Quarters 1 and 2, 2024/25, for service areas by department.

Department	2020/21	2021/22	2022/23	2023/24	2024/25	2024/25
Days per FTE	Year end	Year end	Year end	Year end	Q1	Q2
12 months cumulative	(Mar 21)	(Mar 22)	(Mar 23)	(Mar 24)	(Jun 24)	(Sept 24)
Chief Executive's	4.41	3.13	4.14	5.91	5.57	4.89
Planning and Historic and Natural Environment	0.79	0.71	3.52	5.43	5.22	2.77
Regulatory Services	6.30	6.74	9.40	9.98	8.97	6.93
Strategy and Business Intelligence	3.86	1.87	3.47	6.91	6.84	6.89
Democratic Services	1.07	2.67	1.43	2.40	2.96	2.49
Legal Services	5.82	3.05	1.34	1.86	1.29	1.54
Environment and Transport	7.04	8.34	11.44	10.21	9.17	8.71
Highways and Transport	3.99	9.40	15.01	12.95	11.90	11.31

Department	2020/21	2021/22	2022/23	2023/24	2024/25	2024/25
Days per FTE	Year end	Year end	Year end	Year end	Q1	Q2
12 months cumulative	(Mar 21)	(Mar 22)	(Mar 23)	(Mar 24)	(Jun 24)	(Sept 24)
Environment and Waste Management	7.68	7.54	9.26	10.46	8.07	7.46
Development and Growth	n/a	n/a	5.49	4.65	4.55	4.44
Children and Family Services	7.95	10.44	10.14	8.91	8.19	8.00
Education and SEND	7.57	12.24	8.40	7.44	5.94	5.85
Children's Social Care & Targeted Early Help	9.15	10.11	10.52	10.00	9.16	8.86
Corporate Resources	5.45	9.92	8.84	9.57	8.38	8.42
Finance & Commissioning	2.88	3.99	3.37	3.55	3.78	3.91
People, Property & Transformation	4.07	7.83	5.07	7.39	6.23	6.02
IT, Comms & Digital, Commercial and Customer Services	6.77	11.69	11.31	13.83	11.95	12.79
Adults and Communities	10.18	8.24	8.84	10.06	10.31	10.47
Operational commissioning	n/a	n/a	9.74	11.06	10.87	11.25
Integration, access & prevention	n/a	n/a	10.27	11.21	12.82	12.62
Commissioning and Quality	4.66	11.90	10.83	10.22	10.58	11.13
Personal Care and Support	21.15	7.07	6.28	12.11	10.60	9.83
Communities and Wellbeing	4.65	5.38	5.41	6.25	6.24	6.89
Public Health	5.80	5.65	5.58	4.64	4.64	5.26

Recommendations

14. The Committee is asked to note the update provided on the Council's overall position on sickness absence as at the end of September 2024.

Background Papers

15. Report to the Employment Committee 26 September 2024:
<https://democracy.leics.gov.uk/documents/s185533/Attendance%20Management%20Sept%202024%20Final.pdf>

Circulation under the Local Issues Alert Procedure

16. None

Equality Implications/Other Impact Assessments

17. There are no equality implications arising from the recommendations in this report.

Human Right Implications

18. There are no human rights implications arising from the recommendations in this report.

Officers to Contact

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HR/OD Business Partner
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EMPLOYMENT COMMITTEE – 12 DECEMBER 2024
TERMS OF REFERENCE AND WORK PROGRAMME 2025
REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

Purpose of the Report

1. The purpose of this report is to consult the Employment Committee on the proposed reporting timetable on relevant workforce matters, seek approval of an updated terms of reference for the committee and agree the Work Programme for 2025.

Policy Framework and Previous Decisions

2. The Committee were consulted on 26 September 2024 on the opportunity to refresh the profile of workforce / People Services related data and activity across the organisation by providing more regular reporting to departmental management teams, the corporate management team, and Employment Committee. The committee were in support of the aim.

Background

3. During 2024, there has been a change in the leadership of People Services, with both the Assistant Director and Head of Service being new in post. Such changes provide the opportunity to review how the service reports performance and updates senior management and elected members on the effective management of Leicestershire County Council's workforce.
4. In September, the Committee was reminded of the Terms of Reference and purpose of Employment Committee:

'Employment Committee has the power to determine the terms and conditions on which staff hold office, including disciplinary and grievance procedures, and making effective arrangements to ensure compliance with employment legislation and, when necessary, employment codes of practice.'
5. The Terms of Reference for the Committee were last reviewed in 2016. It was therefore agreed that the Terms should be reviewed and updated for consideration and approval by the Committee. Appendix A details an updated version.
6. The updated Terms of Reference includes an additional standing agenda item – Workforce Update. The intention is to provide the Committee with regular updates as well as an annual report in May each year, detailing the profile of the workforce, employee turnover and stability, recruitment trends, the nature of employment

contracts and sickness absence data and analysis. The intention is for the Committee to understand the opportunities and challenges in managing a large workforce, across a diverse range of services and departments.

7. The reports will also include an update against the priorities within the People Strategy, focussing on one of the strategic priorities in detail at each meeting. When relevant it will also explain the impacts on the Council's policies and procedures of any legislative changes or case law.
8. Included within Appendix B is a draft Work Programme for approval, detailing the reports that will be presented and considered at each meeting. The intention is to agree the work programme for the coming year at the December Employment Committee meeting.

Recommendations

9. The Committee is asked to approve the updated terms of reference and Work Programme for 2025.

Background Papers

10. Presentation to the Employment Committee 26 September 2024:
<https://democracy.leics.gov.uk/documents/b21138/Employment%20Committee%20Work%20Programme%20Agenda%20Item%207%20Thursday%2026-Sep-2024%2010.00%20Employment%20Committ.pdf?T=9>

Circulation under the Local Issues Alert Procedure

11. None

Equality Implications/Other Impact Assessments

12. There are no equality implications arising from the recommendations in this report.

Human Right Implications

13. There are no human rights implications arising from the recommendations in this report.

Officer to Contact

Lucy Littlefair
Assistant Director (People, Property and Transformation)
Tel: 0116 3056333
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EMPLOYMENT COMMITTEE

TERMS OF REFERENCE

Background

Employment Committee has the power to determine the terms and conditions on which staff hold office, including disciplinary and grievance procedures, and making effective arrangements to ensure compliance with employment legislation and, when necessary, employment codes of practice.

The above functions are subject to delegated powers (Part 3, Section D of the County Council's Constitution) and Officer Employment Procedure Rules (Part 4H).

Method of Operation

- The Committee meets four times a year or more often if required (special meetings).
- The following standing items are considered at each meeting:
 - Organisational Change: Summary of Action Plans – in line with the Organisational Change Policy and Procedure.
 - Workforce Update – including workforce profile and quarterly sickness absence data.
- The following items are considered on an annual basis:
 - Gender Pay Gap Reporting.
 - The Pay Policy Statement - considered by the Committee at its meeting in September. This has to be agreed by the County Council before the end of financial year.
 - Health and Safety Annual Report.
 - Workforce Annual Report
 - People Strategy
 - Committee Work Programme / Forward Plan

Membership of the Employment Committee

The Committee comprises of seven members, six Conservative and one Liberal Democrat.

Following the Annual Meeting of the County Council on 15 May 2024, the membership of the Committee is as follows:

Peter Bedford MP, CC (Deputy Chairman)
Lee Breckon JP CC (Chairman)
Linda Broadley CC (Liberal Democrat Spokesman)
Barry Champion CC
Bertie Harrison-Rushton CC

Trevor Pendleton CC
Richard Shepherd CC

Responsibility for Functions

The County Council's Constitution sets out how the County Council operates, how decisions are made and the procedures which are followed to make sure these are efficient, transparent and accountable to local people.

In line with Part 3 of the County Council's Constitution:

1. The Employment Committee shall not have power to appoint subcommittees.
2. The extent to which the non-executive powers within the Committee's remit have been delegated to chief officers, either by the full County Council or by the Committee (or by any of the bodies previously charged with the functions now within its remit), will be found:
 - (a) in the general scheme of delegation to heads of departments which appears in Section D of this Part; and
 - (b) in the record of specific delegations maintained by the Chief Executive for public inspection at County Hall and which constitutes Part 9 of this Constitution.
3. Subject to the delegations described in paragraph 2, and to the provisions of the Officer Employment Procedure Rules (Part 4H of the Constitution) the functions delegated to the Committee shall be:
 - (a) power to determine the terms and conditions on which staff hold office, including disciplinary and grievance procedures.
 - (b) making effective arrangements to ensure compliance with employment legislation and, where necessary, employment codes of practice.
4. The powers of the Employment Committee shall not extend to consultations or negotiations with representatives of the recognised trade unions since other mechanisms exist within the County Council to undertake these functions.

[Leicestershire County Council Constitution](#)

Employment Committee - Work Programme

Meeting	Item
5 December 2024	Attendance Management
	Pay Award
	Employment Committee Terms of Reference and Work Programme
	Organisational Change Policy and Procedure - Summary of Action Plans
6 February 2025	Workforce Update
	Gender Pay Gap Reporting
	Organisational Change Policy and Procedure - Summary of Action Plans
22 May 2025	Workforce Annual Report 2024/25
	Dates of future meetings/Chair/Vice Chair
	Organisational Change Policy and Procedure - Summary of Action Plans
18 September 2025	Workforce Update
	Pay Policy Statement
	Health and Safety Annual Report
	Organisational Change Policy and Procedure - Summary of Action Plans
4 December 2025	Workforce Update
	Employment Committee Work Programme 2026
	Organisational Change Policy and Procedure - Summary of Action Plans

Regular Items:

Pay Policy Statement (Sept meeting) as has to be agreed by Full Council before the end of financial year usually at Council in Dec.

Org Change: Summary of Action Plans (Every meeting)

Workforce Update – including Managing Attendance (Every meeting)

Gender Pay Gap Reporting (Feb meeting)

Health and Safety Annual Report (September meeting)

Dates of future meetings/Chair/Vice Chair (May or Sept meeting)

Workforce Annual report (May meeting)

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EMPLOYMENT COMMITTEE - 12 DECEMBER 2024

NATIONAL JOINT COUNCIL PAY AWARD AND CHIEF EXECUTIVE PAY AWARD 2024-2025

REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

Purpose

1. The purpose of this report is to seek approval to implement the nationally negotiated National Joint Council (NJC) and Joint National Council for Chief Executive's pay award for the period 2024 - 2025 for all employees on Grades 2-17 inclusive plus the Chief Executive.

Background

2. Whilst the Council has adopted local rather than national pay scales, it has remained part of the national pay bargaining machinery and is committed to applying NJC pay awards to employees on grades 2-17 inclusive. In order to implement these, it is necessary to seek approval from the Employment Committee.

Key Points

3. Agreement has been reached on NJC rates of pay, applicable from 1 April 2024 (covering the period 1 April 2024 to 31 March 2025). This equates to an increase of £1,290 up to spinal column point 38 (top of grade 13) and 2.5% grades 13-17.
4. The Chief Executives' pay award was also agreed at 2.5%. The Committee received a report outlining this on 26 September 2024.

Implementation

5. Following consultation with the Chairman and Spokesperson of the Committee, implementation for basic pay and back pay in November pay with the increase on for some allowances in December pay.

Recommendations

6. The Committee is asked to approve the implementation of the JNC pay awards for employees on grades 18 – 21.

Background Papers

7. None.

Circulation under the Local Issues Alert Procedure

8. None

Equalities implications

9. There are no equalities implications arising from the recommendations in this report.

Human Rights Implications

10. There are no human rights implications arising from the recommendations in this report.

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EMPLOYMENT COMMITTEE – 12 DECEMBER 2024

ORGANISATIONAL CHANGE POLICY AND PROCEDURE

SUMMARY OF ACTION PLANS

REPORT OF THE CHIEF EXECUTIVE

Purpose of the Report

1. The purpose of this report is to present the Employment Committee with an update of the current Action Plans which contain provision for compulsory redundancy and details of progress on their implementation.

Policy Framework and Previous Decisions

2. At its meeting on 11 February 2010, the Committee approved a new Organisational Change Policy and Procedure (replacing the 'Policy in the Event of Redeployment and Redundancy') together with revised arrangements through which the Committee would exercise its oversight of the implementation of that procedure. In accordance with that decision, summaries of current Action Plans are attached to this report.

Background

3. Following the decisions made on 11 February 2010, the arrangements also involve presenting a summary of any outstanding comments or concerns raised by members of the Committee.
4. There are no outstanding comments or concerns on this occasion.
5. Members are asked to indicate where they wish a representative of the department concerned to be present to answer any questions in relation to any particular Action Plan, if they have not already done so.

Recommendations

6. That the update provided on the current Action Plans which contain provision for compulsory redundancy, and details of progress in their implementation, be noted.

Background Papers

7. None

Circulation under the Local Issues Alert Procedure

8. None.

Equality Implications/Other Impact Assessments

9. The Organisational Change Policy and Procedure is designed to ensure that changes which impact on employees are implemented in a fair and non-discriminatory manner.

Human Right Implications

10. There are no human rights implications arising from the recommendations in this report.

List of Appendices

Appendix A – Summary of Current Action Plans - Implementation Completed.

Appendix B – Summary of Current Action Plans - Implementation Underway.

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EMPLOYMENT COMMITTEE – 12 December 2024

SUMMARY OF CURRENT ACTION PLANS - IMPLEMENTATION COMPLETED

Action Plan	Date Approved	Actual Completion Date	Outcome Number of compulsory redundancies
Adults & Communities - Transitions Learning Program	02/07/2024	05/08/2024	0
Public Health - Active Together Relocation	12/04/2024	01/10/2024	0
Corporate Resources - Facilities Services	13/05/2024	21/06/2024	0
Corporate Resources - Oxley Park and Shenley Wood Academy	01/06/2024	10/06/2024	0
Chief Executives - Trading Standards Service	16/09/2024	21/10/2024	0
Environment & Transport - Special Projects	20/09/2024	07/11/2024	0
Adults & Communities - Bridgeview Closure	30/08/2024	30/09/2024	0

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**EMPLOYMENT COMMITTEE – 12 December 2024
SUMMARY OF CURRENT ACTION PLANS - IMPLEMENTATION UNDERWAY**

Action Plan	Date Approved	Current Position	Next Steps	Predicted Compulsory Redundancies
Adults & Communities - Melton Short Breaks/Supported Living and Day Services	01/08/2024	Now live 3 employees in scope, all have comparable jobs		0
Environment & Transport - RHWS Future Service Offer	26/06/2024	Consultation started 01/07/2024 - 2 cohorts.	1-1 meetings, comparability challenges, job preference forms, comments/questions/proposals.	0
Children & Families - Music Services 2024	29/08/2024	Launched on 29 August 2024	Consultation until 30 September 2024	0
Children & Families - Music Service AP	25/08/2024	Now live		2

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