

PUBLIC

MINUTES of a meeting of the **APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE** held on Thursday, 6 October 2022 at County Hall, Matlock.

PRESENT

Councillor S Spencer (in the Chair)

Councillors J Dixon, R George, S Hobson, A Sutton (substitute Member) and S Swann.

Apologies for absence were submitted for Councillors B Lewis and R Flatley.

12/22 TO RECEIVE DECLARATIONS OF INTEREST (IF ANY)

There were no declarations of interest.

13/22 TO CONFIRM THE NON-EXEMPT MINUTES OF THE MEETING HELD ON 24 MAY 2022

The minutes of the meeting held on 24 May 2022 were confirmed as a correct record.

14/22 INTERIM RECRUITMENT AND RETENTION PAYMENTS POLICY

At Full Council on 13 July 2022 the Council's Pay Policy Statement (PPS) was updated to enable greater flexibility to apply recruitment and retention payments. Members were advised that, to support the making of recruitment and retention payments, a clear framework would be established. That framework had now been developed and incorporated into the Market Supplement Policy. The policy had been renamed Interim Recruitment and Retention Payments Policy which was attached at Appendix 2 to the report.

The revised policy included three additional types of recruitment and retention payments which may be considered where there was clear evidence that recruitment and retention issues were impacting on service delivery (which may cause financial, legal and reputational risk to the Council) providing all other non-pay avenues had been explored and discounted. Full details of the payments were outlined within the policy and briefly summarised below:

– Welcome payments

Welcome payments were a one-off lump sum recruitment incentive payment made to eligible successful candidates on appointment to the Council. Welcome payments were made on the agreement that

employees would remain in employment in the eligible role for the duration of the qualification period.

– Retention payments

Retention payments were similar to welcome payments but were paid to eligible employees following completion of a specified period of service. The revised policy allowed the flexibility to use welcome and retention payments together, i.e. a welcome payment on joining the council and a retention payment after a specified period of service, or a series of retention payments e.g. at 12 months and 24 months.

– Recommend a friend payments

Recommend a friend payments (up to £100) may be paid to employees on grade 14 or below who recommended an external candidate for a specified role with the council to support recruitment to hard to fill roles. The payment may be made to the referring employee once the successful candidate had completed 6 months service in that role.

Market supplement payments were appropriate where market data had indicated that the rate of pay for a defined post or group of posts fell below the required level in relation to the comparator market. The additional payment types included in the draft policy would enable the council to consider recruitment and retention payments where the market data did not support a market supplement but there was clear evidence of failure to recruit and/or retain suitably skilled staff causing serious risk to service delivery.

The ACOS Committee was asked to approve the Interim Recruitment and Retention Payments Policy noting that such payments were restricted to circumstances where there was clear evidence of failure to recruit and retain suitably skilled staff causing serious risk to service delivery.

In addition, the ACOS Committee was asked to consider the delegation of decision-making in respect of the application of the welcome payments, retention payments and market supplement payments to the Head of Paid Service, who would consult with the Section 151 Officer, Monitoring Officer, Director of Organisation Development and Policy and the relevant Executive Director to inform the decision. It was recommended for this delegation to be applied to enable the Council to respond efficiently to current recruitment and retention issues that may arise. Where the decision took the total remuneration for a post in excess of £100,000 per annum or where the application related to the Head of Paid Service the decision to apply a welcome payment,

retention payment or a market supplement must be determined by Full Council.

It was agreed that the policy would be reviewed after 12 months to assess the effectiveness of the initiatives and to identify where payments had been made. This information would be reported back to the Committee.

RESOLVED:

That the Committee:

- a) Approves the draft Interim Recruitment & Retention Payments Policy;
- b) Agree that decisions to award a recruitment or retention payment including welcome payments, retention payments and market supplement payments under the policy be made by the Head of Paid Service, who will consult with the Section 151 Officer, Monitoring Officer, Director of Organisation Development and Policy and the relevant Executive Director to inform the decision. Where the decision takes the total remuneration for a post in excess of £100,000 per annum or where the application relates to the Head of Paid Service, the decision to apply a welcome payment, retention payment or a market supplement must be determined by Full Council; and
- c) Agree that decisions to apply the recommend a friend payment is approved by the Head of Service applicable to the service area that wishes to apply the payment to an advertising campaign in consultation with the Recruitment Manager.

15/22 GRIEVANCE PROCEDURES FOR TEACHERS EMPLOYED BY THE LOCAL AUTHORITY AND NOT ATTACHED TO SCHOOLS

The Committee was asked to consider and approve the adoption of a Grievance Procedure for teachers employed by the Local Authority and not attached to schools.

HR policies which applied to local authority employees were negotiated by Derbyshire County Council and approved by ACOS, for noting at the Corporate Joint Committee (CJC). The accredited representatives of the recognised employee organisations who represented teachers and headteachers employed by the Local Authority were not members of the CJC and had sought a methodology which would provide them with the right to be consulted on in relation to policies and procedures which applied to the staff that they represented. In light of this and as teachers were employed on different terms and conditions to other local authority

staff, it was important to have a grievance procedure which reflected those differences and was tailored to reflect those differences.

The grievance procedure which was attached at Appendix 2 to the report was consistent with the policy adopted for employees of the County Council wherever possible. This policy was consistent with the approach recommended to schools.

The procedure would be made available to relevant managers and employees so that they were aware of the specific procedures in relation to teachers employed by the Local Authority and not attached to schools.

RESOLVED:

That the Committee approves the adoption of grievance procedures for Teachers employed by the Local Authority and not attached to schools which would be implemented with effect from 1 November 2022.