

PUBLIC

MINUTES of a meeting of **APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE** held on Wednesday, 8 March 2023 in Committee Room 3, County Hall, Matlock.

PRESENT

Councillor S Spencer (in the Chair)

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

Apologies for absence were submitted for Councillors B Lewis, R George and T Kemp.

1/23 TO RECEIVE DECLARATIONS OF INTEREST (IF ANY)

There were no declarations of interest.

2/23 TO CONFIRM THE NON-EXEMPT MINUTES OF THE MEETING HELD ON 6 OCTOBER 2022

The minutes of the meeting held on 6 October 2022 were confirmed as a correct record.

3/23 WORKING ARRANGEMENTS POLICY INCLUDING UPDATES TO THE TRAVEL POLICY

The Committee was asked to approve the new Working Arrangements Policy for implementation on 1 April 2023; and to approve the updates to the existing Travel Policy, the Leave Schemes Policy and the Flexible Working Policy amended to align with the new Working Arrangements Policy for implementation on 1 April 2023.

A survey had been co-developed with Joint Trade Unions and departmental/divisional leads and the feedback had reinforced the need for a clear framework.

The Policy outlined that the Council was committed to enabling its colleagues to be the best they can be, valuing both the benefits that remote working had enabled, whilst remaining committed to in-person interaction. The Policy would enable the right balance between the following four key elements:

- The efficiency and effectiveness of individuals.
- The efficiency and effectiveness of the individual's immediate team.
- The efficiency and effectiveness of the interaction between teams across the council when delivering services to residents and communities.
- The ability to regenerate the workforce for the long term.

Working arrangements would be based on employees being considered fixed-base, field-base and flexible and in exceptional circumstances, employees may be home-based. These employee profiles were aligned to the requirements of roles and the way in which services were delivered across the Council.

Under the Travel Policy, it outlined the organisation's approach to the requirement and eligibility for pay and allowances for undertaking work related journeys and excess travel arrangements for employees who had been redeployed or had moved work base.

RESOLVED:

That the Committee:

- a) Approves the adoption of the Working Arrangements Policy for implementation from 1 April 2023; and
- b) Approves the adoption of the revised Travel Policy (previously referred to as the Travel Guide), the Leave Schemes Policy and the Flexible Working Policy for implementation from 1 April 2023.

4/23

PERFORMANCE MANAGEMENT POLICY

On 24 May 2022, ACOS had approved the interim Performance Development Review (PDR) framework and had noted the intention to seek feedback in order to determine the approach to be deployed during 2023-24. This policy aimed to outline the principles of an organisational approach to employee performance management and detailed guidance would underpin how the PDR would be applied.

As a result of feedback and engagement, it was proposed to cease the My Plan process and introduce the PDR process for all employees with effect from 1 April 2023. The Performance Management Policy, which was attached to the report, had been updated to reflect this. The implementation of this policy would be phased over the coming years, with the following versions of PDR in effect from April 2023 as follows:

- Grade 14+ Senior Leaders – end the 2-year pilot and continue with

the current PDR process.

- Executive Directors – continue with the current PDR process as detailed in the report.
- 1,600 Leaders who managed one or more people – introduce the goal setting, personal development plan, career conversation and 1-1 elements of the PDR process along with a competency framework suitable for managers.
- All colleagues that did not manage a team who currently used My Plan – introduce as per 1,600 leaders minus a competency framework.
- All colleagues who did not currently use My Plan – to have regular 1-1 with their line manager.
- Supervision users – using PDR as per the above depending on their grade and management responsibilities, folding the Supervision elements into 1-1s.

RESOLVED:

That the Committee:

- a) Approves the proposal to cease the My Plan process and introduce the PDR process as the replacement for all employees with effect 1 April 2023; and
- b) Notes the intended implementation plan for rollout of the policy.

5/23 REVISIONS TO THE RECRUITMENT AND SELECTION POLICY

The Committee was asked to approve revisions to the existing Recruitment and Selection Policy, the adoption of a new Probation Policy and the adoption of a new Reference Policy. The purpose of these changes was as follows:

- Recruitment and Selection Policy – to modernise recruitment practices to allow the council to better compete in the current employment market. The proposed changes were highlighted and the revised Policy was attached at Appendix 2 to the report.
- Probation Policy – to facilitate early performance management interventions for new employees of the Council. Currently the Council had no probation period for new employees, which meant that any serious conduct or performance issues would need to be addressed through use of the Council's Disciplinary Procedure and Performance Capability Procedure.

It was proposed that the Probation Policy commenced on 1 April 2023 and applied to all new employees to the Council from 1 April 2023 going forward. The proposed Policy was attached at Appendix 3 to the report.

- Employment Reference Policy – to make the reference process more efficient by moving the responsibility for completing reference from management to Human Resources Services. The other key points of the policy included:
 - That general employment references supplied in respect of current to previous colleagues would be factual references as set out in Appendix 1 of the policy;
 - That employment references in respect of safeguarding roles supplied in respect of current to previous colleagues would be factual references as set out in Appendix 2 of the policy; and
 - That managers will only be able to supply references in a personal capacity and not use the Council's headed paper or email address.

RESOLVED:

That the Committee:

- a) Approves the adoption of the revised Recruitment and Selection Policy;
- b) Approves the adoption of the new Probation Policy; and
- c) Approves the adoption of the new Employment Reference Policy.

6/23 SALARY SACRIFICE ELECTRIC AND HYBRID VEHICLE SCHEME

The Electric and Hybrid Vehicle Scheme (E&HVS) was one of a number of programmes of work to enhance the Council's Employee Value Proposition (EVP) to support the Council's People ambition to be an employer of choice.

The salary sacrifice scheme would enable eligible employees to lease a brand new electric or hybrid car, at a fixed monthly price, inclusive of car insurance, road tax, MOT, maintenance, breakdown cover, replacement tyres and accident assistance. Employees would also benefit from no upfront payments.

The benefits of the scheme for employees and the Council were highlighted.

The Council currently paid 45p per mile for the first 10,000 business miles and 25 per mile thereafter, in line with HMRC rates. The Council proposed to reimburse work related mileage undertaken in a salary sacrifice lease vehicle at 18p per mile for electric vehicles (12p per mile to cover the cost to charge a vehicle and an additional 6p to cover a proportion of maintenance costs covered within the lease agreement). For hybrid vehicles these would be reimbursed at 6p per mile above the top of the HMRC advisory rate for petrol or diesel cars.

RESOLVED:

That the Committee agrees:

- a) To the Council introducing a salary sacrifice vehicle lease scheme for electric and hybrid vehicles; and
- b) To reimburse work related mileage at 18p per mile for electric vehicles and for hybrid vehicles an additional 6p per mile above HMRC fuel advisory rates that will be reviewed and amended quarterly in line with the HMRC fuel advisory rates.

7/23

ATTENDANCE MANAGEMENT AND ILL HEALTH CAPABILITY PROCEDURES FOR TEACHERS EMPLOYED BY THE LOCAL AUTHORITY AND NOT ATTACHED TO SCHOOLS

In October 2016, a Local Agreement had been reached with the representatives of teachers and headteachers employed by the Local Authority that the negotiation mechanism for policies and agreements developed specifically for teachers employed by the Local Authority and not attached to schools would be undertaken by Derbyshire County Council Schools' Joint Consultative Committee (SJCC).

This was the first opportunity to bring the attendance management and ill-health capability procedures to the ACOS Committee following negotiations at SJCC. The procedure was consistent with the policy adopted for employees of the County Council wherever possible and provided a sound and fair framework for addressing concerns relating to the absence and ill-health capability of teaching staff not attached to schools. The Procedure document which was attached at Appendix 2 to the report included detailed manager guidance to assist implementation, which had also been agreed at SJCC.

RESOLVED:

That the Committee approves the adoption of an attendance management

and ill-health capability procedure for Teachers employed by the Local Authority and not attached to schools which will be implemented with effect from 1 April 2023.

8/23 **PAY POLICY FOR TEACHERS EMPLOYED BY THE LOCAL AUTHORITY AND NOT ATTACHED TO SCHOOLS**

The Committee was asked to note the details of the nationally agreed School Teachers' Pay Award paid from 1 September 2022 and to approve the revised Teachers' Pay Policy for teachers employed by the Local Authority and not attached to schools.

The main changes to the Teachers Pay Policy for 2022 were highlighted.

RESOLVED:

That the Committee:

- a) Notes the details of the nationally agreed School Teachers' Pay Award payable from 1 September 2022; and
- b) Approves the adoption of the revised Pay Policy for Teachers employed by the Local Authority and not attached to schools.

9/23 **RATIFICATION OF THE NJC, CHIEF OFFICER & CHIEF EXECUTIVE PAY AGREEMENT AND APPROVE THE DACES PAY AGREEMENT**

The Committee received a report requesting Members to note the local implementation of national pay awards to the Council's pay structure; to note the ongoing local consultations with Joint Trade Unions in respect of the increased annual leave entitlement and future deletion of pay point 1 with effect from 1 April 2023 within the NJC pay agreement; and to note the position on the national Soulbury Committee pay negotiations (effective 1 September 2022).

The report also sought approval for a one year pay agreement for Derbyshire Adult Community Education Service (DACES) employees for 2022-23, in line with the NJC agreement for other local service workers.

RESOLVED:

That the Committee:

- a) Notes the pay agreements applied covered under national pay agreements as outlined within the report;

- b) Notes that the annual leave entitlement increase and deletion of pay points does not apply to Derbyshire terms and conditions and the Derbyshire pay scales. The Council remains in local consultation with the Joint Trade Unions; and
- c) Approves the proposed pay agreement for DACES employees in line with the National Pay Agreement for Local Government Service Workers at a flat rate uplift of £1,925 (fte) on all DACES pay points effective from 1 September 2022 to 31 August 2023.

The meeting finished at 1.39 pm