

**MINUTES** of a meeting of the **APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE** held on 10 November 2020

**PRESENT**

Councillor B Lewis (in the Chair)

Councillors R Ashton, K Buttery, A Foster, T Kemp, S Marshall-Clarke, P Smith and M Wall

Officers in attendance – P Buckley, E Crapper, S Hobbs and J Skila

**Declarations of Interest**

There were no declarations of interest.

**16/20** **MINUTES RESOLVED** that the minutes of the meeting held on 1 July 2020 be confirmed as a correct record.

**17/20** **REVIEW OF POLICIES ON THE USE OF FIXED TERM CONTRACTS AND SECONDMENTS** The existing ‘Managers’ Guidance on Fixed term (FT) employees’ was created in January 2013, and had last been amended in June 2018. Changes in case law and legal advice relating to the equal treatment of FT employees required the policy to be reviewed. The Secondment Procedure had been in place since January 2018 and is closely aligned to the Policy on FTCs as both related to arrangements for meeting temporary resource requirements within the council. To ensure alignment between the policies, both had been reviewed to ensure that:

- The risk of legal challenge was minimised, and current case law was reflected as outlined in the report.
- FT contracts and secondments were used appropriately across the council to support workforce planning and business effectiveness.
- FT employees were treated consistently within organisational reviews.
- Both policies were aligned and supported succession planning, talent management and career development.

The Trade Unions and Employee Network groups had been consulted in the revision of these policies. The revised policies on the use of Fixed Term contracts and Secondments were attached at the appendix to the report.

**RESOLVED** to approve the revised Fixed Term Contract and Secondment Policies.

**18/20**      **LOCAL GOVERNMENT SERVICES, CHIEF OFFICER AND SOULBURY 2020-21 PAY AGREEMENT** The national pay agreement for Local Government Service employees was attached at Appendix 1 to the report and the main points of the pay agreement were:

- A one year pay deal effective from 1 April 2020
- 2.75% pay award uplift on all NJC and JNC pay points (grade 1/2 to 16)
- Increase in the minimum annual leave days for NJC workers from 21 to 22 (this did not impact employees within the Council who were on Derbyshire Terms and Conditions and received a minimum of 25 days annual leave).

The national pay agreement for Chief Officers was attached at Appendix 2 to the report and the main points of the pay agreement were:

- A one year pay deal effective from 1 April 2020
- 2.75% pay award uplift on all pay points for chief officers (grade 17 and above)

It had been agreed as part of Single Status implementation in 2010 that the Derbyshire pay and grading structure would be adjusted by any 'cost of living' increase agreed nationally by the relevant National Joint Committee. The recognised Trade Unions had been consulted with, to outline the revised Derbyshire Pay Scales for 2020-21 reflecting the 2.75% national pay agreement to all pay points for grade 1/2 to 20, as attached at Appendix 4 to the report.

In line with National Pay agreements, the pay would be backdated to 1 April 2020 for employees on Derbyshire Pay Scales. This would include backdated payments on additional hours, overtime and allowances as specified within Appendix 5 of the report.

The Soulbury pay agreement was reflective of that for Local Government Service employees. The agreement was a 1 year pay deal to uplift all Soulbury pay points by 2.75% effective from 1 September 2020. A copy of the national pay agreement was attached in Appendix 3 to the report.

**RESOLVED** to note the implementation of the National Pay Agreements for employees on Derbyshire and Soulbury pay scales as outlined in the report.

**19/20**      **APPLICATION FOR THE DERBYSHIRE ADULT COMMUNITY EDUCATION SERVICE (DACES) PAY OFFER 2020-21** Derbyshire Adult Community Education Service employees were the only group of employees not covered by national pay bargaining arrangements.

The local trade unions had accepted the Council's one year pay offer of 2.75% per year with effect from 1 September 2020. The one year offer related to the period 1 September 2020 to 31 August 2021. This was similar to the

recently agreed Local Government Services and Chief Officer pay agreements which were also for 2.75% (from 1 April 2020 to 31 March 2021). The revised pay scales were attached at Appendix 1 to the report.

**RESOLVED** to approve a one year pay agreement at 2.75% for Derbyshire Adult Community Education Service employees for 2020-21

**20/20 SCHOOL TEACHERS' PAY AWARD AND UPDATED PAY POLICY FOR CENTRALLY EMPLOYED TEACHERS – 1 SEPTEMBER 2020**

The regulations governing teachers' pay and conditions of service are contained in the School Teachers Pay and Conditions Document (STPCD) which is revised by the Secretary of State annually. Any changes need to be reflected in the authority's policies for the management of teachers employed in the education support services and the main changes to the Pay Policy proposed for 2020 were highlighted.

The nationally agreed Teachers' Pay Award effective from 1 September 2020 was 5.5% on the minimum and 2.75% on the maximum of the main pay range and 2.75% to all other pay ranges and allowances. The re-introduction of the advisory points on the main pay range and upper pay range and the application of the national pay award to all teachers' pay ranges and allowances was recommended to take into consideration the potential impact on recruitment and retention.

The recommendation to school Governing Boards was that they adopted the same approach and agreed the increases as detailed above, giving consideration to the relevant factors outlined in the report and the benefits of a consistent approach across the Authority.

**RESOLVED** to (1) adopt the Proposed Pay Policy for teachers employed centrally by the Local Authority and not attached to schools which included the advisory pay points and uplifts detailed in the report.

(2) agree the recommendation to Governing Boards to adopt the revised pay policy which included the re-introduction of the advisory points on the main pay range and upper pay range and the application of the national pay award to all teachers' pay ranges and allowances backdated to 1 September 2020.

**21/20 EXCLUSION OF THE PUBLIC RESOLVED** that the public be excluded from the meeting during the Committee's consideration of the remaining items on the agenda to avoid the disclosure of the kind of information detailed in the following summary of proceedings:-

**SUMMARY OF PROCEEDINGS CONDUCTED AFTER THE PUBLIC HAD BEEN EXCLUDED FROM THE MEETING**

1. To confirm the exempt minutes of the meeting held on 1 July 2020 (contains exempt information)

**22/20** **MINUTES RESOLVED** that the exempt minutes of the meeting held on 1 July 2020 be confirmed as a correct record.