

Public Document Pack
**HR POLICY COMMITTEE (VIRTUAL
MEETINGS FROM JUNE 2020 DUE TO
CORONAVIRUS)**



**Tuesday 10 November 2020
2.00 pm**

To: The members of the HR Policy Committee (virtual meetings from June 2020 due to Coronavirus)

Cllr M Chilcott (Chairman), Cllr A Groskop, Cllr P Ham, Cllr L Leyshon, Cllr W Wallace and Cllr L Redman

All Somerset County Council Members are invited to attend.

Issued By Scott Wooldridge, Strategic Manager - Governance and Democratic Services - 2 November 2020

For further information about the meeting, please contact Laura Rose on 01823 356151 or lxrose@somerset.gov.uk or Michael Bryant on 01823 359048 or mbryant@somerset.gov.uk

Guidance about procedures at the meeting follows the printed agenda and is available at (LINK)

This meeting will be open to the public and press, subject to the passing of any resolution under Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

This agenda and the attached reports and background papers are available on request prior to the meeting in large print, Braille, audio tape & disc and can be translated into different languages. They can also be accessed via the council's website on www.somerset.gov.uk/agendasandpapers

Are you considering how your conversation today and the actions you propose to take contribute towards making Somerset Carbon Neutral by 2030?



RNID typetalk

AGENDA

Item HR Policy Committee (virtual meetings from June 2020 due to Coronavirus) - 2.00 pm Tuesday 10 November 2020

* Public Guidance notes contained in agenda annexe *

1 **Apologies for Absence**

To receive apologies for absence.

2 **Declarations of Interest**

Details of all Members' interests in District, Town and Parish Councils can be viewed on the Council Website at [County Councillors membership of Town, City, Parish or District Councils](#) and this will be displayed in the meeting room (Where relevant).

The Statutory Register of Member's Interests can be inspected via request to the Democratic Service Team.

3 **Minutes from the previous meetings 22 September and 30 September 2020** (Pages 13 - 20)

The Committee is asked to confirm the minutes are accurate.

4 **Public Question Time**

The Chair will allow members of the public to present a petition on any matter within the Committee's remit. Questions or statements about any matter on the agenda for this meeting will be taken at the time when each matter is considered.

5 **New Ways of Working Update** (Pages 21 - 28)

To receive a presentation from the Director of HR & Organisational Development.

6 **Partnership with Health- Direction of Travel**

To receive a presentation from the Director of HR & Organisational Development. Please see slide pack accessible under agenda item 5.

7 **Priority Areas**

To receive a presentation from the Director of HR & Organisational Development. Please see slide pack accessible under agenda item 5.

Item HR Policy Committee (virtual meetings from June 2020 due to Coronavirus) - 2.00 pm Tuesday 10 November 2020

8 **Reform of Local Government Exit Payments**

To receive a presentation from the Director of HR & Organisational Development. Please see slide pack accessible under agenda item 5.

9 **Any other urgent items of business**

The Chair may raise any items of urgent business.

This page is intentionally left blank

Somerset County Council Virtual Meetings Procedure **Using Microsoft Teams**

1. Introduction

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations permit remote attendance in Local Authority meetings.

Remote attendance is permitted as long as certain conditions are satisfied. These include that the Member is able to hear and be heard by the other Members in attendance. Also, being able to hear and be heard by any members of the public entitled to attend the meeting (in line with the public participation scheme). A visual solution is preferred, but audio is sufficient.

This also relates to members of the public attending the meeting also being heard.

The regulations are clear that a meeting is not limited to those present in the same place, but includes electronic, digital or virtual locations (internet locations, web addresses or conference call telephone numbers).

A precis of the Regulations is contained in Appendix 1 of this protocol.

2. Microsoft Teams

Teams is the system recommended for hosting remote / virtual meetings. It has functionality for audio, video, and screen sharing and you do not need to be a member of an organisation (or have a Teams account) to join a Teams meeting.

3. Access to documents

Democratic Services will publish the agenda and reports for committee meetings on the Council's website and will notify councillors by email in line with usual practice.

Printed copies will not be available for inspection at the Council's offices and this requirement was removed by the Regulations.

4. Setting up the Meeting

This will be organised by the Democratic Services Team. They will send a meeting request via Microsoft Teams and will also appear in your Outlook calendar. This effectively enables them to be the 'organiser' and gives them slightly more functionality than other participants. This will be used to support the Chair of the meeting.

5. Including external participants

Everyone employed by the Council has Microsoft Teams on their laptop/device linked to their email account and therefore they can join a meeting.

For external users, they can also use the Teams app, by downloading it to their laptop, smartphone or tablet.

External participants can be sent the meeting request via email and if a participant is included in this way, they can use all the functions of Teams (video / chat) in the meeting. This might be useful for external presenters at Committee meetings, for example NHS / CCG Officers.

Alternatively, someone can be added to a meeting as a voice call. This can be done at the appropriate time in the meeting by the Democratic Services Officer.

There is also provision for a conference call number and ID to be given to external people who are calling in, which is another mechanism for them to join the meeting. Again, this will be done by the Democratic Services Officer as part of the meeting administration.

6. Joining the Meeting

Best practice would be for an officer in Democratic Services to join the meeting at least 10 minutes before the meeting starts to manage the lobby and assist those trying to join the meeting.

Members and officers are encouraged to join the meeting promptly (i.e. at least three minutes before the scheduled start time) in order to avoid disrupting the meeting.

Attendees should use the link within the calendar invite for the meeting which will say 'Join Microsoft Teams Meeting', which will open the Microsoft Teams app on the laptop/tablet automatically.

7. Starting the Meeting

At the start of the meeting, the Democratic Services Officer will check all required attendees are present (viewing the participant list).

The Democratic Services Officer will also have details of any Members of the public attending and / or press. The public and press will be notified via the meeting information on the website that they will need to contact the Democratic Services Officer to obtain the conference call number and ID for the meeting.

The Chair will ask all Members and Officers to **turn off all unnecessary microphones**, unless they are speaking. This prevents background noise, coughing etc which is intrusive and disruptive during the meeting. The Democratic Services Officer will also keep a watch on this and will be able to turn off participant mics when they are not in use. The Chair can also do this, but the Democratic Services Officer will fulfil this function. Members would then need to turn their microphones back on when they wish to speak.

The Chair, who will use video when speaking will ask all participants to **turn off their video cameras**. It cannot be stressed enough how important it is to turn off the video (unless you are the Chair or speaking). This helps with call quality. There is no facility for the Democratic Services Officer to turn off other participants video (like you can with microphones) or even see who has their video turned on, so it is even more important that participants are aware of this.

Some of the virtual meetings will be recorded. Participants will be asked to only turn on their microphones **when they are invited to speak**. This is good practice for all meetings, but especially important because the meeting is recorded. The recording is not like a webcast, because what is being recorded can be different to what you see on screen, even as a meeting organiser. So, participants could be being filmed, even if they are not speaking, simply by virtue of having their video switched on. It might be helpful for Members to think in terms of switching the video and mic on and off at the appropriate times, just like it would be in the committee room.

8. Notice to Speak - Members

The Council's Standing Orders relating to Member speaking at meetings will continue.

Members wishing to speak can either use the new 'hand up' by pressing the hand icon or use the chat facility to show they wish to ask a question.

9. Public Participation

Participation by members of the public will continue in line with the current public participation scheme.

This can include speaking and / or asking formal questions and / or making representations at various Committee in line with the scheme.

Members of the public can listen to the proceedings of a committee. They are asked to contact the Democratic Services Officer so they can be sent the link direct into to the meeting or be dialled in at the appropriate time.

When a member of the public is addressing a meeting, in line with the public participation scheme, they will be invited to speak at the appropriate time.

Both they and the Democratic Services Officer will need to ensure their microphone is enabled so the meeting can hear them.

It must be switched off again after they have made their statement or asked their question.

As stated earlier, for those who do not have access to the internet / teams, the Democratic Services Officer can dial the member of the public into the meeting using either a mobile or landline phone number.

10. The Meeting and Debate

Councillors who are not Members of the Committee who wish to speak on a particular agenda item must indicate their wish to speak to the Democratic Services Officer in advance of the meeting, within the required timescales.

For Members of the Committee who wish to speak in the debate, they should click on the meeting chat facility and simply write their question or state they wish to ask a question? The Chair will then be aware you wish to speak and can take the requests in the appropriate order.

There will be an upgrade to Microsoft Teams, shortly, which will allow participants to virtually 'raise a hand' i.e. signalling that they wish to speak, which will be used when available.

It is important that the chat function is used solely for this purpose or to raise a point of order, otherwise it is very distracting if other questions/conversations are happening within the chat, simultaneous to the meeting.

When referring to reports or making specific comments, Councillors should refer to the report and page number so that all Members of the Committee have a clear understanding of what is being discussed at all times.

If the debate appears to be coming to an end, the Chair may ask if any other Member wishes to speak before concluding the debate.

When you speak, remember to switch on your mic and video, refer to any relevant page numbers and speak clearly.

11. Meeting Etiquette Reminder

- Mute your microphone when you are not talking.
- Switch off video if you are not speaking.
- Only speak when invited to do so by the Chair.
- Speak clearly (if you are not using video then please state your name)
- If you're referring to a specific page, mention the page number.
- Switch off your video and microphone after you have spoken.

12. Voting

Within the Team facility, there is a straight-forward mechanism to deal with voting.

The chat function should be used to ask the Committee to take a vote. When it comes to taking formal votes, the Democratic Services Officer will type in the chat 'All those in favour'. Those in favour of the proposal should type in 'yes' and those against should type 'no'. Members wishing to abstain from voting should type 'abstain' or alternatively no response will represent an abstention. Alternatively members may use the raise hand facility.

If a Chair does not wish to use this mechanism, they may choose to ask each Member (of the Committee) to vote in turn. If this is the case, Councillors should express their vote verbally and the Democratic Services Officer will record the outcome of votes and announce these to the meeting.

13. Part 2 Reports and Debate

There are times when council meetings are not open to the public, when confidential, or "exempt" issues – as defined in Schedule 12A of the Local Government Act 1972 – are under consideration. It is important to ensure that there are no members of the public at remote locations able to hear or see the proceedings during such meetings.

Any Councillor in remote attendance who fails to disclose that there are fact persons present, such as those who may be able to see and/or hear the meeting, who are not entitled could be in breach of the Council's Code of Conduct.

If there are members of the public and press listening to the open part of the meeting, then the Democratic Services Officer will, at the appropriate time, remove the participant from the meeting.

It would be good practice to turn off smart speakers such as Amazon Echo (Alexa), Google Home or smart music devices. These could inadvertently record phone or video conversations, which would not be appropriate during the consideration of confidential items.

14. Interpretation of standing orders

Where the Chair is required to interpret the Council's existing standing orders in light of the requirements of remote participation, they shall take advice from the Democratic Services Manager or Monitoring Officer prior to making a ruling. However, the Chair's decision shall be final.

15. Disorderly Conduct by Members

If a Member behaves in the manner as outlined in the Constitution persistently ignoring the ruling of the Chair or behaving irregularly, improperly or offensively or deliberately obstructs the business of the meeting, the Chair can propose that the Member is silent and if seconded, the proposal will be voted on without discussion.

If agreed and the Member continues to behave improperly, the Chair can propose that either the Member is excluded from the meeting or that the meeting is adjourned for a specified period. If seconded, the proposal will be voted on without discussion.

16. Disturbance from Members of the Public

In line with the council's procedural rules, if any member of the public interrupts a meeting the Chair will warn them accordingly.

If that person continues to interrupt or disrupt proceedings the Chair can ask the Democratic Services Officer to remove them as a participant from the meeting.

17. After the meeting

Please ensure you leave the meeting by clicking on the red phone button to hangup.

Some virtual meetings may be recorded and uploaded to the public website.

18. Technical issues

In the event that the Chair or Democratic Services Officer identifies a failure of the remote participation facility, the Chair should declare a recess while the fault is addressed.

If it is not possible to address the fault and the meeting becomes inquorate through this fault, the meeting will be abandoned until such time as it can be reconvened. If the meeting is quorate, then it should continue.

Those attending remotely would be aware and accept that the meeting would continue and a vote would be taken without their attendance.

If the meeting was due to determine an urgent matter or one which is time-limited and it has not been possible to continue because of technical difficulties, the Chief Executive, Leader and relevant Cabinet Member, in consultation with the Monitoring Officer shall explore such other means of taking the decision as may be permitted by the Council's constitution.

19. Disability

It is also important for authorities to ensure that the needs of any disabled members are taken into account when considering the practicality of a remotely attended meeting.

A Briefing on the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 come into force from 4th April 2020.

The regulations are made by the Secretary of State for Housing, Communities and Local Government, in exercise of the powers conferred by section 78 of the Coronavirus Act 2020(1) and paragraph 36(1)(b) of Schedule 6 to the Police Reform and Social Responsibility Act 2011(2).

The Regulations apply to local authority meetings (and police and crime panel meetings) that are required to be held, or held, before 7th May 2021.

In the Regulations, "the 1972 Act" means the Local Government Act 1972 and "local authority" includes a County Council (and numerous other bodies).

Frequency of Meetings / Annual Meetings

A local authority is permitted to alter the frequency, move or cancel such meetings, without requirement for further notice. In reality this means a meeting can be cancelled, even if the agenda has been published.

When an appointment would otherwise be made at an annual meeting, such an appointment continues until the next annual meeting of the authority or until such time as that authority may determine.

Remote Attendance in Local Authority Meetings

A meeting is not limited to a meeting of persons all of whom, or any of whom, are present in the same place. The reference to a "place" includes reference to more than one place including electronic, digital or virtual locations (internet locations, web addresses or conference call telephone numbers).

A Member 'in remote attendance' can attend the meeting as long as certain conditions are satisfied. These include that the Member is able to hear and be heard by the other Members in attendance. Also, being able to hear and be heard any members of the public entitled to attend the meeting. The regulations would prefer a visual solution, but audio is sufficient.

This also relates to members of the public attending the meeting being heard, but preferably seen.

To be clear, the above caveats (in relation to Members of the authority and the public) includes a person who is attending by remote access.

The Regulations clarify that any reference to being “present” at a meeting includes being present through remote attendance... and a “place” where a meeting is held, or to be held, includes reference to more than one place (including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers).

Standing Orders

The provision in the Regulation overrides provisions in existing standing orders or rules governing the meeting.

However, a local authority may make other standing orders regarding issues such as voting, member and public access to documents; and remote access of public and press to a local authority meeting to enable them to attend or participate. This doesn't appear necessary as current processes allow this and access to meetings and public participation will continue.

Annual Meeting

Paragraphs 1 and 7 of Schedule 12 to the 1972 Act are disapplied which means the removal of the requirement to hold an annual meeting.

Access to Information

The requirement for a paper copy of an agenda to be displayed in the Council's offices has been removed, so publishing on the website only is acceptable.

Access of Public and Press

The Regulations clarify that a meeting being “open to the public” includes access to the meeting through remote means (video conferencing, live webcast, interactive streaming). Where a meeting is accessible to the public through such remote means the meeting is deemed open to the public whether or not members of the public are able to attend the meeting in person.

Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 have also been amended to reflect the new arrangements in terms of access to documents and meetings, but still retains the need for publication of key decisions, general exception, cases of special urgency etc.

The provisions in relation to the inspection and supply / copy of documents have been disapplied, but the Authority would still need to make any background papers available for inspection through other means (for example the website).

HR Policy Committee

Minutes of a virtual meeting (held under the Coronavirus Regulations 2020) of the HR Policy Committee held on Tuesday 22 September 2020 at 2.00pm

Present:

Cllr M Chilcott (Chair)
Cllr A Groskop
Cllr P Ham
Cllr L Leyshon
Cllr L Redman

Other Members Present:

Cllr T Munt

Officers Present:

Mr C Squire - Director of HR & Organisational Development
Mrs V Hayter - Strategic Manager, HR Business Relations

17. **Apologies for Absence** - agenda item 1

Cllr William Wallace.

18. **Declarations of Interest** - agenda item 2

Reference was made to the following personal interests of the members of the Regulation Committee published in the register of members' interests which was available for public inspection via the Committee Clerk:

Cllr Philip Ham – Mendip District Council
Cllr Liz Leyshon – Mendip District Council

Cllr Leyshon declared a personal interest by virtue of receiving a local government pension.

19. **Minutes** - agenda item 3

The Minutes of the meeting held on 21 January 2020 were signed as a correct record.

20. **Public Question Time** - agenda item 4

There were no public questions, statements or petitions.

21. **Changes to Adoption and Fostering Policies** - agenda item 6

The Committee considered a report by the Director of HR & Organisational Development setting out proposed amendments to the County Council's adoption and fostering policies to allow employees additional paid leave to attend the training, assessments and meetings required to become an adoptive parent or foster carer.

The proposals were intended to support the corporate aims of the County Council to increase the number of adoptive parents and foster parents in Somerset while balancing this with the business need to deliver essential services.

The Committee welcomed the proposals which would help to support and encourage staff making a commitment to adoption and fostering and suggested that they could be shared with colleagues in other public bodies.

RESOLVED: to adopt the proposed amendments set out in the revised adoption and fostering leave policies appended to the report.

22. **Workforce Planning Policy** - agenda item 7

The Committee considered a report by the Director of HR & Organisational Development setting out a proposed new workforce planning policy.

The policy identified the principles of workforce planning, signposted managers and employees to useful policies, procedures and toolkits to support effective planning and provided transparency for employees on how workforce planning was undertaken by the County Council.

The report covered principles, responsibilities and policy in practice relating to: recruitment and retention; learning and development; succession planning; talent management; and workforce information and establishment control which were explained by the Director.

Discussion points included the importance of:

- the new workforce planning policy and the good practices therein becoming firmly embedded throughout the County Council
- being able to recruit and retain key staff

- staff surveys and independent exit interviews
- there continuing to be an early opportunity for disaffected members of staff to raise matters of concern with someone other than a line manager.

The Director referred to:

- the increasing number of apprentices being recruited (social workers and other key staff) and the high proportion being retained by the County Council
- the possible introduction of a minimum length of service for staff taking degree level vocational qualifications.

Members were assured that there would continue to be a strong focus on the wellbeing and retention of staff.

RESOLVED: to adopt the proposed new workforce planning policy set out in the appendix to the report.

23. **Restriction to Public Sector Exit Payments** - agenda item 8

The Director of HR & Organisational Development referred to the recent publication of The Restriction of Public Sector Exit Payments Regulations 2020 bringing into force the exit payment cap legislated for in the Small Business, Enterprise and Employment Act, 2015. The cap was currently set at £95,000 (with no provision for it to be index-linked and all payments related to the exit being included within the scope of the cap).

The Government expected pension schemes, employment contracts and compensation schemes to be amended in line with the introduction of the cap. Further guidance and directions on the operation of the cap and an implementation date were awaited

The Local Government Association had raised concerns about matters including:

- the timing of the regulations - if as expected they were introduced before Government changes to the Local Government Pension Scheme, this could create confusion and increased legal risks and costs for local authorities, inhibit authorities' capacity to complete reorganisations or redundancy exercises and lead to employees continuing to receive full pensions despite the cap
- employees within the scope of the regulations could be earning far less than the Government had suggested

- the regulations inhibiting pension access for some employees earning considerably below the UK average
- the bureaucratic and inefficient nature of the discretionary exemptions process.

During discussion, the Director of HR & Organisational Development noted work to ensure the County Council's business case for the 'One Somerset' unitary option had taken into account the effects of the Restriction of Public Sector Exit Payments Regulations 2020.

The Committee noted the position.

24. **Pay Update** - agenda item 9

Further to the rise in the National Living Wage (NLW) to £8.72 with effect from 1 April 2020 and the Unions' pay claim, the Director of HR & Organisational Development reported that the 2020/21 pay award for Green Book staff had been agreed in August. This involved a flat rate increase of 2.75% for all grades and an additional day's leave for those staff on Grades 17 - 13 who had less than 5 year's service (i.e. those with the lowest leave entitlement). The salary increase, together with back pay due from 1 April 2020, would be included in the September salary payment.

The Director reported that the lowest point on the new pay scale equated to £9.25 per hour which was significantly above the £8.72 NLW wage.

The Director referred to the County Council's policy whereby determination of any salary/cost of living progression for the Chief Executive and members of the Senior Leadership Team (SLT) was reserved to the HR Policy Committee and accordingly asked the Committee to determine whether the 2.75% pay award should be applied to all officers in Grades 1 -3 (Chief Officers), in line with past practice.

RESOLVED: that consideration of the proposed application of the 2020/21 pay award to officers in Grades 1 - 3 be deferred pending the publication of a formal, written report and its consideration at a Special Meeting of the Committee on Wednesday 30 September 2020 (9.00am).

25. **Overview and Update** - agenda item 5

The Director of HR & Organisational Development gave a presentation on 'Full-scale Workforce Mobilisation at Lightning Speed - Compassion and Data' undertaken in response to the Covid-19 (Coronavirus) pandemic.

The presentation covered:

A 'call to arms' - the first few days; Chief Executive's call to managers to support redeployment to maintain the delivery of critical services; appeal for volunteers for redeployment to nursing homes, registration service, distribution of PPE, ICT and homeworking kit; management systems for monitoring staff attendance and utilising availability and skillsets for redeployment; appeal to furloughed hospitality workers; keys to rapid mobilisation of Adult Social Care and provider workforce; involvement of Trade Unions; Chief Executive's personal appeal had produced results

'We've got your backing' - the importance of being and being seen to be on the side of staff; summary of HR activities and Working Well initiative

Did it work and how did it feel? What staff say - 90% of staff agreed that the County Council had adapted to meet business need and believed that they had been kept well informed throughout the pandemic; staff comments were very positive.

Discussion points included:

- the exemplary level of co-operation, adaptation and goodwill shown by County council staff during the Covid-19 emergency
- the wide range of valuable Working Well initiatives which had been a main focus for HR & OD staff covering: social activities; physical health and fitness; mental health; and time away from the computer screen etc
- the difficulty of sustaining these intensive activities in the longer term and the establishment of several focus groups on welfare provision and other areas as a way forward
- future models for more flexible working following the epidemic including hybrid working i.e working from both the office and home
- virtual training and offsetting the loss of interaction flowing from office-based working
- the reintroduction of a regular online briefing for all county councillors
- the presentation being made available to all members.

The Chair commented on how proud she was of the continuing, magnificent response by the County Council's workforce to the challenges of the Covid-19 pandemic and Committee members joined her in expressing their appreciation for the hard work being undertaken by staff to maintain vital services during this difficult period.

26. **Any Other Business of Urgency** - agenda item 10

There was no urgent business.

(The meeting ended at 4.00pm)

Chair

HR Policy Committee

Minutes of a meeting of the HR Policy Committee held on Wednesday 30 September at 9am, virtually via Microsoft Teams.

Committee members present:

Cllr Chilcott (Chair)

Cllr A Groskop

Cllr L Leyshon

Cllr L Redman

Cllr W Wallace

Officers present:

Chris Squire -Director of Human Resources & Organisational Development

Vicky Hayter – Strategic Manager HR Business Relations

Cllr Tessa Munt

27. Apologies:

Cllr P Ham

28. Declarations of Interest – agenda item 2

Reference was made to the following personal interests of the members of the Regulation Committee published in the register of members' interests which was available for public inspection via the Committee Clerk:

Cllr Philip Ham – Mendip District Council

Cllr Liz Leyshon – Mendip District Council

Cllr Leyshon declared a personal interest by virtue of receiving a local government pension.

29. Public Question Time – agenda item 3

There were no members of the public present, and hence no questions asked, statements/comments made, or petitions presented.

30. Pay update– agenda item 4

The Chair, Cllr Mandy Chilcott invited Vicky Hayter, Strategic Manager HR Business Relations to introduce the report.

The Strategic Manager, HR, Vicky Hayter introduced the report, highlighting; in 2012 SCC left the national collective bargaining for Chief Officers and from that time the

SLT pay award decision has been made annually by the HR Policy Committee; the national living wage (NLW) rate rose to £8.72 from the 1st of April, and that the lowest point on the new Council pay scale is over £9 per hour, significantly above the £8.72 NLW wage; the national 2.75% pay award agreed in August, and all employees below grade 3, received this in their September salary payment; and today's decision to determine whether the 2.75% pay award should be applied to all officers in Grades 1-3 (Chief Officers), in line with past practice.

Cllr Liz Leyshon asked if the 2.75% pay award had been budgeted for in this financial year.

The Chair confirmed that the pay award had been budgeted for in this financial year and reported in the MTFP.

Following consideration of the officer report the HR Policy Committee is agreed to:

- 1. Be reminded of the revised National Living Wage rate from 1st April 2020.**
- 2. Note the agreement to the 2.75% pay award plus an additional day of annual leave for those receiving the lowest amount of annual leave.**
- 3. Apply a 2.75% pay increase to Grades 1-3 to reflect the agreed national Green Book pay increase and the increase agreed nationally for Chief Officers.**

31. Any other urgent item of business- agenda item 5

No other urgent items of business.

The meeting closed at 9.13 am
Cllr Mandy Chilcott
Chair, HR Policy Committee

HR Policy Committee Public Meeting

Tuesday 10th November 2020



More than 10 cases handled by MWAs over the summer months

67% response rate to the Wellbeing themed Staff Survey

Wellbeing Ambassador.



More than 40 Virtual Kitchens run for SCC staff

Over 50 participants across 3 webinars run by David Partlow on Mental Wellbeing and Suicide Risk

More than 30 DSE Webinars organised for staff to attend





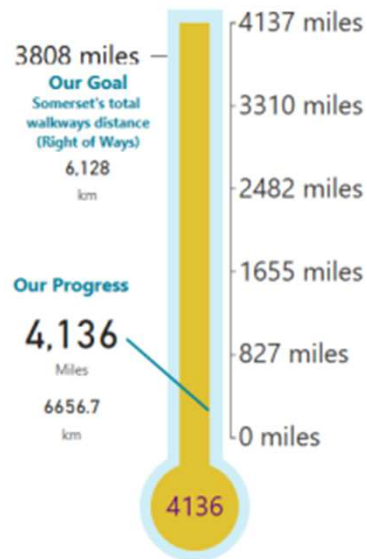
Somerset week one leaders announced!

Total distance by person

231.36	
187.30	
56	
30	

Highest total climb (Elevation - feet) by person

Stephen Miles	11116.00	
Patrick Flaherty	5310.00	
Adam Masters	4356.00	
Helen Reid	2567.00	
Andrew Fisk	1804.00	
Fiona Evans	1086.00	
Jo	697.00	
Tracie Boshier	639.00	
Jacqueline Burns	630.00	
Clive Mallon	534.00	
Suzanne Harris	151.00	
Gemma	105.00	



Goal Achieved!
How far past our goal can we go?



Currently, we're **56,029** Cals over our goal!

Our Goal:
Burn energy equal to that of a firework! (156,050 calories)...

Achieved!
Our Progress:
212,079
Calories Burned!



212K Cals
170K Cals
127K Cals
85K Cals
42K Cals
0K Cals



Events

+ Add event

[See all](#)

5 OCT 5 NOV	The Big Bang Challenge Mon 5 Oct, 09:00	NOV 2	Care first webinar: Care first services Mon 2 Nov, 12:00	NOV 3	Care first webinar: Managing stress and anxiety Tue 3 Nov, 12:00	NOV 4	Care first webinar: Stress, Anxiety and Sleep Wed 4 Nov, 12:00
NOV 4	DSE Webinar Wed 4 Nov, 14:00	NOV 5	Care first webinar: Stress and motivation Thu 5 Nov, 12:00	NOV 6	Care first webinar: Nutrition and stress Fri 6 Nov, 12:00	NOV 10	DSE Webinar Tue 10 Nov, 11:00
NOV 11	In Stitches Wed 11 Nov, 13:00	16 NOV 22 NOV	Alcohol Awareness Week Mon 16 Nov, 00:00	NOV 16	DSE Webinar Mon 16 Nov, 09:30	NOV 25	DSE Webinar Wed 25 Nov, 11:30
DEC 1	DSE Webinar Tue 1 Dec, 10:00	DEC 7	DSE Webinar Mon 7 Dec, 14:30				

Page 24
at a safe distance!



Put the kettle on and have a chat in the virtual kitchen



Imp

New Ways of Working Update

Task and Finish Group – overview of the whole picture of new ways of working and shared debate – property, ICT, internal design, behaviours and culture, service representation

Comms and Engagement Group – working to develop the narrative behind the priorities of Leadership and Management, Moving to Maximum Flexibility and Future of Work with a view to collaborating with Service Area representatives.

Looking at the Ebb and Flow Model of Managing staff access to desks and other office space

Looking at reviewing meetings culture

Partnership with Health – Direction of travel

The strategic workforce outcomes have been streamlined and revised for 20/21 as a result of this new direction and include the following:

- 1. A single view of the health and social care system workforce where consistent workforce planning approaches creates a shared understanding of immediate workforce needs, demands and future requirements
- 2. Careers in health and social care are effectively promoted and understood by target groups in Somerset with improved routes in via apprenticeships, volunteering and work experience
- 3. Proactive recruitment activity is informed by effective workforce planning with reductions in vacancies and an increased number of 18 - 24 year olds within the Somerset health and social care workforce
- 4. An increase in the number of local graduate nursing associates and registered nurses entering and remaining in the workforce across the system
- 5. Somerset's health and social care workforce has increased capability and agility with increased skill mix across all sectors
- 6. Improved alignment of system required core competencies to programmes of learning increasing the flow of talent into the system and improving retention through talent development

Priority Areas

Breaking Barriers Innovations (BBI)

Supporting Our Shared Endeavour and Somerset Academy to develop our colleague 'change agents' across the system

Developing 4 **workforce planning** projects with system colleagues

Piloting a NHSE/I **national flagship OD Systems Thinking Programme** across health and social care

Supporting **Primary Care** with apprenticeships, new reimbursable roles, QI

Implementing a **nursing degree programme** & increasing the number of graduate nursing associates and registered nurses entering the profession in Somerset (supporting 50k target)

Supporting the growth of **PEPs qualified Practice Educators in Social Work** across SFT and SCC especially with growth in NHS social worker roles & vacancies/aging workforce in local authority social work (talent pipeline)

Supporting a **social prescribing** project to improve consistency and the offer across Somerset

Proud to Care expansion – raising the profile of health and social care careers

Supporting the development of a **collaborative NHS Bank** across Somerset for the independent care sector (prep for 2nd Covid wave)

Working with system **Digital** teams, the LEP & SCC on increasing the workforce digital skills in relation to health and social care

Bid for NHSE/I **whole system health & wellbeing offer**, for all health and social care staff in Somerset

Reform of Local Government Exit Payments

The £95,000 cap on Exit Pay in the public sector has been approved by Parliament and came into force on Wednesday 4 November.

This 'Exit Pay Cap' will limit the total value of exit payments (before tax) made by an employer, and includes the cost of early payment of pension and redundancy payments.

We are still waiting for guidance on how this will be managed in practice, and what this means for the waiver process and exits currently in progress.

We will be working with the appropriate authorities. The Local Government Association (LGA) have raised concerns with MHCLG and HM Treasury about the implementation of this legislation, including the treatment of exits currently in process.

For more information about the Reform of Local Government Exit Payments, click [here](#).