

## **STAFFING COMMITTEE**

**Date and Time:** Wednesday 6 March 2024 at 7.00 pm

**Place:** Council Chamber

**Present:**

Makepeace-Browne (Chairman), Butler, Crampton, Farmer, Neighbour, Radley (virtual), Woods and Worlock

**In attendance:**

**Officers:**

Daryl Phillips, Chief Executive

Brijesh Mehta, People & OD Manager

Sharon Black, Committee and Member Services Manager

### **37 MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 21 November 2023, including Exempt minutes, were agreed and signed by the Chairman.

Proposed by: Cllr Crampton; Seconded by: Cllr Worlock  
Unanimously agreed by all those at the November meeting.

Members considered matters arising from the minutes:

- That there was still work to be done on four out of the five posts highlighted by the Mike Gates review. The fifth had been reviewed and satisfactorily resolved
- That the staff organisation chart had not changed since the last iteration presented to the Committee

Members asked that a full report on the outstanding work on the four posts be brought back to the next meeting.

### **38 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Bailey.

Cllr Radley was attending virtually and therefore would not take part in any voting.

### **39 DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **40 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced that:

- The Chief Executive's objectives had not been available for this meeting and that therefore a further Staffing Committee meeting would be arranged for sometime in April 2024
- As discussed under an earlier agenda item, a report formalising actions undertaken on outstanding points from the last meeting would be brought to the April meeting.

#### **41 PAY POLICY STATEMENT 2024/25**

Members were reminded that the Policy document had undergone a significant re-write last year and, as such, no further changes were being recommended. If agreed, this would be referred to full Council at the April meeting.

Members sought clarification on the salary cost increase being included in the budget for 2024/25. It was also confirmed that those lines highlighted yellow in Appendix 2 showed posts not in establishment lists. These included fixed term contracts, backfill staff for insourced contracts and apprenticeships.

Proposed by: Cllr Butler; Seconded by Cllr Woods

#### **Decision**

- A. The Pay Policy 2024/2025, attached as Appendix 1 to the report, was recommended to Council for approval.
- B. The staff numbers and vacancies provided in Appendix 2 to the report were noted.
- C. The Exit interview data provided in Appendix 3 to the report was noted.

#### **42 STAFF SURVEY HEADLINES**

Members received a high level overview of the results of the staff survey run in the late autumn of 2023.

Members heard:

- There had been a 96% uptake from staff
- In the majority of cases the scoring rate from 2022 had improved
- The hybrid working question had shown a dip from 2022 but analysis had shown this was more about inconsistent application from management, which was being reviewed.
- The two areas that had been flagged up were around workloads and learning and development and work was being undertaken to unpick these results
- That line management communication now scored highly and that staff felt Hart was a good place to work
- That there was still a need for further work to be done with staff as to what constituted an informal catch up/1-1/PDR as there seemed to be some confusion

Members questioned:

- Whether the previous limitations on system use which had stopped some departments from working away from the office, had now been overcome
- If it was known why learning and development received a lower score than other areas
- Whether there were discrepancies across the three directorates
- Whether HR felt they were sufficiently resourced to ensure that there was a better result for the learning and development section in the 2024 survey

Members noted:

- That all systems were now available wherever a member of staff worked
- That HR were analysing the learning and development responses, and would look at options and put together an action plan. Any potential costs would be brought back to Committee for consideration
- That a record of PDRs completed would be maintained by HR to ensure that everyone had one

### **Decision**

The Staff Survey Headlines were noted.

The meeting closed at 7.37 pm