

# **MAIDSTONE BOROUGH COUNCIL**

## **EMPLOYMENT COMMITTEE**

### **MINUTES OF THE MEETING HELD ON THURSDAY 1 FEBRUARY 2024**

#### **Present:**

<b>Committee Members:</b>	<b>Councillor Burton (Chairman) and Councillors Cleator, Cooper, Cox and Eagle</b>
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#### 6. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Parfitt-Reid, Perry and J Sams.

#### 7. NOTIFICATION OF SUBSTITUTE MEMBERS

Councillor Eagle was present as Substitute Member for Councillor J Sams.

#### 8. URGENT ITEMS

There were no urgent items.

#### 9. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

#### 10. DISCLOSURES BY MEMBERS AND OFFICERS

Councillor Cleator stated that she was a member of UNISON, but not of the branch representing Maidstone Borough Council staff.

#### 11. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

#### 12. EXEMPT ITEMS

**RESOLVED:** That all items on the agenda be taken in public as proposed.

#### 13. MINUTES OF THE MEETING HELD ON 30 JANUARY 2023

**RESOLVED:** That the Minutes of the meeting held on 30 January 2023 be approved as a correct record and signed.

#### 14. MINUTES OF THE MEETING HELD ON 23 MAY 2023

**RESOLVED:** That the Minutes of the meeting held on 23 May 2023 be approved as a correct record and signed.

15. PRESENTATION OF PETITIONS

There were no petitions.

16. QUESTION AND ANSWER SESSION FOR LOCAL RESIDENTS

There were no questions from Local Residents.

17. QUESTIONS FROM MEMBERS TO THE CHAIRMAN

There were no questions from Members to the Chairman.

18. PAY POLICY STATEMENT 2024

The Head of Mid-Kent HR introduced her report setting out the proposed Pay Policy Statement 2024. It was noted that the requirement to publish an annual Pay Policy Statement was set out in Section 38(1) of the Localism Act 2011. Publication of the Statement also satisfied the requirements to publish certain data as set out in the Local Government Code on Transparency 2015.

The Head of Mid-Kent HR outlined the key changes in the document and explained that once the Statement had been agreed by the Council, the information in the tables and organisation structures in Appendix 1(G), including the actual pay figures for the year ending March 2024, would be updated before it was uploaded onto the Council's website. These figures could not be calculated until the March payroll was complete.

In response to a question, the Head of Mid-Kent HR explained that the mileage rate for those staff in receipt of an Essential Car User Allowance was 40 pence per mile. For other members of staff claiming mileage, the rate was 45 pence per mile.

**RESOLVED to RECOMMEND to the COUNCIL:** That the proposed Pay Policy Statement 2024, attached at Appendix 1 to the report of the Head of Mid-Kent HR, be approved.

19. WORKFORCE STRATEGY 2024-2029

The Head of Mid-Kent HR introduced her report setting out the refreshed Workforce Strategy 2024-2029. It was noted that:

- The purpose of the Workforce Strategy was to ensure that the Council had enough staff with the appropriate capabilities and skills to deliver high quality services for the people of the Borough.
- The Workforce Strategy had been in place since 2008 and it had been regularly reviewed and refreshed over the years. To inform the most recent review, a workshop was held with the senior management team to consider and address current and future workforce issues to support strategic priorities.
- The following four strategic themes had been identified for action and these would be focused on during the next few years to support and develop the workforce, strengthen the Council's capabilities as an organisation and modernise how things were done:

Talent and Development  
Our Brand and Recruitment  
Wellbeing and Reward  
Inclusion and Belonging

- Each of these themes had an associated Action Plan attached to the Workforce Strategy and these would be reviewed and updated in order to meet the ongoing requirements of the Council.

Following a discussion covering health checks as part of the recruitment process; health and well-being initiatives promoted by the Council as an employer; and attendance management, the Committee:

**RESOLVED:**

1. That the Workforce Strategy 2024-2029, attached as Appendix 1 to the report of the Head of Mid-Kent HR, be approved.
2. That the refreshed Workforce Strategy 2024-2029 be published on the Council's website.

20. APPOINTMENT OF THE CHIEF OFFICERS APPOINTMENT PANEL

The Committee considered the arrangements for appointing the Chief Officers Appointment Panel to carry out the annual appraisal process for the Chief Executive and Directors. It was noted that it was proposed that a politically balanced Panel be appointed to carry out the appraisals and that appointments to the Panel be in accordance with the wishes of Group Leaders. The following nominations had been received:

Conservative Group: Councillors Burton and Cooper  
Liberal Democrat Group: Councillor Naghi  
Independent Group: Councillor Cox  
Green Independent Alliance: Councillor J Sams

A Member sounded a note of caution about gender balance, but it was noted that there was provision for Substitute Members.

**RESOLVED:**

1. That the Chief Officers Appointment Panel be appointed to carry out the annual appraisal process for the Chief Executive and Directors.
2. That the membership of the Panel be politically balanced, with membership in accordance with the wishes of Group Leaders as follows:

Conservative Group: Councillors Burton and Cooper  
Liberal Democrat Group: Councillor Naghi  
Independent Group: Councillor Cox  
Green Independent Alliance: Councillor J Sams

21. DURATION OF MEETING

6.30 p.m. to 6.50 p.m.