

Personnel Committee

Wednesday, 09 March 2022 at 14:00

County Hall, West Bridgford, Nottingham, NG2 7QP

AGENDA

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|---|--|---------|
| 1 | Minutes of the last meeting held on 26 January 2022 | 3 - 6 |
| 2 | Apologies for Absence | |
| 3 | Declarations of Interests by Members and Officers:- (see note below)
(a) Disclosable Pecuniary Interests
(b) Private Interests (pecuniary and non-pecuniary) | |
| 4 | Business Support Review Programme | 7 - 14 |
| 5 | Review of the Council's Recruitment Practice and Procedures | 15 - 34 |
| 6 | Car Lease Salary Sacrifice Scheme | 35 - 40 |
| 7 | Work Programme | 41 - 44 |

Notes

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Sarah Ashton (Tel. 0115 977 3962) or a colleague in Democratic Services prior to the meeting.

- (4) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.
- (5) This agenda and its associated reports are available to view online via an online calendar - <http://www.nottinghamshire.gov.uk/dms/Meetings.aspx>



Minutes

Meeting	PERSONNEL COMMITTEE
Date	Wednesday 26 January 2022 (commencing at 2.00pm)

Membership

COUNCILLORS

Gordon Wheeler (Chairman)
Jonathan Wheeler (Vice-Chairman)

Callum Bailey	Johno Lee
Bethan Eddy	Sheila Place
Errol Henry JP - Apologies	Helen-Ann Smith - Apologies
Richard Jackson - Apologies	Elizabeth Williamson

SUBSTITUTE MEMBERS

Councillor Glynn Gilfoyle for Councillor Errol Henry
Councillor Chris Barnfather for Councillor Richard Jackson

OFFICERS IN ATTENDANCE

Sarah Ashton	Democratic Services Officer
Marjorie Toward	Service Director – Customers, Governance and Employees
Gill Elder	Head of Human Resources
Di Brown	Senior HR and WOD Business Partner
John Nilan	Team Manager Health & Safety

OTHERS IN ATTENDANCE

Adana Godden	GMB
Tyehimba Nosakhere	GMB
Katy Statham	GMB
Patricia Willmott	GMB

1. MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 15 December 2021, having been circulated to all Members, were taken as read and were confirmed and signed by the Chair of the meeting.

2. APOLOGIES FOR ABSENCE

The following apologies of absence were received:

- Councillor Errol Henry (Other)
- Councillor Richard Jackson (Other)
- Councillor Helen-Ann Smith (Other)

3. DECLARATIONS OF INTEREST

No declarations of interests were made.

4. SIGNING OF THE DOMESTIC ABUSE CHARTER

The Chairman of the committee informed Members of the history behind the charter and the Council's pledge to accessible and confidential support to any Nottinghamshire County Council (NCC) employee facing domestic violence or abuse.

Adana Godden (GMB) conveyed thanks to NCC for their support

Chairman, Councillor Gordon Wheeler signed the Domestic Abuse Charter on behalf of NCC

5. GENDER PAY GAP - UPDATE

RESOLVED 2022/01

- 1) That the Committee approved the publication on the public website of the required gender pay gap information.
- 2) That the identified ongoing actions within the report be agreed and that the Committee receives an annual update on the impact towards closing the Gender Pay Gap within the Council.

6. PEOPLE STRATEGY 2022 – 2026

RESOLVED 2022/02

That the People Strategy 2022 - 2026 attached as Appendix 1 of the report and the development of the annual action plans to enable its effective implementation and monitoring of progress be approved.

7. FIRE SAFETY - UPDATE

RESOLVED 2022/02

- 1) That the Committee support the proposed approach to changes to fire evacuation procedures.
- 2) That the Committee receive a progress on Fire Safety to be incorporated in the next Health and Safety update in May 2022.

8. NOTTINGHAMSHIRE COUNTY COUNCIL WORKFORCE AVAILABILITY, SICKNESS ABSENCE PERFORMANCE AND SUPPORT TO MAINTAIN EMPLOYEE HEALTH AND WELLBEING

RESOLVED 2022/03

- 1) That the Committee agrees to the continuing work to deliver the identified actions in the Employee Health and Wellbeing Action Plan and to the inclusion of any additions arising from the relevant workstream of the Workforce Resilience and Recovery Group.
- 2) That the Committee receive a report providing information on Quarter 4 2021/22 absence figures and workforce availability in April 2022.

9. WORK PROGRAMME

RESOLVED 2022/04

That the Work Programme be updated to reflect members' requests.

The meeting closed at 3.39pm

CHAIRMAN

**REPORT OF SERVICE DIRECTOR – CUSTOMERS, GOVERNANCE AND
EMPLOYEES
BUSINESS SUPPORT REVIEW PROGRAMME**

Purpose of the Report

1. To update Members on the progress of the ongoing review of Business Support and delivery of associated cashable efficiencies and to seek approval for the revised Business Support Service Structure as set out in Appendix A, which will come into force with effect from 1 April 2022.

Information

2. Business Support is defined as the function which provides support to the delivery of frontline and/or specialist services. It offers a range of support activities which span from more generic administrative duties (i.e. convening and supporting meetings, answering calls and enquiries, data input etc) through to broader and more complex activities which require greater knowledge and experience of our services (i.e. ordering specialist equipment, processing invoices and care packages through Mosaic, providing financial and systems support, liaising directly with third party providers and our service users etc).
3. Additionally, given the fact that business support is affiliated with all types of operational activity across the Council, with staff who have a thorough understanding of the way in which we conduct our business, Business Support is increasingly regarded as an enabler in transformational change, leading process reviews, acting as advocates for digitisation and as relationship brokers for wider departmental objectives.
4. Since 2014 the Business Support Service has been through an ongoing programme of transformation and has delivered a total of £4,181,000 in savings through a headcount reduction of 145 FTE without the need for any compulsory redundancies.

Constantly reviewing the way in which Business Support is delivered

5. We constantly seek opportunities to revise and re-design processes and develop new operating models for service support within a modern organisation and for 2022/23 the Business Support Service is required to deliver further cashable savings of £263,000.
6. Members are already aware that our approach has always been to collaborate with operational colleagues via senior and divisional leadership forums and at a local level, where we discuss our savings requirements and identify revised business support arrangements/opportunities.

7. Members are also aware of our work over recent years to combine similar activities into 'Hubs' (now virtual), to multiskill our staff and to maximise the use of emerging technologies in order to provide the economies of scale needed to compensate for the inevitable reduction in our overall staffing establishment required to deliver the cashable efficiency savings needed.
8. What we have realised over the last two years is that the new ways of working adopted during the Coronavirus Pandemic have demonstrated that we are able to efficiently provide the vast majority of our business support activities at 'arms-length' and that our staff are able to work in a hybrid way.
9. This more adaptive and flexible model of service delivery is something which we would wish to continue and our aspiration to transition away from our existing location based managerial arrangements will enable us to explore a move toward a Business Partner Model of operation, which is very much welcomed by our operational customers.

2022 Savings Commitment - £263,000

10. We have identified £183,000 of our savings commitment through;
 - a) A review of our non-staffing budgets which has yielded a cashable saving of £40,595.
 - b) The deletion of 5.7 posts which have become vacant throughout the year. (It should be noted that the work associated with these posts has been re-engineered).

The Digitisation of Receptions

11. The remaining £80,000 of our savings commitment is tied into a corporate programme of work to transition from physical to digital receptions, which will result in the reduction of a further 3.36 FTE posts.
12. The Business Support Service has historically provided reception support in all of our major offices, with the exception of County Hall (which is excluded from this proposal). Unlike County Hall, as the focus of our Civic Functions and host for a significant number of visitors, the remainder of our office bases see very few ad hoc visitors.
13. Throughout the Coronavirus crisis members of the public have not had access to 'drop into' our offices at all, instead they have utilised the Internet or directed their enquiries through the Customer Service Centre, and this is a practice that we propose should continue.
14. In reality, the majority of visitors to our office sites, attend for prearranged appointments (i.e. families and professionals attending for conferences, contractors attending to complete remedial works etc). They are therefore expected by operational practitioners or facilities colleagues, who should be available to greet and deal with them.
15. Working in collaboration with the Investing in Nottinghamshire Project Team and ICT, digital reception technologies are being explored which will negate the need for us to have a physical receptionist on duty in each building in the following locations;
 - Lawn View House, Ashfield
 - Meadow House, Mansfield
 - Sir John Robinson Way, Arnold

- Sherwood Energy Village, Ollerton

16. We will, however, continue to ensure that we have Central Services Business Support staff available until such technology is in place and latterly, 'behind the scenes' to support clients with this transition.

17. It is important to note that the Business Support staff affected by this proposal have been consulted and that we have been able to identify redeployment opportunities for these colleagues within our wider Central Services Teams.

Additional Changes to note

18. Funding has been provided and transferred from the Children, Families and Cultural Services Department to the Business Support Service for the creation of a further Executive Officer post which will provide support directly to the CFCS Corporate Director. This is in line with the executive support arrangements already in place for all other Corporate Directors and the Chief Executive.

In Summary

19. The savings identified by the Business Support Service, have been achieved through a combination of reduced non-staffing budgets, the prudent review of vacancies as they have arisen and an ongoing digitisation project to transform reception support.

20. Business support staff have been consulted regarding the revised structure appended to this report and there have been no concerns or comments received.

Other Options Considered

21. No other options have been considered.

Reasons for Recommendations

22. To update Members regarding the progress of the Business Support Review and particularly, delivery of required efficiency savings.

Statutory and Policy Implications

23. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Data Protection and Information Governance

24. There are no data protection or GDPR issues arising from this report as all the information contained is generic and cannot be attributed to individual employees.

Financial Implications

25. As set out within paragraphs 10 and 11, and within the HR implications below, the deletion of 9.06 FTE posts will contribute to delivery of required cashable efficiencies alongside a reduction in our non-staffing budgets.

Human Resources Implications

26. The net impact of the efficiency measures is described in the body of the report above. The post reductions can be achieved through the deletion of vacancies and redeployment of staff to alternative posts within our structure.

27. Work has been re-engineered and new technology has been utilised to ensure that there is no detrimental impact for front-line colleagues.

RECOMMENDATIONS

It is recommended that Members:

- 1) Note the progress of the ongoing review of the Business Support and delivery of associated cashable efficiencies, and
- 2) Agree to the revised Business Support Structure as set out in Appendix A, with the implementation date of 1 April 2022.

Marjorie Toward

**Service Director – Customers, Governance and Employees
Chief Executives Department**

For any enquiries about this report please contact:

Julie Forster, Group Manager, Business Support, on 0115 9772302, julie.forster@nottsc.gov.uk

Constitutional Comments (KK 09/02/2022)

28. The proposals in this report are within the remit of the Personnel Committee.

Finance Comments (SES 11/02/2022)

29. The financial implications are set out in paragraph 25 of the report.

30. As set out within paragraphs 10 and 11, and within the HR implications, the deletion of 9.06 FTE posts will contribute to delivery of required cashable efficiencies of £263,000 alongside a reduction in the non-staffing budgets.

HR Comments (JP 11/02/2022)

31. The recognised trade unions have been invited to comment on the details contained in the report and engaged in discussions around the approach taken. Any staff redeployment identified as part of this report will be in line with HR procedures.

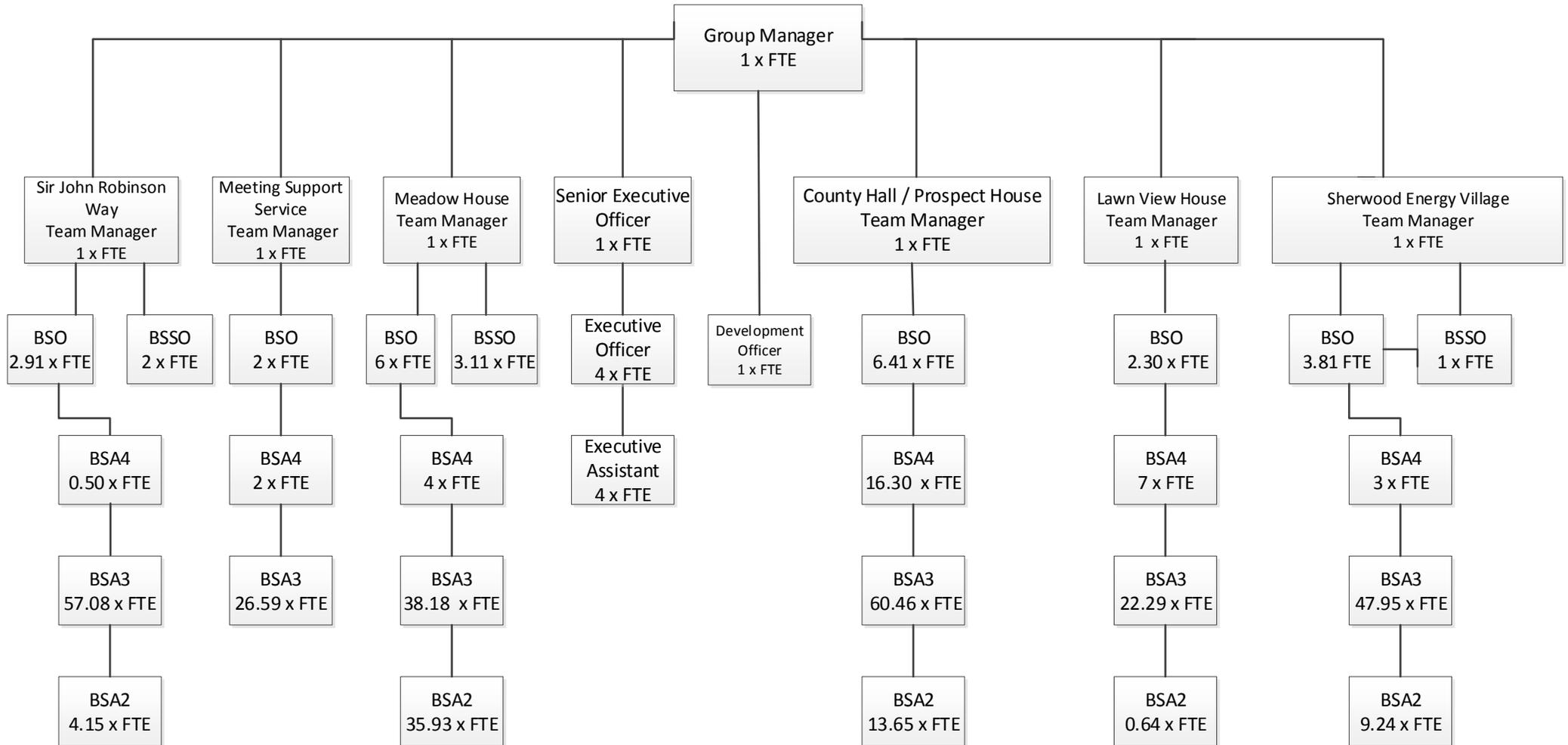
Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All





REPORT OF SERVICE DIRECTOR – CUSTOMERS, GOVERNANCE AND EMPLOYEES

REVIEW OF THE COUNCIL'S RECRUITMENT PRACTICE AND PROCEDURES

Purpose of the Report

1. The purpose of the report is to provide Personnel Committee with an update on the review of the Council's recruitment practice and procedures as commissioned by the Head of Paid Service following the exempt item debate at Full Council in November 2021, and to seek approval for a range of actions to improve and modernise our approach more widely to address ongoing recruitment and retention challenges as identified in the recently approved People Strategy 2022-2026.

Information

2. A review of recruitment practice and procedures was commissioned by the Head of Paid Service and undertaken by the Head of Human Resources as per the recommendation in the report to Full Council referenced above. This has provided the opportunity to further improve and modernise the recruitment process to reflect the expectations of a modern, 21st century public service employer.
3. The ongoing work seeks to address current recruitment challenges as identified in the People Strategy approved at January's Committee and to incorporate a number of the actions identified in the Equalities Action Plan. The review has considered the electronic recruitment system, Section C5 (Recruitment Statement) of the Personnel Handbook and the associated management guidance held on the Managers' Resource Centre. Specific wording has been included in the Recruitment Statement to ensure managers are aware of a specific statutory consideration when making an appointment. The e-Recruitment system is in the process of being amended where managers will be required to respond to a specific question on this issue and this question will be mirrored in the application process. Further amendments have been made to the recruitment guidance for hiring managers to emphasise the requirement to undertake a full check of all the statutory requirements in place for any county council position.
4. As part of the review, other improvements have been considered to address the issues highlighted in the People Strategy and in the various action plans supporting equalities, diversity and inclusion to ensure the identification and removal of any barriers to having a fair, transparent and accessible recruitment process including the following:
 - initial anonymising of applications for shortlisting purposes

- consider and incorporate the suggestions made by the Business Disability Forum as part of their validation of the Council's Disability Confident Leader submission
- review where and how adverts are placed including dedicated websites and wider use of social media to promote key vacancies
- linking recruitment and vacancy protocols with the aspirations set out in the People Strategy and associated action plans and strategies such as the Skills Development and Employment Opportunities Strategy and Equalities Action Plan
- develop and utilise consistent tests for basic literacy and numeracy skills as part of entry point recruitment
- continue to review the commitments made in various charters and accreditations to ensure we continue to deliver on these
- continue to explore examples of best practice and adopt new methods to maximise our attraction and fill rates in a period of recognised local and national recruitment challenges.

Other Options Considered

5. The review was commissioned as an action arising from a report to Full Council and as such no alternative was considered. The requirement was to learn from the situation and to put in place checks and balances to ensure it could not occur again. The changes to the Recruitment Statement (attached at Appendix 1) was considered the most appropriate way to deliver this as well as the highlighted system changes and revisions to existing management guidance.

Reasons for Recommendations

6. It is a key requirement for any employer to have a fair, legally compliant, consistent and accessible recruitment process where candidates feel they will be treated well. It is recognised that the candidate experience is a key consideration as to how the organisation is viewed, whether or not an application is successful or not. This is highly relevant in a landscape where the Council is facing recruitment challenges in areas where these have not previously been a factor.

Statutory and Policy Implications

7. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Equalities Implications

8. The equalities considerations are implicit in the ambition to have a fair, accessible and transparent recruitment process which runs through our procedure and the associated guidance for candidates and managers.

Data Protection Implications

9. There are no data protection implications arising from this report as all information is in relation to trends rather than named individuals' data.

Financial Implications

10. There are no direct financial implications arising from the content of this report.

Human Resources Implications

11. The Human Resource implications are set out in the body of the report.

Public Sector Equality Duty Implications

12. The policies and procedures of the Council apply to all current and future directly employed staff whatever their protected characteristic and as such the recommendations in this report will be universally applied.

RECOMMENDATIONS

It is recommended that Members:

- 1) Approve the proposed changes to the Council's existing Recruitment Statement, online application and vacancy control processes and associated management guidance.

Marjorie Toward
Service Director - Customers, Governance and Employees
Chief Executives Department

For any enquiries about this report please contact:

Gill Elder, Head of Human Resources, on gill.elder@nottscc.gov.uk or 0115 9773867

Constitutional Comments (KK 09/02/2022)

13. The proposals in this report are within the remit of the Personnel Committee.

Finance Comments (SES 11/02/2022)

14. There are no specific financial implications arising directly from this report.

HR Comments (JP 11/02/2022)

15. The review ensures legally compliant recruitment practice and procedures.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All

Personnel Handbook

Section C5: Recruitment Statement

Advice for managers on related policies is contained in the Personnel Handbook and detailed guidance on the processes involved in implementing this policy are set out in the Recruitment page of the Manager's Resource Centre (MRC).

1. Aim

Nottinghamshire County Council recognises that its most valuable assets are its people. This statement sets out our commitment to finding and keeping the right number of employees with the necessary skills, abilities and attitudes to ensure the future success of the organisation. Our commitment is underpinned by the principles of fairness, **legal compliance** and equality of opportunity.

This recruitment statement is part of a wider workforce strategy which enables the Council to identify current and future needs of its directly employed workforce and to ensure we are equipped to attract and retain suitably qualified candidates. A strategic approach to recruitment is essential to organisational performance and vital for the County Council to meet its aims and objectives. There are separate arrangements in place to secure contingent labour through the agency managed service or using the Financial Regulations' pro-forma to hire consultants.

As part of any recruitment process, the Council will undertake a range of checks including the following:

- validated references
- proof of qualifications/professional registrations and/or membership
- relevant Disclosure and Barring Service checks in line with published eligibility criteria
- proof of eligibility to work in the United Kingdom
- **any statutory bars relating to elected members who cannot hold paid employment with the Council for the first 12 months of leaving office**
- any other defined criteria relevant to the advertised role
- confidential Occupational Health review of any health disclosure, giving due consideration to requirements of the Equality Act 2010.

New recruits will not be set up on the Council's payroll if any one of these requirements has not been met to a satisfactory standard.

These steps are considered necessary to ensure the Council has taken all reasonable steps to attract candidates with the right knowledge, skills and experience and prevent unsuitable people joining the workforce as part of our safeguarding arrangements for adults and children.

Nottinghamshire County Council is committed to the development of positive policies to promote equal opportunities in employment, regardless of race, disability, gender or gender reassignment, religion or belief, sexual orientation, age, pregnancy or maternity, marriage or civil partnership or trade union membership status and appoint candidates on their individual merit.

2. Principles

All appointing officers will have undertaken relevant training to ensure fairness and consistency.

It is recognised that selection processes may vary in order to respond to the needs of the business, the nature of the skills and labour markets and differing job requirements.

The aim of the recruitment process is to recruit the person who is the most suited to a specific role. Prior to recruitment, managers are expected to have reviewed the job description and employee specification to ensure they accurately reflect the main purpose of the role, the main tasks to undertake and to describe the scope of the role and how it fits into the overall structure.

Priority consideration for redeployment will be given to people whose employment is “at risk” for reasons of redundancy or defined health reasons.

An assumption will be made that all roles will be considered as suitable to be filled by apprentices unless there is a clear reason not to. This principle is reflected in the revised Vacancy Control Decision Process and any exception requires sign off by the relevant service director.

Consideration will also be given to employees who have undertaken one of the various traineeships offered by the Council with a view to retaining the skills and knowledge and investment in these colleagues through the offer of permanent employment wherever possible.

Any applicant with the protected characteristic of disability as defined under the Equality Act 2010 and in accordance with our commitment to equal opportunities, should be shortlisted for interview where:

- they satisfactorily meet all the essential shortlisting criteria
- they satisfactorily meet all the essential shortlisting criteria taking into account any reasonable adjustments which can be made.

Candidates for any role with the Council will have their attention drawn to a range of commitments made by the Council which seek to build our reputation as an employer of choice. These include:

- our safeguarding statement in respect of adults and children
- Disability Confident Leader
- Commitments made to the Domestic Abuse Charter
- Armed Forces Covenant
- Dying to Work Charter.
- Hybrid/flexible working

Further information is available in the recruitment section.

Nottinghamshire County Council operates an electronic recruitment system which defines the process for all applicants. **Alternative application methods are available upon request.**

Advice is available on job design, job evaluation, recruitment tools and linked procedures from your HR Business Partner.

Last updated February 2022

C5 Appendix: Recruitment and selection - Notes of guidance for managers

To be read in conjunction with the Recruitment and Selection policy.

Introduction

These guidelines have been produced to assist managers who have a responsibility for recruiting and selecting employees.

The guidance should be read in conjunction with the County Council's Recruitment and Selection policy, supplemented by the skills developed through recruitment and selection training and development provision, to ensure that best HR practice is followed.

The Recruitment - Advertising flowchart and the Recruitment - interview and appointment flowcharts are available on the Manager's Resource Centre, (MRC).

Section 1 - Legislation and Equal Opportunities

Nottinghamshire County Council's commitment to equal opportunities is confirmed in our Equal Opportunities Policy Statement which states our commitment to the development of positive policies to promote equal opportunities in employment inclusive of recruitment and selection. By taking a positive approach to equal opportunities, we implement the steps suggested by the appropriate Codes of Practice, thereby meeting the provisions of the relevant legislation.

The Legal Framework

The Recruitment and Selection policy has been written to take the provisions outlined in relevant legislation into account. Thus by following the policy, the legislative provisions will be adhered to. A summary of the relevant legislation is given below:

Equality Act 2010

The Equality Act 2010 brings together all previous equality legislation and makes discrimination on the following unlawful in employment, training and related matters. Age, disability, gender re-assignment, race, religion and belief, sex, sexual orientation, pregnancy and maternity, marriage and civil partnership. These are known as protected characteristics.

In addition Equality Act places a specific duty on local authorities to make appropriate arrangements with a view to ensuring that their various functions are carried out with due regard to the need to eliminate unlawful discrimination and to provide equality of opportunity and good relations in respect of all of the protected characteristics.

Disability and the Equality Act

Gives certain rights to disabled people in a number of areas, including employment. The employment provisions of the Act apply to all employers. A disability is defined as, "a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities." and covers people with cancer, HIV and MS from the date of diagnosis.

The Act requires an employer to make "reasonable adjustments" to working conditions, in order to enable disabled applicants to have equal access to employment opportunities.

Employers have a duty to make reasonable adjustments to working conditions, job design, or to the physical working environment, where that would help overcome the practical effects of an individual's disability.

Section C10 - Guidelines for Managers on Recruiting Disabled People, Personnel Handbook are available.

Financial assistance to cover a proportion of any associated costs of recruiting, inducting or retaining a disabled person is available through the Access to Work scheme, run by the Disability Service Team (DST), part of central Government's Employment Service. Further details on Access to Work are available on the attendance management section of the MRC.

Rehabilitation of Offenders Act

This legislation aims to:

- make it harder for people who do not have permission to work in the United Kingdom to obtain work by using forged or false documents
- make it easier for employers to ensure that only people who are legally permitted to work in the United Kingdom are employed
- strengthen the Government's controls on tackling illegal working by making it easier for the United Kingdom Immigration Service to take action against employers who deliberately use illegal labour.

Trade Union Membership

It is automatically unfair in law to dismiss an employee or take action short of dismissal in order to enforce a closed shop, or additionally, or to refuse a person employment because they either are/are not already trade union members or because they will not agree to become members. Nottinghamshire County Council's Trade Union Membership Agreement has been negotiated to take account of the legislative changes. Please see Section E7 - Trade Union Membership Agreement, Personnel Handbook.

Enforcement

An employee may make a complaint of unlawful discrimination to an employment tribunal. The complaint must be made within three months of the incident to which it refers. A tribunal finding in favour of a complainant may order the employer to pay compensation to the complainant, and/or may recommend that the employer takes reasonable action to address the complaint, within a specified period. The maximum compensation awardable in discrimination case is unlimited.

Codes of Practice

The Equality and Human Rights Commission (EHRC) is working to eliminate discrimination, reduce inequality, protect human rights and to build good relations, ensuring that everyone has a fair chance to participate in society.

The EHRC has produced Codes of Practice to help our understanding of the provisions and implications of the Equality Act, and of how best to implement policies to eliminate discrimination and enhance equality of opportunity.

Copies of the Codes of Practice are available through the Equality and Human Rights Commission web site: www.equalityhumanrights.com

Employment tribunals will take into account whether an employer has complied with these Codes of Practice when they consider a case.

Types of Discrimination

- direct discrimination consists of treating a person on sexual or racial grounds or on the grounds of marital status, less favourably than others are, or would be, treated in the same or similar circumstances.
- indirect discrimination occurs when a requirement or condition is applied which, whether intentional or not, affects adversely a particular racial group, women, men or people on the grounds of marital status considerably more than others and cannot be justified e.g.
 - a rule about clothing or uniforms which disproportionately disadvantages a racial group and cannot be justified
 - an employer who requires higher language standards than are needed for safe and effective performance of the job
 - an employer who requires higher educational standards than are needed for the performance of the job.

Where a requirement or condition can be justified on other than racial or sexual grounds, there will be no unlawful act, although such a requirement must be shown to be justifiable in terms of performance of the job.

- positive (or reverse) discrimination, i.e. directly discriminating against a person on the grounds of e.g. race or marital status, in favour of another person is unlawful.
- associative discrimination is directly discriminating against someone because they are associated with another person with a protected characteristic.
- discrimination by perception occurs when someone is directly discriminated against because others think they have a protected characteristic (even if they don't).

Genuine Occupational Requirement

The Equality Act refers to circumstances where having a particular protected characteristic may be deemed to be a genuine occupational requirement (GOR) for a job.

In such cases it must be clearly demonstrated that the requirements of the job can most effectively be provided by a person with a particular characteristic. A GOR will apply in exceptional circumstances and for this reason advice must always be sought from the HR team should such circumstances be identified.

Victimisation

It is unlawful to victimise an individual because they have made a complaint or allegation of discrimination, have acted as a witness under the Equality Act, or have been involved in any way in their enforcement, or intends to do any of these things.

Positive Action

The Equality Act permits certain types of positive action, in order to redress imbalances of employees with protected characteristics in particular employment areas. They allow for training

and encouragement where few or no members with a protected characteristic have been doing particular work in the preceding twelve months. Positive action includes:

- the opportunity to run training courses where entry is restricted to a particular racial group, or sex, to help members of these groups to enter occupations in which they are under-represented. This can include existing and potential employees. One type of opportunity offered under positive action is a traineeship which does not offer a post at the end of the training period. It is important that positive action is not confused with positive discrimination. Discrimination on the grounds of protected characteristics at the point of selection for a post is not permissible under the NCC Recruitment and Selection Procedure
- using specific wording in job adverts to encourage underrepresented groups to apply for posts.

Politically Restricted Posts

The Local Government and Housing Act 1989 and the Local Government (Politically Restricted Posts) (No.2) Regulations 1990 impose political restrictions on the holders of certain posts which are either specified in the Act or contained in a list which the County Council is required to draw up and maintain.

Under the Local Government and Housing Act 1989 there are two categories of Politically Restricted Posts - specified and sensitive. Under the Act specified posts are:

- the Head of the Paid Service (HoPS) (s4 LGHA)
- the statutory chief officers, (including the director of children's services and director of adult social services in England, and the chief education officer and director of social services in Wales, the director of public health, the chief officer of a fire brigade, the chief finance officer (s.151 LGA 1972)
- non-statutory chief officers (officers reporting to the HoPS excluding secretarial/clerical support staff)
- deputy chief officers (officers reporting to a Chief Officer excluding secretarial/clerical support staff)
- the monitoring officer (s 5 LGHA)
- officers exercising delegated powers, i.e. persons whose posts are for the time being specified by the authority in a list maintained in accordance with s 100G(2) of the LGA 1972
- assistants to political groups.

The definition of a sensitive post is one which meets one or both of the following duties-related criteria:

- giving advice on a regular basis to the authority itself, to any committee or sub-committee of the authority or to any joint committee on which the authority are represented; or where the authority are operating executive arrangements, to the executive of the authority; to any committee of that executive; or to any member of that executive who is also a member of the authority
- speaking on behalf of the authority on a regular basis to journalists or broadcasters.

Section 2 - Writing a Job Description

Job descriptions should be written in simple, clear and non-discriminatory language. They should be agreed with the recognised trade union. The duties contained must be strictly relevant to the requirements of the job and should not be restrictive to exclude any particular group.

Headings

The job description framework should include the following:

- job title (whether permanent or temporary, if so for what duration)
- job reference number
- the relevant set of national terms and conditions of service
- evaluated grade
- hours of work
- department, service area, section and base in which the postholder is employed
- reporting lines, the post which the post reports and posts for which the postholder is directly responsible.

Job Purpose

Summary of the essential objectives of the job role.

Key Duties and Responsibilities

Brief description of the key tasks involved, preferably listed in order of priority.

General Responsibilities - Standard Clauses for Job Descriptions

a) Managerial Jobs

Training

You will keep under review the developmental needs of staff and keep yourself informed of current issues within the context of corporate and departmental learning and development strategy, policy and practice. You will ensure that the employees you manage are kept informed of and understand all policies relevant to their work.

Health and Safety

You will take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties and where appropriate to safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation, and corporate and departmental codes of practice and procedures.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the County Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equal Opportunities

You will, personally and through the employees you manage, implement and positively promote equal opportunities in service delivery and employment practices.

Customer Care

Within resource constraints, you will promote and deliver fair and quality services that are sensitive and responsive to customers. You will ensure implementation of customer care policies by the staff who you supervise.

Environmental

You will take account of environmental issues arising from any service developments, and ensure that all staff are familiar with the County Council's green policies and established office and work practices.

Technology

In accordance with The Introduction of New Technology Agreement, you will work with computers, new technology and associated systems as required and support the employee(s) you manage in its use.

Data Protection

You will personally and through the employees you manage ensure compliance with the County Council's Data Protection, Freedom of Information Act and ICT codes of practice.

Other Duties

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general area of responsibility and grade of post. Any changes which are of a permanent nature will, following consultation with you and with the appropriate recognised trade unions, be included in the job description in specific terms and will be formally issued to you.

As appropriate to the post - Other Requirements

For example call out or standby.

As appropriate: Political Restrictions

Under the Local Government and Housing Act 1989 this post will automatically have imposed political restrictions.

b) Non- Managerial Jobs

Training

You will keep under review your own development needs and keep yourself informed of current issues within the context of the Corporate Training and Development Policy.

Where appropriate, you will contribute towards the Corporate & Departmental objectives by participation in intra- and inter-departmental working teams.

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation, and corporate and departmental codes of practice and procedures.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the County Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equal Opportunities

You will ensure that you promote and deliver fair, sensitive and quality services to all existing and potential users of Nottinghamshire County Council.

Customer Care

Within resource constraints, you will promote and deliver services in a way which is sensitive and responsive to those receiving such services, and be aware of and implement the County Council's customer care policies.

Environmental

You will work in accordance with the County Council's green policies and established office and work practices.

Technology

In accordance with The Introduction of New Technology Agreement, you will work with computers, new technology and associated systems as required.

Data Protection

You will comply with the County Council's Data Protection, Freedom of Information Act and ICT codes of practice.

Other Duties

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general area of responsibility and grade of post. Any changes which are of a permanent nature will, following consultation with you and with the appropriate recognised trade unions, be included in the job description in specific terms and will be formally issued to you.

Section 3. Writing the Employee/Person Specification

Employee specifications can be compiled by identifying the essential (and desirable) job related attributes, which should not be falsely inflated or devalued. Avoid specifying criteria for the very best performance when the employee may only rarely be required to operate at this level and training can be provided to enhance skills.

Suggested headings for each element are:

Skills and knowledge

Be specific: for example, communication skills need to be broken down into oral and written. Even within oral communication skills there are many headings such as dealing with conflict, communicating effectively at meetings, dealing with difficult customers on the telephone or face to face etc. Written communication skills could include the ability to compose letters, memos and compose reports. Think also of how skills shown outside of work can be transferred to the post, e.g. budgeting skills for many lower level posts are sometimes adequately covered by household budgeting skills. Being specific does not mean headings such as 'leadership qualities' but breaking this down into component skills such as managing conflict, motivating staff, organising the workload of others, planning, prioritising etc.

Consider whether there are any essential physical requirements for the post but do not make assumptions about particular groups of people who would be unable to do the job. Remember

that the Equality Act requires employers to make reasonable adjustments to posts in order to meet the needs of suitable disabled applicants.

Ensure knowledge is at an appropriate level. Check if it can be learned on the job. Check if you are asking for too high a level.

Experience

Work out the various types, quality, and length of experience required (if any is required at all), needed to perform the duties of the post. Care should be taken in specifying a particular length of experience in case it cannot be objectively justified under the Equality Act. It is preferable to focus on competencies required to undertake the job.

Break experience down into specific parts, for example office experience can be broken down into different parts of activity such as filing, devising systems, office technology, telephone answering etc. Any previous unpaid experience should be given due consideration. Consider transferable skills from outside of work and/or previous work experiences.

Qualifications

Consider the level of general or specialised education required. The panel should consider why qualifications are needed and try to break these down into skills, abilities, knowledge and experience and enter these on the employee specification as an alternative way for people to achieve the criteria. This will help to avoid indirect discrimination.

Essential qualifications should be reflected in the job advertisement. Where qualifications are stated it is important that the current type / level of qualification is quoted but that it is stated that equivalent qualifications would be acceptable in order not to discriminate on the grounds of age.

Remember that qualifications are not necessarily a guide to good experience on the job. In addition all formal U.K qualifications will have equivalents in other countries. This is particularly important in respect of the E.C directive on The Mutual Recognition of Qualifications.

Attitudes/Motivation/Behaviour

Personal attributes appropriate and necessary for the post.

Suitability for working with children (as appropriate)

Attitudes and attributes and the required level of Disclosure and Barring Service (DBS) check.

Other Requirements

Other circumstances relating to the job. For example, the need to work out of normal hours or in different locations. If there is a requirement for the postholder to drive, the Council's policy is to pay taxi fares for existing or potential disabled employees.

Diversity

Try to integrate this into the above areas instead of having an add-on category. So, for example, what experience or skills and abilities does the postholder need around delivering an appropriate service to black people/women/disabled people? What experience do they need for managing/supervising a diverse team.

It is good practice to indicate the method of testing on the employee specification.

Avoid establishing requirements which may discriminate. Requirements relating to mobility and access should not be restrictive to any group, particularly women and disabled people.

Section 4. Writing and Placing the Job Advertisement

Prior to placing the job advert, please complete a Vacancy Control Decision Record. Please see link to the Vacancy Control Process Guidance on the MRC

Media

The decision about the use of media will be informed by cost, knowledge/experience of the labour market and the need to achieve a diverse workforce:

Vacancy bulletin

Normally all advertisements are included within the County Council's own vacancy bulletin 'Opportunities within Nottinghamshire' which is available on the Council's web site: www.nottinghamshire.gov.uk/jobs. For job roles which involve in a partnership context you may wish to consider joint advertising and/or using the partner organisation's job vacancy bulletin.

National Advertising

Senior, professional and technical posts can be advertised on 'public sector' or 'specialist' days in the national newspapers such as the Wednesday edition of The Guardian and/or the specialist professional journal(s) relevant to this deadline.

Local Press

The local press should be used to promote vacancies widely in the local labour market; the media selected will depend on the geographical location of the actual post.

Advertising to attract under represented groups

The County Council is serious in its pledge to recruit more people from under-represented groups. Therefore more use should be made of national publications that are targeted towards black and minority ethnic communities, disabled people, gay, lesbian, bisexual and transgender people.

Other

For some job roles an advert placed in the local Job Centre, community access point, local school, etc. may be the most effective means of attracting applications.

Note: Advice can be provided by the Recruitment and Advertising team at the BSC on use of media, style and copy, etc.

The contents of the job application pack should include:

- job description
- employee specification
- NCC guidance on completing the application form, and the relevance of the employee specification
- reference to the requirement for DBS checks of applicants if relevant to the particular post
- reference to politically restricted posts if relevant.

The contents may also include:

- covering letter to the applicant (e.g. showing dates of short listing and interviews).
- general information about the County Council
- relevant organisational / departmental structure chart

- information about the department and service.

Section 5. Practical Arrangements for Interviews

Disabled applicants will be given the opportunity to state on the application form any adjustments which they require in order for them to undertake an interview which should be organised on advance, in consultation with the applicant as necessary.

Venue

Rooms booked for interview and selection tests should be free of distractions e.g. telephones. Layout is important, e.g. barriers such as desks do not always put candidates at ease, chairs should be of equal height, comfortable and arranged in a manner which permits direct eye contact between all panel members and the candidate e.g. in a circle. Temperature, lighting and noise levels should be at an optimum. Candidates waiting for interview should be allocated a comfortable, private room and offered refreshments at this stage, rather than during the interview itself. All rooms and buildings used for this purpose must be accessible to disabled candidates. The interview letter requests applicants to give notice of any particular needs to enable them to participate fully in the selection process and every reasonable effort must be made to meet these.

Timing

Candidates should not be kept waiting. The timetable should be clearly established so that candidates and panel members are equally clear as to the timing, purpose and content of each stage. Each interview should be allocated the same length of time (although more time may be allocated for a disabled candidate who has requested it to enable them to participate fully in the interview). Panel members should control the interviews appropriately to avoid running over time. Within the interview itself, sufficient time should be allocated to ask all questions and allow time for summing up. There should also be sufficient time allowed between interviews for panel members to score and assess candidates.

Documentation

A recruitment pack will be sent by the BSC to the Appointing Officer within three working days of the closing date. The pack will contain:

- one copy of each of the applications received
- a Shortlisting Matrix
- Interview Details Form
- Interview Analysis Form
- job description / employee specification
- appointment memo / no appointment made form
- DBS guidance
- Probationary Review form.

Note: All forms are available on the Recruitment documents page of the MRC.

The following should be available to the panel well in advance of the interview date in order that they can familiarise themselves with the papers:

- list of candidates and time of arrival
- copies of application forms

- copies of job descriptions
- copies of employee specification
- copies of questions and answer checklists
- information regarding the conditions of service of the post.

It is important for the panel to decide on the core areas of questioning to be covered during the interview. Areas of questioning should be developed to cover the attributes in the employee specification which have been highlighted for this method of test. The questions can be adapted to be relevant to the candidate where necessary, but not at the expense of consistency. The panel should allocate areas of questioning between themselves.

Section 6. Interview Questions and Selection Tests

All questions should be directly relevant to the job description and employee specification and the panel should ensure that the questions cover all areas of the employee specification if they are not being assessed already by some other form of test.

At the interview it will be permissible for supplementary questions to be asked if further information is required following a particular response.

In formulating questions ensure that you do not make assumptions about candidates' personal circumstances: e.g. if unusual hours are a feature of the post, then this requirement should be described to all candidates who can then be asked if they are satisfied that they would be able to comply with it. You will have discriminated unfairly if you simply asked that question of those candidates that you felt may have difficulty complying.

Wherever possible equal opportunities should be integrated into all the questions based on the employee specification.

Disabled candidates should not be asked about the nature of their disability, although information may be offered by the candidate. Any information needed to facilitate the employment of a disabled candidate should be followed up after the appointment has been offered. Disabled people have a right to determine themselves what the restrictions on their ability to do a job might be.

Although the actual interview itself will form an important part of the selection process, it is acknowledged as good practice to use of a wider range of selection techniques as this can enhance the final decision making. When using tests, ensure that they have been piloted.

For example, if numeracy is an essential factor in the employee specification a numeracy test should be devised for candidates to undertake prior to, or following the actual interview. However, you must ensure that such a test can be related to the actual duties of the job. If you are unsure about the relevance or fairness of a particular test, check it out with your HR team.

The BSC should be asked to inform candidates of the test in the letter inviting them for interview. It is recommended that candidates should receive information on the type of test they will be required to do.

For some posts it may be necessary to test the candidates' skills and knowledge about a specialised subject. This could be achieved by asking them to perform a short presentation, or by writing a report at the interview, copies of which should be given to all members of the interview panel. Obviously, if a presentation is required ensure that the interview room is appropriate and that presentation aids are available and in working order.

Section 7. Conducting the Interview

The panel may wish to consider convening at least thirty minutes prior to the arrival of the first candidate in order to arrange the layout of the venue and clarify the process for themselves and be fully prepared. It is good practice to allocate an appropriate person who has not been involved in the recruitment process the task of meeting candidates, administering any written tests and escorting candidates to the interview room. They should be appropriately briefed.

The Appointing Officer, as chair of the panel, should greet the candidate, put them at ease and ask how they wish to be addressed, e.g. by title, first name, preferred name, etc.

The chair should then introduce the candidate, and all of the panel members should introduce themselves indicating their job title, and briefly, how they relate within the organisation to the post for which the candidate is being interviewed. The interview process should be outlined to the candidate and an explanation given that notes will be taken during it.

It is preferable for the panel member asking a question to maintain eye contact with the candidate whilst the other members take notes.

These notes should record a summary of the candidates' responses to the questions and the extent to which they meet the employee specification. The summary will then be used to make a final assessment. Panel members should be making notes independently. Notes can also be used to provide feedback to candidates and can be used as evidence in the event of an internal recruitment appeal or employment tribunal. Candidates should be advised that they are welcome to take notes during the interview.

Each panel member will ask their allocated set of questions and supplementary questions should be asked by any panel member if and when appropriate and a note kept of their content.

Candidates should be encouraged to request clarification if necessary or come back to questions at the end of the interview.

Time should be allocated at the end of the interview for candidates to ask questions and supply any additional information in support of their application. This will include evidence (certificates etc) of any qualifications quoted on their application form which are essential requirements of the person specification and validation of driving licence where driving is a requirement of the job. Check if references can be taken up if not already done so at this stage.

Candidates should be informed when a decision on the preferred candidate is likely to have been reached and how they will be informed. They should be thanked for attending the interview and for participating in any tests or exercises if appropriate.

Section 8. Workforce Monitoring

The successful implementation of an Equal Opportunities Policy requires an effective system of monitoring.

Public sector employers have a statutory duty to monitor their workforces and employment practices by protected characteristics. This ensures that the procedures and practices are fair so that the public sector can better reflect the society that it serves.

When a person applies for a job they are asked to provide details of their ethnic origin, gender, sexual orientation, age, religion or belief and whether they have a disability. The collection and monitoring of information on the composition of the workforce gives us an indication of how well our equal opportunities policy is working in practice. The data can also be used to set targets for

the future in order to redress historical imbalances in the representation of the Council's workforce.

Monitoring of the existing make-up of its workforce is undertaken corporately and by each individual department to identify areas of non-representation and under-representation. From the information collected targets are set and actions identified to achieve the realistic progress departments and services think they can make towards a more balanced and representative workforce. The resultant action plans form an integral part of each department's annual business plan.

REPORT OF SERVICE DIRECTOR – CUSTOMERS, GOVERNANCE AND EMPLOYEES

CAR LEASE SALARY SACRIFICE SCHEME

Purpose of the Report

1. The purpose of the report is to seek approval from Personnel Committee to the implementation of a salary sacrifice car lease scheme.

Information

Background

2. The Nottinghamshire Plan sets out a clear and ambitious vision for the future of Nottinghamshire for the next ten years in which we're working towards a healthy, prosperous and greener future for everyone. For the next ten years the focus will be on:
 - Improving health and wellbeing in all our communities
 - Growing our economy and improving living standards
 - Reducing the County's impact on the environment
 - Helping everyone access the best of Nottinghamshire
3. With the Council's ambition to become carbon neutral in all activities by 2030, the introduction of a salary sacrifice car lease scheme, promoting the purchase of electric and hybrid vehicles, whilst being a benefit to its employees and Members, will also allow the Council to have some control over its business-related emissions for those who take up the scheme.
4. The Council's People Strategy, 2022-2026, was approved by Personnel Committee on 26 January 2022. As stated within the Strategy "Our people are critical to our ability to achieve our ambitions." The new Strategy builds on work and activities underway before the pandemic, identifies key priorities for action and develops them for the future for example continuing to be a good employer and Employer of Choice.
5. The County Council continues to develop its employee reward strategy to provide a range of benefits to staff. The provision of a car leasing scheme under a salary sacrifice arrangement offers savings to staff and Members compared to what they might purchase in the retail market. The scheme also adds to the employment benefits package supporting the recruitment and retention of staff.

How will the scheme operate

6. The scheme will be delivered by one of the largest providers within the market and who have an extensive client base in both the private and public sector.
7. The scheme is essentially business contract hire, and as such the Council is responsible for any costs associated with the vehicle under its agreement with a car leasing company. However, these costs and responsibilities are passed on to the employee through the salary sacrifice agreement and scheme Policy between the Council and the employee/Member. The employee/Member agrees to a reduction in their gross salary or allowance in return for a non-cash benefit, in this case a company car and the associated services within the scheme.
8. The scheme allows the Council to provide employees/Members with a brand new fully maintained and insured car, under 75g/km Co2 emissions, through flexible benefits at a lower cost than they could normally achieve in the retail market. The insurance is provided through the leasing company under a fleet policy. The employee/Member can add additional drivers to the policy and the cost would be added to the amount the employee/Member pays for the lease.
9. The employee/Member will choose their vehicle using an on-line portal through the leasing company which will generate a formal agreement which the employee/Member signs up to. This will also produce a contractual change document. This is because the agreement is a salary sacrifice arrangement where the employer will provide a vehicle (through the leasing company) in exchange for the employee reducing their salary, and Members reducing their allowance, by the value of the monthly lease.
10. As the vehicle is provided through a salary sacrifice arrangement, employees could save income tax, National Insurance, and pension contributions on the portion of sacrificed salary every month as well as benefiting from corporate buying power and Public Sector (CCS) discounts. Employees will reduce their LGPS pension contributions, and this will impact on employee pension benefits on retirement. There are VAT and corporate finance rate advantages to the employee. As this is a benefit, employees will also pay Benefit in Kind tax on the vehicle.
11. The scheme should be considered as a long term commitment and anyone entering the scheme should ensure they have read and understood all the terms and conditions prior to signing the agreement.

Other Options Considered

12. Do nothing and not implement this type of scheme. However, this would not support the key priorities and vision as set out in the Nottinghamshire Plan – Healthy, Prosperous, Greener.

Reasons for Recommendations

13. The introduction of this scheme will support employees and members to access low emission vehicles in exchange for a reduction in their salary/allowances.
14. Supports the climate emergency declared by the Council in May 2021.
15. This scheme will further enhance the employment benefits package offered by the Council.

Statutory and Policy Implications

16. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Data Protection and Information Governance

17. A summary Data Protection Impact Assessment has been completed and signed off by the Information Governance Team.

Financial Implications

18. The scheme is being offered via a salary sacrifice agreement which means the Council's liability for leasing payments are deducted from the employees/Members whose application has been approved.

19. The provider offers risk protection if an employee retires, is made redundant or goes on maternity/paternity/adoption leave or long-term sickness. The risk protection begins three months after the start of an agreement so there is a small risk of liability for the Council during this period.

20. If the employee leaves before the end of the leasing period, there is an early termination charge. This is payable by the employee and is the Council's responsibility to pursue with the employee. If the Council can demonstrate that best efforts have been made to recover this charge, but payment has not been made by the employee, then the supplier will reimburse this charge.

21. The benefits of the scheme are considered to outweigh the potential risks of such a scheme.

22. There will be some costs for the Council's Business Services Centre in administering the scheme mainly within the payroll team. This will relate to assessments under minimum wage, set up and pay over for new leases and managing leavers invoicing. These costs are expected to be minimal as most of the administration of the scheme will be managed by the lease scheme provider.

23. Any savings for the Council in terms of lower employers' national insurance and pension contributions, will depend upon the take up of the scheme by employees/members. This will be monitored and reported to Members should it be material.

24. It is intended that the scheme will operate at no cost to the Council.

Human Recourse Implications

25. Under HMRC rules an employee cannot reduce their salary to below the national minimum wage. Therefore, a salary eligibility criterion of £22,000 per annum has been set. An

assessment will be undertaken as part of the Council's approval process with the leasing company for each applicant.

26. As Members are not classed as employees, receiving an allowance and not a salary they will be able to sacrifice all their County Council allowance.
27. As the monthly lease payment will be taken from the monthly gross salary before any other deductions are made this results in the taxable pay being less. This means that members of the LGPS who enter the scheme will pay less pension contributions. Therefore, employees must carefully consider the implications for their pension if they decide to enter the scheme.
28. Individuals do have the option to "make up" this reduction to their pension by opting to pay APC to purchase an additional annual pension amount. A leaflet detailing the effects on an individual's LGPS benefits will be available providing more detailed information which employees will be encouraged to consider and take any appropriate action.
29. All approved applications will require employees/Members to sign a driver declaration which will require them to indicate that they understand all the terms of the lease agreement and that they have considered all their financial outgoings at the point of signing the lease.

RECOMMENDATION

It is recommended that:

- 1) Members approve the implementation of a salary sacrifice car lease scheme.
- 2) A review is undertaken after the scheme has operated for 12 months.

Marjorie Toward

**Service Director – Customers, Governance and Employees
Chief Executives Department**

For any enquiries about this report please contact:

Sarah Stevenson, Group Manager, Business Services Centre on 0115 9775740 or sarah.stevenson@nottsc.gov.uk

Constitutional Comments (LPW 18/02/2022)

30. The recommendations fall within the remit of the Personnel Committee by virtue of its terms of reference.

Financial Comments (GB 24/02/2022)

31. The financial implications are set out in the report.

HR Comments (JP 17/02/2022)

32. Any HR implications are contained in the body of the report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All

REPORT OF SERVICE DIRECTOR - CUSTOMERS, GOVERNANCE AND EMPLOYEES

WORK PROGRAMME

Purpose of the Report

1. To consider the Committee's work programme for 2022.

Information

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme has been drafted in consultation with the Chairman and Vice-Chairman and includes items which can be anticipated at the present time. (meeting dates and agenda items are subject to review in light of the ongoing COVID-19 period). Other items will be added to the programme as they are identified,
4. As part of the transparency introduced by the new committee arrangements, committees are expected to review day to day operational decisions made by officers using their delegated powers. It is anticipated that the committee will wish to commission periodic reports on such decisions. The committee is therefore requested to identify activities on which it would like to receive reports for inclusion in the work programme.

Other Options Considered

5. None.

Reason/s for Recommendation/s

6. To assist the committee in preparing its work programme.

Statutory and Policy Implications

7. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and

the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

1) That the Committee considers whether any amendments are required to the Work Programme.

Marjorie Toward
Service Director – Customers, Governance and Employees

For any enquiries about this report please contact:
Sarah Ashton, Democratic Services Officer, Tel: 0115 977 3962

Constitutional Comments (HD)

8. The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

Financial Comments (NS)

9. There are no financial implications arising directly from this report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All

Personnel Committee Work Programme

Title	Brief Summary of Agenda Item	Lead Officer	Report Author
20 April 2022 - 2pm			
Health and Safety Update	Update on health and safety activity and issues and approval of actions	Marje Toward	John Nilan
NCC Workforce Availability, Sickness Absence Performance and Support to Maintain Employee Health and Wellbeing (Quarter 4 - 2020/21)	Quarterly update and review of progress against action plan	Marje Toward	Gill Elder
Graduate Development Programme	Update on programme	Marje Toward	Adrian McKiernan
British Sign Language Charter - Update	Update on progress for implementation	Marje Toward	Gill Elder
25 May 2022 - 2pm			
To be confirmed			
13 July 2022 - 2pm			
To be confirmed			

