

| | |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Body: | Full Council |
| Date: | 18 November 2020 |
| Subject: | Proposal for a Joint Staff Advisory Committee and Joint Appointments and Appeals Committee |
| Report of: | Assistant Director - HR and Transformation and Head of Democratic Services |
| Purpose: | To recommend to Full Council the implementation of a new combined Joint Staff Advisory Committee and Joint Appointment and Appeals Committee. |
| Recommendations: | <ol style="list-style-type: none"> 1) To approve the Terms of Reference for a new Joint Staff Advisory Committee to replace the Employment Committee as set out in Appendix 1; 2) To approve the Terms of Reference for a Joint Appointments and Appeals Committee as set out in Appendix 2; 3) To delegate to the Assistant Director - HR and Transformation and Head of Democratic Services authority to make the necessary consequential changes to the Constitution, Scheme of Delegation and HR Policies as set out in Appendix 3, and to delegate specific functions to the Head of Paid Services and Assistant Director – HR and Transformation in accordance with paragraphs 1.1 to 1.3 of Appendix 3; and 4) That appointments be made to the Committee as set out in paragraphs 2.4 and 2.5. |
| Contact: | <p>Becky Cooke, Assistant Director for HR and Transformation Telephone 01323 415106. E-mail address: becky.cooke@lewes-eastbourne.gov.uk</p> <p>Simon Russell, Head of Democratic Services, Telephone 01323 415021 Email address: simon.russell@lewes-eastbourne.gov.uk</p> |

1. Introduction

- 1.1 Lewes District and Eastbourne Borough Councils have jointly committed to bringing policies and procedures together, as part of the Joint Transformation Programme. This is necessary now that there is a single shared workforce operating across both Councils.

- 1.2 It is proposed that the Eastbourne Borough Council Joint Staff Committee and Lewes District Council Employment Committee be replaced with a single combined body (Joint Staff Advisory Committee), with representatives from both Councils, unison and staff representation. This will enable consultation and advice on staff matters to be more efficient and enable a clearer accountability between officers and staff representatives, and a clearer decision-making path for all future proposals. In addition, it is proposed that a new Joint Appointments and Appeals Committee be put in place to put into effect appropriate procedures for member involvement in appointments and appeals, as and when required.
- 1.3 The Joint Staff Committee was consulted on the proposals and agreed to recommend to Full Council the proposals set out at Appendices 1 to 3 at its meeting on 12 February 2020. Unison was consulted as part of the process for both Eastbourne Joint Staff Committee and Lewes Employment Committee giving consideration to these changes, and their comments have been taken into account.
- 1.4 The proposals require formal approval by the Full Council of each authority before they can take effect. Lewes District Council gave its approval to the terms of reference and proposals set out at Appendices 1 to 3 at its meeting on 17 September 2020, subject to the approval also being given by Eastbourne Borough Council.

2. Detail

- 2.1 Full Council is asked to approve the terms of reference for each Committee as set out at Appendix 1 and 2, as recommended by Lewes District Council's Employment Committee and Eastbourne Borough Council's Joint Staff Committee.
- 2.2 Full Council is asked to authorise the Assistant Director - HR and Transformation and Head of Democratic Services to make the necessary consequential changes to the Constitution, Scheme of Delegation and HR Policies which are required as a result of combining the roles of the Lewes District Council Employment Committee and Eastbourne Joint Staff Committee into one body. These are set out in Appendix 3. It is necessary to delegate specific functions to the Head of Paid Service and Assistant Director - HR and Transformation, as set out in Appendix 3.
- 2.3 Provisional dates for the new Committee have been included in the Calendar of Meetings approved by each Council. It is anticipated that if both Full Councils approve the changes set out in the report at their next meetings, the first meeting of the new Committee will be held in December 2020.
- 2.4 Nominations to the Joint Staff Advisory Committee have been sought from Group Leaders in accordance with the Terms of Reference and are as follows (in line with the membership of the existing Joint Staff Committee):

Liberal Democrat - Councillors Swansborough and Holt (Reserves: Councillors Shuttleworth and Dow)

Conservative – Councillor Lamb (Reserves: Councillors Di Cara and Freebody)

- 2.5 As the Joint Appointment and Appeals Committee is an ad hoc meeting, called as and required at short notice, it is recommended that this is set up by the Assistant Director – HR and Transformation in accordance with its Terms of Reference set out in Appendix 2.

3. Financial Implications

- 3.1 The implementation of the recommendations should have a positive financial impact, due to the reduction in duplication of reports and meetings.

4. Resource Implications

- 4.1 There will be marginal financial savings from combining the working of two current Committees relating to officer time, printing costs and other sundry expenditure. These savings cannot easily be quantified but would not significantly reduce costs or workloads in the affected departments.

5. Legal Implications

- 5.1 Legal Implications have been taken into account in the report.

6. Appendices

Appendix 1 – Proposed terms of reference for a Joint Staff Advisory Committee.

Appendix 2 – Proposed terms of reference for a Joint Appointments and Appeals Committee.

Appendix 3 – Consequent changes to the Constitution, Scheme of Delegation and HR Policies to be made under delegated authority.

7. Background Papers

Relevant Minute of the LDC Employment Committee on 7 October 2019

Relevant Minutes of the EBC Joint Staff Committee on 26 September 2019 and 12 February 2020