

## STAFFING COMMITTEE

**Date and Time:** - **Tuesday 19 July 2022 at 10.00 a.m.**

**Venue:** - **Committee Room 1 - Rotherham Town Hall**

**Membership:** - **Councillors Alam (Chair), Allen, T Collingham, Read and Reynolds**

This meeting will be available to view [via the Council's website](#) after the meeting has concluded. The items which will be discussed are described on the agenda below and there are reports attached which give more details.

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## AGENDA

### **1. Apologies for Absence**

To receive the apologies of any Member who is unable to attend the meeting.

### **2. Minutes of the meeting held on (Pages 3 - 6)**

To consider the minutes of the previous meeting of the Staffing Committee held on 16 February 2022 and approve them as a true and correct record of the proceedings.

### **3. Declarations of Interest**

To receive declarations of interest from Members in respect of items listed on the agenda.

### **4. Exclusion of the Press and Public**

To consider whether the press and public should be excluded from the meeting during consideration of any part of the agenda.

### **5. Recruitment to the post of Assistant Director Housing (Pages 7 - 10)**

#### **Recommendations:**

The Staffing Committee are asked to approve a market supplement of up to £7500 for the post of Assistant Director of Housing in addition to the Assistant Director salary of £91,558.

## **6. Urgent Business**

To determine any item which the Chair is of the opinion should be considered as a matter of urgency.

**STAFFING COMMITTEE**  
**Wednesday 16 February 2022**

Present:- Councillor Alam (in the Chair); Councillors Allen and T. Collingham.

An apology for absence was received from Councillor Read.

**9. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**10. EXCLUSION OF THE PRESS AND PUBLIC**

The Chair advised that there were no items of business on the agenda that would require the exclusion of the press and public from the meeting.

**11. PAY POLICY STATEMENT 2022-23**

Consideration was given to the report of the Assistant Chief Executive requesting that the Staffing Committee comment on the Council's Pay Policy Statement for 2022-23 in advance of it being submitted to Council for approval.

It was noted that the Localism Act 2011, Chapter 8 Pay Accountability, made it a legal requirement for local authorities to produce and publish a Pay Policy Statement each year that detailed the remuneration of its Chief Officers by 31st March each year.

The Pay Policy Statement for 2022-23 was attached as an appendix to the officer's report.

The Assistant Director,– Human Resources and Organisational Development, advised that due to a delay in the agreement of the 2021/22 Local Government pay deal that the specific salary amounts, as detailed in the Policy would need to be updated once the pay deal had been agreed.

**Resolved: -**

- 1) That the Pay Policy Statement for 2022-23, as attached at Appendix 1 of the officer's report be noted and recommended to Council for approval.
- 2) That authority be delegated to the Assistant Director, Human Resources and Organisational Development, to update the specific salary amounts detailed in the Pay Policy Statement once the Local Government pay deal has been agreed.
- 3) That the Pay Policy Statement, once updated be circulated to the

members of the Staffing Committee.

## 12. GENDER PAY GAP 2020-21

Consideration was given to the report of the Assistant Chief Executive that met the Council's obligations under the Gender Pay Reporting Legislation that had been introduced in 2017 requiring employers with 250 or more employees to publish annually statutory calculations showing how large the pay gap was between their male and female employees. It was noted that a positive pay gap indicated that men were paid more than women and a negative pay gap indicated that women were paid more than men.

The full Gender Pay Gap report for 2020-21 was attached as an appendix to the officer's report. The report stated that over recent years Council had seen significant reductions in its Gender Pay Gap, but that over the last year that it had remained broadly unchanged being 9.2% for 2020/21 compared to 9.1% during 2019/20.

The report highlighted key issues from the report for the Committee's consideration including:

- The median gender pay gap for the Council at the end of March 2021 had remained unchanged from the previous year, remaining at 11.2%.
- The Council's pay gap showed that overall men were still paid more than women, however, the figures compared favourably with the average UK gap of 15.4%
- In Black and Minority Ethnic (BAME) employees the Council had a negative 14.9% median pay gap and negative 0.8% mean pay gap. For disabled employees there was a negative 10.8% median and a negative 3.4% mean. The negative pay gap indicated that both BAME and disabled employees were paid more than non-BAME/disabled employees.

It was noted that as no other Council in the region had published data for 2021, benchmarking was only available for 2020. It was noted that it was difficult to make like for like comparisons with neighbouring authorities, as each had outsourced different services, some of which could have a significant impact where they included jobs traditionally undertaken by lower paid women.

### **Resolved: -**

That the Gender Pay Gap report for 2021, as attached at Appendix 1 of the officer's report be noted and approved for publication.

### 13. VALUING VOLUNTEERS

Consideration was given to the report of the Assistant Chief Executive that proposed replacing the current Use of Volunteers' Policy with a new Valuing Volunteers Policy and supporting guidance.

The report stated that the Council currently had a Use of Volunteers Policy, last updated in September 2016, that was used to support the management of the 550 volunteers that were currently managed across a range of Council services.

The report noted that during the Rotherham Heroes evaluation, it had been observed that the Policy had very little visibility across Council services and of those services that recruited and managed volunteers tended to operate their own systems and practices.

The report stated that the proposed Valuing Volunteers Policy that was being proposed to replace the Use of Volunteers Policy had been produced by the Council's Volunteer Co-ordinators and HR officers in consultation with a range of services that currently recruited and managed volunteers and drew upon examples of good practice from the public and voluntary sector. The report stated that the proposed Valuing Volunteers Policy would ensure consistency and that standardised processes would be followed by each service area across the Council, regardless of volunteer role.

It was noted that the proposed Valuing Volunteers Policy included information and guidance on:

- Approval process for Volunteers – including the need to consult with Trades Unions and employees in the area concerned
- Equality & Diversity
- Recruitment Process
- Role of the Volunteer Supervisor
- Inductions, training and support
- Training, support and guidance on claiming expenses
- Conduct and Behaviour
- Insurance and Health and Safety guidance
- Records and Confidentiality
- Problems and Complaints
- Review and Monitoring practices and procedures

The full proposed Valuing Volunteers Policy was attached as an appendix to the officer's report.

The Chair noted that the Policy should be widely advertised and promoted in an accessible way in order to encourage potential volunteers to come forwards.

**Resolved:** - That the Valuing Volunteers Policy be supported and introduced across the Council to replace existing Use of Volunteers Policy.

**14. URGENT BUSINESS**

The Chair reported that there were no urgent items of business requiring the Committee's consideration.

**Committee Name and Date of Committee Meeting**

Staffing Committee – 19 July 2022

**Report Title**

Recruitment to the post of Assistant Director Housing

**Is this a Key Decision and has it been included on the Forward Plan?**

No

**Strategic Director Approving Submission of the Report**

Ian Spicer, Strategic Director of Adult Care, Housing and Public Health

**Report Author(s)**

Claire Cox, Human Resources Business Partner

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**Ward(s) Affected**

None

**Report Summary**

This Report asks the Committee for approval of a market supplement to the Assistant Director of Housing following challenges in the previous recruitment activity.

**Recommendations**

Staffing Committee are asked to:

1. Approve a market supplement of up to £7500 for the post of Assistant Director of Housing in addition to the Assistant Director salary of £91,558

**List of Appendices Included**

None

**Background Papers**

Localism Act 2011 Hutton Review of Fair Pay in the Public Sector

Local Government Transparency Code 2015

Pay Policy Statement

Officer Employment Procedure Rules

**Consideration by any other Council Committee, Scrutiny or Advisory Panel**

No

**Council Approval Required**

Yes

**Exempt from the Press and Public**

No

## **Assistant Director Housing Recruitment**

### **1. Background**

1.1 The Assistant Director Housing is responsible for delivering the Rotherham 30-year housing strategy which sets out the long-term vision for housing in the borough and achieving the corporate plan objective “People can access affordable, decent housing”.

The Vision:

- People living in high quality homes
- Rotherham Council being the best housing provider in the country
- Reducing the gap between the most and least deprived neighbourhoods, so that everyone can live in safe, healthy and vibrant communities
- Households living in energy efficient homes
- A revitalised town centre with a new urban community

### **2. Key Issues**

2.1 The post has been advertised on two occasions, in June 2021 and September 2021, without attracting appointable candidates.

2.2 The Local Government Chronicle and Local Government Association have highlighted that a significant proportion of councils are experiencing severe challenges in recruiting and retaining essential staff in senior roles, with the level of pay being a major factor.

2.3 Although benchmarking of salaries has shown the Council’s Assistant Director posts to be competitive, the scale of the role and ambitions for the Council’s housing strategy mean that the role is broader in scale than many other local authorities. The role includes the management of the Council’s Housing (circa 20,000 homes), the ambitious growth in Council Housing, the development and delivery of the Housing Strategy for the borough across all tenures and the associated strategic partnerships both within Rotherham and across South Yorkshire.

2.4 The addition of a flexible market supplement will aid the Council in attracting high quality candidates in an increasingly competitive market.

### **3. Options considered and recommended proposal**

3.1 Although the post has been covered on a temporary basis, following two unsuccessful recruitment processes, the service requires the post to be filled on a permanent basis in order to deliver on its priorities as set out in the Council Plan.

3.2 The recommendation is for Staffing Committee to approve a market supplement of up to £7500, in addition to the Assistant Director salary of £91,588.

**4. Consultation on proposal**

4.1 Consultation has taken place with the Leader, relevant Cabinet Member and Chief Executive of the Council and the Monitoring Officer.

**5. Timetable and Accountability for Implementing this Decision**

5.1 If approved, it is expected that the post be advertised for an extended period from July and throughout August to maximise interest in the role. Final selection, consisting of assessment centre and Senior Officer Appointment Panel, will take place in September (dates to be confirmed).

**6. Financial and Procurement Advice and Implications**

6.1 There are no direct procurement implications associated with the recommendations included within this report.

6.2 The cost of this post is included within the Council's Budget and is split funded between the HRA (90%) and General Fund (10%). The budget is based on a salary of £91,558, therefore if the proposal is approved it potentially adds up to an additional £7500 cost to the service (if the successful applicant is recruited at the top of the proposed pay range). However, given the critical nature of the post, the cost can be accommodated within the existing overall service budget.

**7. Legal Advice and Implications**

7.1 The report complies with the legislative requirements and is in line with the Council's Pay Policy Statement.

**8. Human Resources Advice and Implications**

8.1 An appropriately rewarded workforce motivates employees and meets standards of fairness and equality required by employment legislation.

**9. Implications for Children and Young People and Vulnerable Adults**

9.1 The appointment of a suitably qualified and experienced candidate supports the Council's key priority that People are Safe, Healthy and Live Well

**10. Equalities and Human Rights Advice and Implications**

10.1 In making any decision the Council is required to have due regard to its equalities duties and in particular with respect to the Equality Act 2010, section 149, part 11 of the public sector duty:

- a) eliminate discrimination, harassment, victimisation and eliminate any other conduct that is prohibited by or under the Act,
- b) advance equality of opportunity between persons who are a protected characteristics and persons who do not share it and to

- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

10.2 The recommendation before the Council will not have any adverse impact on anyone with one or more protected characteristics, namely age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

## **11. Implications for CO<sub>2</sub> Emissions and Climate Change**

11.1 There are no implications for CO<sub>2</sub> Emissions and Climate Change

## **12. Implications for Partners**

12.1 There are no implications for partners

## **13. Risks and Mitigation**

13.1 There is a risk that the Council will be unable to deliver the Housing Strategy for the Borough.

### **Accountable Officer(s)**

Name, Job Title Ian Spicer Strategic Director ACHPH

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This report is published on the Council's [website](#).*