



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE POLICY AND GOVERNANCE COMMITTEE HELD AT MOSSLEY MILL ON WEDNESDAY 15 JUNE 2022 AT 6.30 PM**

**In the Chair:** Alderman M Girvan

**Members Present:** Councillors – H Cushinan, S Flanagan, R Foster, M Goodman, B Mallon, A McAuley, T McGrann, N Ramsay and R Wilson

**Non Committee Members:** Councillor A Bennington

**Officers Present:** Deputy Chief Executive of Finance & Governance – S Cole  
Director of Organisation Development – D Rogers  
Deputy Director of Performance and Governance (Interim) – L Johnston  
Head of Communications and Customer Service – N McCullough  
Head of Human Resources – J Close  
ICT Helpdesk Officer – C Bell  
Member Services Officer – A Duffy

**CHAIRPERSON'S REMARKS**

The Chairperson welcomed everyone to the June Meeting of the Policy and Governance Committee, and reminded all present of recording requirements.

Although the COVID restrictions had been relaxed, to manage numbers and minimise risk, members of the public and press could continue to access those parts of the Council meetings which they are entitled to attend through the livestream on the Council's website.

**1. APOLOGIES**

Councillors – Magill, Robinson and Webb

**2. DECLARATIONS OF INTEREST**

None

### 3. ITEM FOR DECISION

#### 3.1 FI/FIN/015 NORTHERN IRELAND LOCAL GOVERNMENT OFFICERS' SUPERANNUATION COMMITTEE FUNDING STRATEGY STATEMENT

Members were advised that a draft 'Funding Strategy Statement (FSS)' had been received (circulated) from Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) for consideration by Council.

The funding strategy was updated every three years in parallel with the triennial valuation of the pension scheme.

Preparation and publication of the FSS was a statutory requirement; its purpose was to document the framework through which NILGOSC would ensure that contributions were sufficient to meet pension obligations both now and in the future.

Updates from the previous September 2019 statement include:

- Amendments arising from legislative updates
- Narrative amendments to provide clarity on more technical aspects
- Amendments to reflect changes to the statement of investment principles

All updates had been minor in nature. A draft response had been circulated for consideration.

Proposed by Councillor Wilson  
Seconded by Councillor Foster and agreed that

**the draft response be approved.**

*ACTION BY: John Balmer, Deputy Director of Finance*

#### 3.2 PT/CI/035 CORPORATE PLANNING WORKSHOP 2022

Members were reminded that an annual Corporate Planning Workshop was held to review strategic performance.

It was proposed that that the following options were considered for the 2022 Workshop.

- a) That the Corporate Planning Workshop was held on Friday 4<sup>th</sup> November 2022 between 9.15am and 4pm or Friday 2<sup>nd</sup> December 2022 between 9.15am and 4pm;
- b) That the Corporate Planning Workshop was held over two half days on Friday 4<sup>th</sup> November 2022 and Friday 2<sup>nd</sup> December 2022 between 9.15am and 12.30pm.

Proposed by Councillor Foster

Seconded by Councillor McAuley and agreed that

**the Corporate Planning Workshop be held over two half days on Friday 4<sup>th</sup> November 2022 and Friday 2<sup>nd</sup> December 2022 between 9.15am and 12.30pm.**

*ACTION BY: Denise Lynn, PA to Deputy Chief Executive of Finance and Governance*

#### **4 ITEMS FOR INFORMATION**

##### **4.1 G/MSMO/41 MEMBERS' ATTENDANCE AT MEETINGS**

Members were advised that during the previous term of Council, it was agreed that attendance records for each of the Council and Committee meetings be summarised on a six monthly basis and published on the Council's website.

A summary sheet had been prepared showing the total attendance for the period December 2021 to May 2022 and, was circulated for Members' information prior to publication on the Council's website.

Proposed by Councillor Wilson  
Seconded by Councillor Foster and agreed that

**the summary sheet recording Members' attendance for each of the Council meetings; and Committee Member attendance for each of the Committee meetings for the period from December 2021 to May 2022 be noted.**

*ACTION BY: Member Services*

##### **4.2 FI/FIN/4 BUDGET REPORT – APRIL 2022 – Period 01**

A budget report for April 2022 – Period 01 was circulated for Members' information.

The Council's financial position at the end of April 2022 shows a favourable variance of £306k.

Proposed by Councillor Wilson  
Seconded by Councillor Foster and agreed that

**the report be noted.**

*NO ACTION*

##### **4.3 G/MSMO/27 ELECTED MEMBER DEVELOPMENT WORKING GROUP MINUTES**

Members were advised that a meeting of the Member Development Working Group took place on Monday 9 May 2022 and a copy of the minutes were circulated for Members' information.

Proposed by Councillor Wilson  
Seconded by Councillor Foster and agreed that

**the report be noted.**

*NO ACTION*

#### **4.4 HR/HR/019 AGENCY STAFF UPDATE**

Members were reminded that agency staff are used across the Council to provide temporary cover for absence such as:

- Maternity leave
- Secondments
- Sickness absence
- Vacant posts

The use of agency staff was subject to a rigorous approval process, which requires the approval of the Corporate Leadership Team and there was budgetary provision for the majority of posts filled via departmental salary budgets, salary contingency and grant funding.

##### **Current Agency staff**

The table appended provides an update for Members on the use of agency staff as at April 2022 compared to April 2019 (pre covid-19). It excludes limited ad-hoc agency cover, which was necessary to provide operational cover, at short notice (circulated at appendix 1). Given the exceptional nature of 2020/21; 2019/20 agency figures had been used for comparison.

In reviewing the number of agency workers it should be noted that:

- the number of agency workers had reduced from 67 in April 2019 to 53 in April 2022
- there were less agency workers covering sickness absence and vacancies on structures
- agency workers were used more to provide ad-hoc cover

##### **Cost of Agency**

Circulated at appendix 2 was the expenditure on agency workers in April 2022.

The cost of agency staff had increased for the period of 1 April 2022 to 30 April 2022 at 7% of all staffing costs compared to 4.94% for the same period in 2019/2020 (pre covid).

The increased costs were impacted by:

- the 1.75% NJC pay increase that was also applicable to agency workers

- increase in National Insurance of 1.25% from 6 April 2022

### **In 2022/2023**

While there were currently 21 Seasonal Grounds Maintenance workers in place the agency was working to provide further agency cover.

As the Summer Schemes were resuming in July and August 2022 one agency had been engaged to recruit 50 Summer Scheme Leader roles to support these schemes.

It continues to be challenging to fill roles through the agencies due to the current labour market and we were directly recruiting and filling a number of operational vacancies that were currently covered by agency workers.

We would anticipate that going forward we would use agency workers for more ad hoc, seasonal, temporary cover.

Proposed by Councillor Wilson

Seconded by Councillor Foster and agreed that

**the report be noted.**

*NO ACTION*

## **4.5 HR/GEN/019 MANAGING ATTENDANCE**

The purpose of this report was to update Members on the management of attendance from April 2022 – May 2022 (summary circulated).

### **ABSENCE – APRIL 2021 TO MAY 2022**

Members were advised that sickness absence at the end of May 2022 was 2.4 average days per employee against a target of 2.06 days.

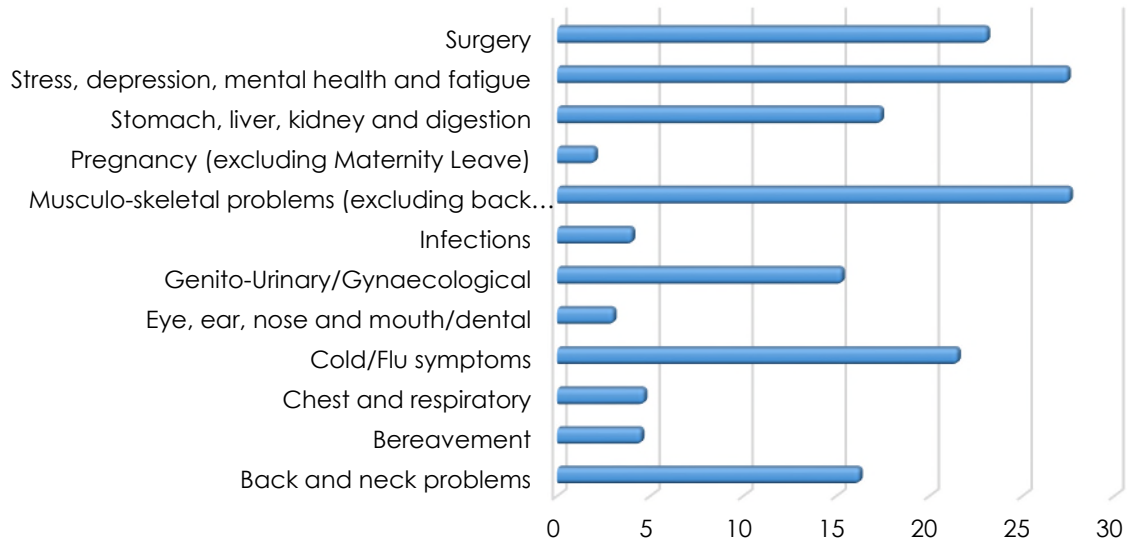
There had been a small increase in 100% attendance with 89% of staff achieving this compared to 87% for the same period in 2021/22.

The prevalence and impact of long covid continues as a significant concern and would likely continue to impact absence levels in the year ahead. In this reporting period, covid related absences outside of the 10 day isolation period accounted for 49 days.

### **Short term absence**

Short term absence cases accounted for 10% (27 cases) of overall absence, with the main reasons being stress & mental health, injury and colds & flu, as detailed in the below chart:

## Reasons for Short term absence (days)

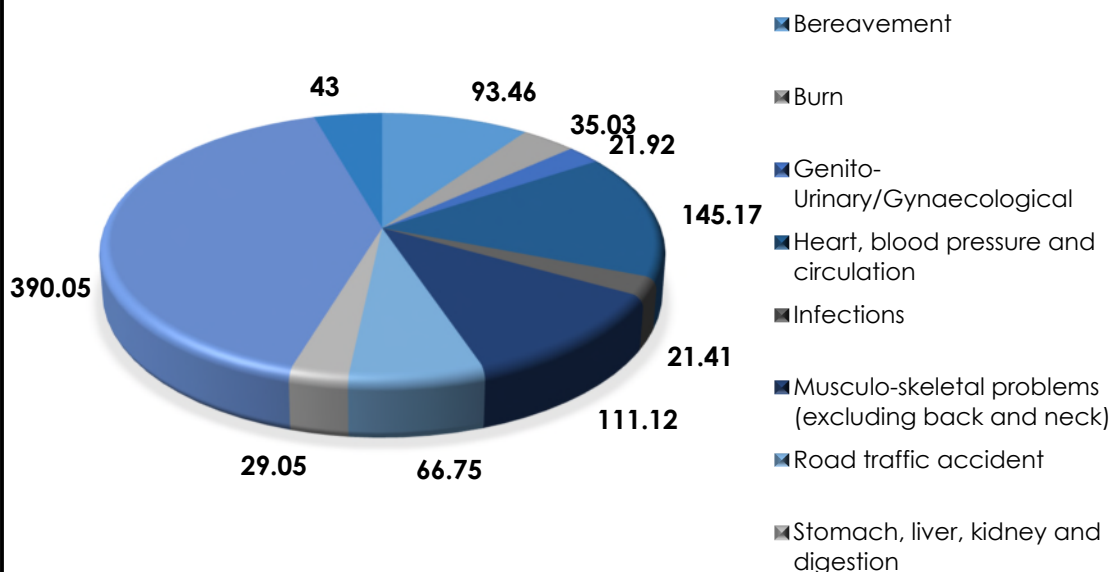


## Long term absence

Long term absence cases (in excess of 20 days) accounted for 90% (29 cases) of overall absence. It should be noted that 5 long term absence cases had returned during this reporting period.

The reasons for long term absence largely remain the same and were detailed in the chart below:

## REASONS FOR LONG TERM ABSENCE (DAYS)



Although the long term absence figure had increased since 2021/22, several mitigating factors should be noted and were explained below.

### **Key considerations for days lost to long term cases:**

1. Disability - Approximately 22% of long term absence was recorded as disability related and in these instances management had a legal obligation to consider making reasonable adjustments. These cases could be complex and regularly require legal advice and guidance to progress to any potential dismissal.
2. 'No pay' periods - A number of long term absence cases resulted in employees exhausting their sick pay entitlement and although no additional cost were incurred by the Council during the 'no pay' periods – these days lost were still included in the absence figures.

If days lost to employees who were not in receipt of sick pay were not included in the absence figures, the average days lost per employee at the end of May 2022 would have been 2.06 days (on target).

### **Current situation**

Currently, there were 23 long term absence cases and of these 8 cases were now planned for Formal Case Review.

### **Wellbeing focus**

The Council remains focused on encouraging health and wellbeing in the workplace, and would continue to offer and implement the following initiatives:

- Promotion of an Employee Assistance Programme through Inspire offering 24/7 confidential support
- Health checks
- Breast Screening through Action Cancer
- Occupational Health Referrals and Physio Treatments
- Cycle to work scheme
- Flu vaccination programme
- Mental Health briefings and online courses for employees and managers
- Facilitating access to Council Leisure Facilities through the staff membership scheme
- Covid 19 advice, guidance, the HR Team providing a 24/7 HR Support line to help employees with Covid queries

### **Targeted actions**

1. The Head of HR and HR Manager would hold bi-monthly meetings with relevant Deputy Chief Executives, Deputy Directors/Heads of Service to schedule formal case reviews where appropriate and to agree next steps for any further complex cases

2. Information to be provided to Heads of Service on an in-depth analysis of sickness absence patterns and trends
3. HR Officers to work directly with their service area managers on absence cases, agreeing action plans to address the cases effectively
4. Training for managers to be delivered on how to effectively manage their absence caseloads, how to have difficult conversations and absence management toolkits developed to help managers
5. Wellness meetings held in person or virtually if required with absent employees for regular contact
6. Identifying suitable return to work options e.g. alternative duties across the organisation
7. Timely referrals to Occupational Health and use of Physio provision where appropriate, including reviewing the effectiveness of these services
8. For employees who have triggered the absence threshold, Managers and HR would ensure absence review meetings were carried out in a timely manner
9. Ongoing promotion of the wellbeing resource tool, 'STAYWELL across the organisation in addition to the ongoing support services from Inspire and the courses available through Northern Trust Recovery College

Proposed by Councillor Wilson

Seconded by Councillor Foster and agreed that

**the report be noted.**

*NO ACTION*

#### **4.6 CCS/EDP/7 QUARTERLY SCREENING REPORT AND RURAL SCREENING**

Members were advised that in line with the Council's Equality Scheme it was agreed to provide quarterly updates on the screening of policies under Section 75. Within the Scheme, the Council gave a commitment to apply screening methodology to all new and revised policies. Where necessary and appropriate, these new policies would be subject to further equality impact assessment.

##### **SECTION 75 AND RURAL SCREENINGS**

The policies noted below had been screened between April and May 2022, with screening reports circulated.

<b>POLICY</b>	<b>SCREENING DECISION</b>
Dual language Street Sign Policy	1
Clotworthy Coffee Shop Refurbishment	1
Community Planning Capital Grants	1

- (1) Screened with no mitigation
- (2) Screened with mitigation
- (3) Screened and EQIA required



## **CONSULTATIONS AND SURVEYS**

The consultations and surveys noted below cover January to date and status by way of update.

<b>CONSULTATION / SURVEY TITLE</b>	<b>STATUS CLOSED</b>
Age Friendly Programme	Closed 31 May 2022
Balmoral Show 2022 - Business and Traders Survey	Closed 30 May 2022
Garden Show Ireland 2022	Closed 30 May 2022
Corporate Recovery and Improvement Plan 2022-23	Closed 30 May 2022
Borough Life – Our Beautiful Borough	Closed 2 May 2022
	<b>STATUS OPEN</b>
Balmoral Show 2022	Closes 8 June 2022

Members were reminded that a separate consultation and survey update would be brought in due course to inform of feedback received.

Proposed by Councillor Wilson  
Seconded by Councillor Foster and agreed that

**the quarterly screening report, consultations and surveys be noted.**

NO ACTION

### **4.7 CCS/CS/006 COMMUNICATIONS & CUSTOMERS CHANNEL REPORT**

Members were reminded that the proposed Corporate Recovery & Improvement Plan 2022-23 sets out the following Performance Improvement Target 'We will achieve high levels of customer satisfaction'.

In May, Members were advised that a monthly update report would be presented to the Policy & Governance Committee to review the actions that would be used to measure progress towards this target.

<b>1.</b>	<b>2022-22 Performance Improvement Indicator</b>	<b>2021-22</b>	<b>Target 2022-23</b>
	We achieve at least 80% satisfaction with overall Council services.	87.5%	80%

A digital services survey in the July issue of Borough Life will ask residents about their rating of overall Council services.

In 2021-22 residents were surveyed in four issues of Borough Life, and online via the Councils consultation hub, with 682 people providing a satisfaction rating of 87.5% with overall Council services.

2.	2022-22 Performance Improvement Indicator	2021-22	Target 2022-23	April	May	April & May
	The percentage of abandoned calls will be 6.5% (or less).	6.1%	6.5%	5.5%	4.5%	5%

A total of **16,203** calls were presented in May 2022, compared to **15,349** in April 2022.

The average percentage of abandoned calls improved from **5.5%** in April 2022 to **4.5%** in May 2022.

3.	Indicator	2021-22	Target 2022-23	April	May	April & May
	We have achieved at least 600,000 online transactions.	652,593	600,000	67,844	60,947	128,792

Online transactions continue to be reviewed, with additional areas for self-service transactions being explored. The number of online transactions was based on the following:

- Caravan bookings (online)
- Theatre bookings (online)
- Leisure bookings (online)
- Dog licensing applications (online)
- Bulky waste bookings

4.	Indicator	2021-22	Target 2022-23	April	May	April & May
	There are at least 3,743 downloads of the Residents App.	14,481 (total 29,938)	3,743	980	1,365	2,345

During 2021-22, the App was updated to enable residents to book, and manage, their leisure activities, which prompted a strong growth in downloads. Additional functionality continues to be explored, and promotion of the benefit and use of the App was ongoing.

The performance of the Corporate Recovery & Improvement Policy 2022-23 Would be reported on a quarterly basis to the Policy & Governance and Audit Risk Committees, and within the Annual Report on Performance 2022-23 (Self-Assessment), which would be reviewed by Council and published on the Councils website by 30 September 2023.

Proposed by Councillor Wilson  
Seconded by Councillor Foster and agreed that

**the report be noted.**

*NO ACTION*

#### **4.8 G/MSMO/2 CHANGES IN GROUP LEADER AND NOMINATING OFFICER BY THE DEMOCRATIC UNIONIST PARTY and ALLIANCE PARTY**

The Chief Executive had been notified of changes in nominations by the Democratic Unionist Party and Alliance Party for Antrim and Newtownabbey Borough Council as follows:

##### **Democratic Unionist Party**

- Following the Election of Phillip Brett as MLA, the Electoral Office had confirmed that Paula Bradley had been returned to fill the vacancy for the Glengormley Urban DEA from 1 June 2022.
- From the 26 May, Councillor Magill would be the Democratic Unionist Party Group Leader and Nominating Officer.

##### **Alliance Party**

- From the 2 June, Councillor Webb would be reinstated as the Alliance Party Group Leader and Nominating Officer.

Proposed by Councillor Wilson

Seconded by Councillor Foster and agreed that

**the report be noted.**

*NO ACTION*

#### **4.9 PT/CI/046 CORPORATE RECOVERY AND IMPROVEMENT PLAN 2022-23 - CONSULTATION**

Members were reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 puts in place a framework to support the continuous improvement of Council services, in the context of strategic objectives and issues.

Section 85 of the Act requires a Council, for each financial year, to set itself improvement objectives for improving the exercise of its functions and to have in place arrangements to achieve those objectives. These objectives must be framed so that each improvement objective brings about improvement in at least one of the specified aspects of improvement as defined in Section 86: Strategic Effectiveness; Service Quality; Service Availability; Fairness; Sustainability; Efficiency; Innovation.

In February 2022, Council approved the Corporate Recovery and Improvement Plan 2022-23, subject to consultation. On 7 March 2022 a twelve-week public consultation commenced, to derive feedback from Residents and Stakeholders; Local Businesses; Statutory and Community

Planning partners; and other bodies with which collaborative working was taking place or was being planned.

An online questionnaire on the Council's corporate website / consultation hub enabled the Council to seek opinions on the key priorities identified within the draft Plan. The consultation was publicised on Council social media, alongside an article in the Borough Life magazine, with nearly 70,000 copies distributed within the Borough. In addition, Officers emailed a copy of the Plan to all their key stakeholders and Section 75 consultees for their comment and feedback.

The public consultation closed on 30 May 2022 and 36 responses were received (35 questionnaires completed and 1 independent response received). The responses provided reassurance of the appropriateness of the recovery commitments and principles identified and no changes to the plan are deemed necessary. A summary of the consultation results was circulated for Members' information and a copy of the full consultation response was available upon request.

All respondents received an acknowledgement, and their comments were passed on to officers as appropriate. While no changes are deemed necessary to the plan itself, the comments and feedback received would be considered for incorporation into implementation plans derived out of the final Corporate Recovery and Improvement Plan 2022-23.

A final draft plan would be brought to the June Council meeting for approval.

Proposed by Councillor Wilson

Seconded by Councillor Foster and agreed that

**the report be noted**

*NO ACTION*

#### **4.10 TT/CI/047 PERFORMANCE IMPROVEMENT STATUTORY INDICATOR FOR THE DEPARTMENT FOR THE ECONOMY**

Correspondence had been received (circulated) from the Department of the Communities in relation to the Performance Improvement Statutory Indicator for the Department for the Economy.

The Department for the Economy had requested that the Department for Communities (DfC) amend the standards set out in the Local Government (Performance Indicators and Standards) Orders (NI) 2015 to align with the programme targets in operation for the Go for it business start-up programme for 2021 to 2023.

A consultation on the amendment to 2015 Order was carried out by DfC from the period 21<sup>st</sup> December 2021 – 28 February 2022.

Following a Joint meeting with DfE and the NI Audit Office (NIAO) it had been agreed that councils reference both the statutory targets and the Go for It programme targets in both the performance improvement plan and annual

performance improvement assessment report (which details performance for 2021-22).

Proposed by Councillor Wilson  
Seconded by Councillor Foster and agreed that

**the report be noted.**

*NO ACTION*

#### **4.11 CCS/REG/022 CHILD FUNERAL FUND FOR NORTHERN IRELAND**

Correspondence had been received from the Department for Communities relating to the establishment of a Child Funeral Fund for Northern Ireland. The correspondence circulated confirms that The Social Fund (Child Funeral Fund) Regulations (Northern Ireland) 2022 had now been laid in the NI Assembly and these regulations were made on 25 March 2022 and would become operational on 1 June 2022.

Members were reminded that in May 2018 this Council agreed not to charge for the cost of burial or cremation for residents up to the age of 18 years and all costs related to those services were waived.

Proposed by Councillor Wilson  
Seconded by Councillor Foster and agreed that

**the report be noted.**

*NO ACTION*

#### **4.12 CCS/CS/005 FRAMEWORK AND TIMEFRAME FOR THE DEVELOPMENT OF A MODEL COMPLAINTS HANDLING PROCEDURE (MCHP) FOR THE LOCAL GOVERNMENT SECTOR**

Members were advised that correspondence circulated had been received from the Northern Ireland Public Services Ombudsman regarding the establishment of strategic and operational networks to commence work within the local government sector, as part of the development of a Model Complaints Handling Procedure to streamline processes.

The operational network had been established, with a Council officer nominated and had attended the first meeting of the group on 8 June 2022. The first aspect was a detailed scoping stage, conducted by NIPSO's Complaints Standards Team in collaboration with the operational network members. The purpose of the detailed scoping exercise was to assist the Complaints Standards team to learn and understand current complaints handling/management practices and processes used within the local government sector.

The Council approved an updated Complaints Procedure in 2021/22 to align our processes in advance of the anticipated development of the Model Complaints Handling Procedure.

Further details of the proposed framework and timeframe would be reported to the Policy & Governance Committee in due course.

Proposed by Councillor Wilson  
Seconded by Councillor Foster and agreed that

**the report be noted.**

NO ACTION

#### **4.13 G/MSMO/107 APPOINTMENT OF INDEPENDENT MEMBERS TO THE NORTHERN IRELAND POLICING BOARD – CORRESPONDENCE FROM THE MINISTER OF JUSTICE**

Correspondence had been received from the Minister of Justice advising that the current terms of appointment of three members of the Northern Ireland Policing Board would expire in November 2022 and a further three in March 2023, and of her intention to launch a public appointment competition in the near future.

The correspondence requests that any views of queries regarding the process be emailed to [Fiona.scullion@justice-ni.gov.uk](mailto:Fiona.scullion@justice-ni.gov.uk) and also requests responses by 24 June 2022.

A copy of the correspondence was circulated for Members' information.

Proposed by Councillor Wilson  
Seconded by Councillor Foster and agreed that

**the report be noted.**

NO ACTION

*The Chairperson advised that the undernoted supplementary report would be taken at this point of the meeting.*

#### **4.14 G/MSMO/2 CHANGES IN ALDERMAN STATUS BY THE DUP**

Following the Election of Phillip Brett as MLA and the subsequent Alderman vacancy for the DUP, the Nominating Officer for the party had advised that Councillor Stephen Ross would be the new Alderman.

Proposed by Councillor Flanagan  
Seconded by Councillor Mallon and agreed that

**the report be noted.**

NO ACTION

## 6. ANY OTHER BUSINESS

There was no Any Other Business.

### **PROPOSAL TO PROCEED 'IN CONFIDENCE'**

Proposed by Councillor Ramsay  
Seconded by Councillor Mallon and agreed

**that the following Committee business be taken In Confidence and the livestream and audio recording would cease at this point.**

## 5 ITEMS IN CONFIDENCE

### 5.1 **IN CONFIDENCE** FI/PRO/GEN/044 **PROCUREMENT TENDER REPORTS AND AWARD OF CONTRACTS**

Members were reminded that Council agreed in June 2021 that the Council Scheme of Delegation be used for the award of contracts and Members be updated retrospectively.

This process allows service and project delivery to be expedited more efficiently and facilitates timely delivery of actions against the Council's Recovery plan.

A list of contracts approved by the Corporate Leadership Team and awarded in May 2022 was circulated.

Proposed by Councillor Ramsay  
Seconded by Councillor Foster and agreed that

**the report be noted.**

*NO ACTION*

### 5.2 **IN CONFIDENCE** HR/LD/014 **CHIEF EXECUTIVE'S PERFORMANCE APPRAISAL**

Members were reminded that it was agreed that the Group Leaders Forum would conduct the Performance Appraisal of the Chief Executive and that any concerns or issues would be reported to Council.

Objectives for 2022/23 were considered and the Chief Executive's End of Year Performance Appraisal was completed on 26 May 2022.

Proposed by Councillor Mallon  
Seconded by Councillor McAuley and agreed that

**the report be noted.**

*NO ACTION*

### 5.3 **IN CONFIDENCE** VOLUNTARY SEVERANCE AND VOLUNTARY REDUNDANCY

Members were reminded that as part of a staffing review in July 2020, a Redundancy Procedure was approved in consultation with Trade Union to specifically respond to the anticipated economic crisis due to the impact of Covid 19.

Throughout the staffing review, a reduction in headcount was achieved through voluntary severance applications and there were no compulsory redundancies.

During this time of recovery, the Council remains committed to operating a policy of no compulsory redundancies. However, it is essential that the Council retains a competent and balanced workforce appropriate to future business needs.

Therefore, it was proposed that consideration be given to approving a revised Voluntary Severance and Voluntary Redundancy Procedure and Pay Tapering Policy until June 2023, subject to consultation with Trade Unions (circulated).

The Pension Discretion policy was being updated to reflect recent changes to the NILGOSC recommendations. A copy would be provided to Members in due course.

This Voluntary Severance and Voluntary Redundancy procedure would provide a method to facilitate the departure of staff, by agreement, through voluntary severance and voluntary redundancy options where a proposed review or restructuring of services may result in a material change in terms and conditions of employment or working practices should the need arise.

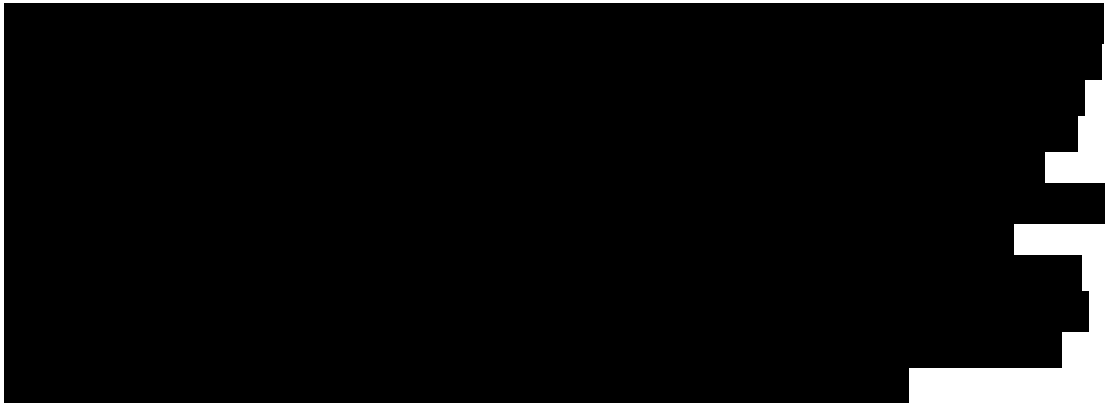
It was proposed this procedure would apply to all employees of the Council except NICS Planning staff who transferred to the Council on 1 April 2015 and remain under NICS terms and conditions, their legacy policy version 2.01 in the NICS HR Handbook would apply.

This procedure was only intended to apply to (a) any potential voluntary severance on the grounds of business efficiency or (b) any potential voluntary redundancy situation (where the definition of redundancy was met) that may arise from service reviews/restructuring exercises until June 2023 and would be reviewed and subject to further consultation prior to application in any future exercise.

Within a service review/restructuring situation, efficiency savings and/or operational improvements must be clearly identified within a business case for Voluntary Severance or Voluntary Redundancy. Generally, any proposal would be expected to delete the employee's or related post, however, it was recognised that where more than one employee was involved, this may require a team to be redesigned or a restructure of the service were or working practices. As a consequence, any new job role offered may amount to a material change for affected employees to which they were unable to



undertake or agree and in such circumstances consideration would be given to Voluntary Severance or Voluntary Redundancy and for the post to be filled to ensure business efficiencies.



It was proposed that the Enhanced Termination Payment remains at the current multiplier of 1.7 to the calculated Statutory Redundancy Payment (based on contractual weeks' pay), subject to consultation with Trade Unions.

Proposed by Councillor Wilson

Seconded by Councillor Goodman that approval be given to the revised Voluntary Severance and Voluntary Redundancy Procedure and Pay Tapering Policy, to be implemented until June 2023, subject to the multiplier being increased to 3 and that the Pay Tapering Policy be replaced by a two year Pay Protection Policy.

On the proposal being put to the meeting, and a recorded vote being requested by Councillor Wilson, Members voted as follows:

<b>In favour of the Motion viz 4</b>	<b>Against the Motion viz 6</b>	<b>Abstention viz 0</b>
Councillors – Cushman, Goodman, Taylor and Wilson	Alderman Girvan Councillors – Flanagan, Foster, McAuley, Mallon and Ramsay	None

Proposed by Councillor Foster

Seconded by Councillor Flanagan and agreed that

**approval be given to the revised Voluntary Severance and Voluntary Redundancy Procedure and Pay Tapering Policy, to be implemented until June 2023, subject to consultation with Trade Unions.**

Councillors Wilson and Goodmans' objection was noted.

*ACTION BY: Jennifer Close, Head of Human Resources*

**PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'**

Proposed by Councillor Ramsay  
Seconded by councillor Mallon and agreed

**that the remainder of Committee business be taken in Open Session.**

The Chairperson advised that audio-recording would recommence at this point.

There being no further Committee business, the Chairperson thanked everyone for their attendance and the meeting concluded at 6.57 pm.

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**MAYOR**

***Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 2018, the General Data Protection Regulation, and legal advice.***