

## **EMPLOYMENT AND PERSONNEL COMMITTEE**

Minutes of a meeting of the Employment and Personnel Committee of the Bolsover District Council held in Committee Room 1, The Arc, Clowne, on Wednesday, 28 June 2023 at 14:00 hours.

### **PRESENT:-**

Members:- Councillors Duncan McGregor, Sandra Peake and Deborah Watson.

Officers:- Pam Brown (Director Executive, Customer Services, Communications, Governance & Partnerships), Theresa Fletcher (Section 151 Officer), Jim Fieldsend (Monitoring Officer), Victoria Dawson (Assistant Director of Housing Management and Enforcement), Peter Wilmot (HR Business Partner) and Lindsay Harshaw (Governance & Civic Officer)

### **EMP1-23/24      ELECTION OF CHAIR 2023-2024**

Moved by Councillor Sandra Peake and seconded by Councillor Deborah Watson  
**RESOLVED** that Councillor Duncan McGregor be elected as Chair of the Employment and Personnel Committee for the municipal year 2023/24.

Councillor Duncan McGregor in the Chair

### **EMP2-23/24      APPOINTMENT OF VICE CHAIR 2023-2024**

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake  
**RESOLVED** that Councillor Deborah Watson be appointed as Vice Chair of the Employment and Personnel Committee for the municipal year 2023/24.

### **EMP3-23/24      APOLOGIES FOR ABSENCE**

An apology for absence was received on behalf of Karen Hanson (Chief Executive).

### **EMP4-23/24      URGENT ITEMS OF BUSINESS**

There were no urgent items of business.

### **EMP5-23/24      DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **EMP6-23/24      MINUTES**

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake  
**RESOLVED** that the Minutes of an Employment and Personnel Committee held on 2<sup>nd</sup> November, 2022 be approved as a correct record.

## EMPLOYMENT AND PERSONNEL COMMITTEE

### EMP7-23/24      IMPROVING EMPLOYEE ENGAGEMENT AND THE CREATION OF AN EMPLOYEE ENGAGEMENT OFFICER POST

The HR Business Partner stated that following the recent restructure of the HR and Payroll functions, the Senior Leadership Team had received a report from the Assistant Director of Housing Management and Enforcement which provided insight and feedback from employees and managers regarding the effectiveness of the Council's communication and engagement with its employees. The report was originally developed as part of the Assistant Director's Level 7 Senior Leader apprenticeship course.

Senior Leadership Team had acknowledged that improvements needed to be made to improve two way communication with staff and following discussion, the consensus was that the Employee Engagement Officer post be responsible to the HR Business Partner.

A Member queried whether a budget had been identified for the new post. The Section 151 Officer advised not and that the post would have to be funded from the General Fund.

A Member commented that part of a manager's role was to liaise with members of staff. The HR Business Partner advised that managers were expected to communicate as effectively as possible with staff, however, it was acknowledged that this was not always the case. The Employee Engagement Officer would ensure that a consistent approach was embedded throughout the Authority. The Director Executive, Customer Services, Communications, Governance & Partnerships advised that the new post would look at different methods to improve communication in order to ensure that information was fed back to Senior Managers. She also commented that measures would be put in place to monitor the effectiveness of the post.

A Member suggested that a review be undertaken after one year in order to measure the impact of the new post.

Another Member stated that he felt it was a good report which highlighted areas that needed further discussion. He commented that the political leadership worked on a team ethic and valued all members of staff. The Assistant Director Housing Management and Enforcement advised that the report was not connected to Members and that it was focussed more on improving the relationship and communication between the Senior Leadership Team and staff.

Moved by Councillor Duncan McGregor and seconded by Councillor Sandra Peake  
**RESOLVED** that the creation of a new permanent, full-time post to be added to the HR and Payroll establishment, funded via the Council's General Fund at an estimated cost of up to £39,344 including on-costs, be agreed.

The meeting concluded at 14:32 hours.