

CONSTITUTION AND MEMBERS' DEVELOPMENT COMMITTEE

Date: Thursday 27th June, 2024
Time: 1.00 pm
Venue: Spencer Room

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Committee Terms of Reference Changes 3 - 6
4. Member Development Strategy Workplan - Discussion
5. ANY OTHER URGENT ITEMS WHICH IN THE OPINION OF THE CHAIR, MAY BE CONSIDERED.

Charlotte Benjamin
Director of Legal and Governance Services

Town Hall
Middlesbrough
Wednesday 19 June 2024

MEMBERSHIP

Councillors J Rostron (Chair), J Ewan (Vice-Chair), L Hurst, N Walker, G Wilson, I Morrish, J Young, I Blades and P Storey

Assistance in accessing information

Should you have any queries on accessing the Agenda and associated information please contact Joanne McNally, (01642) 728329, joanne_mcnally@middlesbrough.gov.uk

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CONSTITUTION AND MEMBERS' DEVELOPMENT COMMITTEE

A meeting of the Constitution and Members' Development Committee was held on Thursday 30 November 2023.

PRESENT: Councillors J Rostron (Chair), B Hubbard, J Kabuye, M Saunders, N Walker and G Wilson

OFFICERS: C Benjamin and J McNally

APOLOGIES FOR ABSENCE: Councillors J Walker, J Ewan, L Hurst, M Storey and P Storey

23/25 **WELCOME, INTRODUCTIONS AND FIRE EVACUATION PROCEDURE**

The Chair welcome everyone present to the meeting and explained the Fire Evacuation Procedure.

23/26 **DECLARATIONS OF INTEREST**

There were no Declarations of Interest at this point in the meeting.

23/27 **MINUTES - CONSTITUTION AND MEMBERS' DEVELOPMENT COMMITTEE - 26 OCTOBER 2023**

The minutes of the Constitution and Members Development Committee held on 26 October 2023 were submitted and approved as a true record.

23/28 **PEOPLE STRATEGY**

The Head of Human Resources presented the People Strategy to Members.

Members were advised that the People Strategy had been developed as part of the wider Cultural Transformation Programme which included the Member Development Strategy and the Partnership Strategy.

Members heard that the People Strategy had been developed to ensure that employees and Members had the knowledge and skills needed to maximise our ability to achieve improved outcomes for residents, within the future Target Operating Model.

The People Strategy would ensure that the Council works effectively with partners to maximise its ability to impact positively on the town and its communities, whilst supporting the Mayor's theme that Middlesbrough is a successful and ambitious town.

Members were advised that the People Strategy would have six key themes:

- Recruitment and Retention
- Culture and Communication
- Equality, Diversity and Inclusion
- Learning and Development
- Performance and Recognition
- Health, Safety and Wellbeing

The implementation of the People Strategy would be a combination of existing action plans and programmes such as Equality Diversity and Inclusion, Member Development Strategy and Blended Working and an introduction of new approaches such as Health and Wellbeing Strategy, Succession Planning and Talent Management.

A Member commented that he was involved in work outside of the Council on Equality, Diversity and Inclusion and would welcome the opportunity to be involved in the Equality, Diversity and Inclusion theme.

The Head of Human Resources advised the Committee that the People Strategy and the emerging action plans would be monitored in-line with the approved governance arrangements and the corporate performance management arrangements.

Members heard that delivery plans would either adhere to the Corporate Programme and Project Management Framework and/or have robust milestones. It was stated that progress would be monitored on a monthly basis and reported to the Independent Advisory Board however some objectives and outcomes may take more than a year to achieve. The People Strategy will also be reviewed on an annual basis to ensure it can adapt to organisational needs.

The success of the People Strategy will be measured by:

- Higher rate of candidate attraction
- Successful recruitment
- Reduction in turnover
- Reduced sickness absence
- More diverse workforce
- Positive employee engagement rates
- Staff satisfaction rates
- Reduction in Standards complaints

Following the presentation a discussion ensued regarding understanding the skills of Elected Members it was agreed that a members skills audit would be useful to understand what the skills of our Elected Members are.

ORDERED:

1. That the People Strategy be noted
2. Draft action plans to be shared with the Constitution and Members Development Committee
3. That an update on the action plans and timescales be presented at a future meeting of the Constitution and Members Development Committee
4. That a Members Skills Audit be undertaken

23/29

ANY OTHER URGENT ITEMS WHICH IN THE OPINION OF THE CHAIR, MAY BE CONSIDERED.

None

MIDDLESBROUGH COUNCIL

Report of:	Director of Legal and Governance Services
Relevant Executive Member:	Executive Member for Finance and Governance
Submitted to:	Constitution and Member Development Committee
Date:	27 June 2024
Title:	Committee Terms of Reference Changes
Report for:	Decision
Status:	Public
Council Plan priority:	Delivering Best Value
Key decision:	Not applicable
Why:	Not applicable
Subject to call in?:	Not applicable
Why:	

Proposed decision(s)

That the Constitution and Members Development Committee

- Approves the changes to the terms of reference of the Works Council and the Staff Appeals Committee and recommends full Council approves the changes as follows:.
- Works Council – Members of Works Council are prohibited from being a member on Staff Appeal Committee.
- Staff Appeal – Members of Staff Appeal Committee are prohibited from being a member on works Council.

Executive summary

Following advice from for the Local Government Association (LGA) and in line with best practice it is proposed to change the terms of reference for Works Council and Staff Appeal Committee to reflect that a Member cannot sit on both committees in order to have a clear separation of roles.

1. Purpose

1.1 To seek approval from Constitution and Member Development Committee to amend the terms of reference for Works Council and Staff Appeal Committee.

2. Recommendations

2.1 That the Constitution and Members Development Committee

- Approves the changes to the terms of reference of the Works Council and the Staff Appeals Committee and recommends full Council approves the changes as follows:.
- Works Council – Members of Works Council are prohibited from being a member on Staff Appeal Committee.
- Staff Appeal – Members of Staff Appeal Committee are prohibited from being a member on works Council.

3. Rationale for the recommended decision(s)

3.1 Having clear separation of roles in place is good practice in local government and has been suggested to us by the Chair of the Improvement Board following feedback from the LGA.

4. Background and relevant information

4.1 Having reviewed the trade union consultation framework as part of our improvement journey the Chair of MIIAB provided feedback from the LGA workforce team.

4.2 We currently have one Member that sits on both Works Council and Staff Appeal Committee.

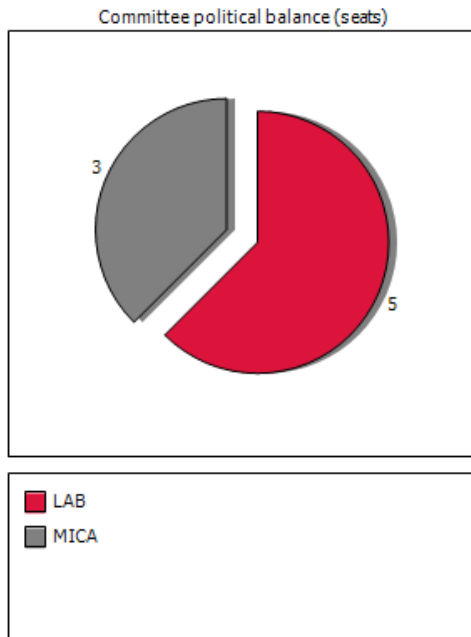
4.3 The current Terms of Reference and membership requirements for Works Council and Staff Appeal Committee are;

4.4 Terms of Reference - Works Council

- To be an advisory body to the Council.
- To establish regular consultation between elected members of the Council and the recognised trades unions on issues affecting the Council at a strategic level. As this is not a negotiating body, the rights of the trades unions to negotiate issues through the proper negotiating process are preserved.
- To present resolutions for the Executive's consideration.
- To discharge any functions specifically assigned to the Works Council.
- To review annually the operation and performance of the Works Council, including setting and evaluating performance indicators.

Seats: 10

Quorum: 2 Elected Members + 2 Trade Union Representatives



4.5 Terms of Reference - Staff Appeals Committee

- To have delegated powers to hear relevant staff appeals.

Membership:

- Chair and two other members to be selected from the full committee shown below to sit at each panel meeting.

Panel meetings need not be politically balanced.

4.6 It is proposed to add the following statements to the terms of reference

- Works Council – Members of Works Council are prohibited from being a member on Staff Appeal Committee.
- Staff Appeal – Members of Staff Appeal Committee are prohibited from being a member on Works Council.

5. **Other potential alternative(s) and why these have not been recommended**

5.1 The other option would be to carry on with the existing terms of reference. This has not been recommended as there may be a perception of conflict of interest for any members sitting on both Works Council and Staff Appeal Committee.

6. **Impact(s) of the recommended decision(s)**

6.1 **Financial (including procurement and Social Value)**

There are no financial implications of the proposed changes.

6.2 Legal

The proposed changes promote good governance insofar as they avoid any conflict or perceived conflict of interest, in respect of the possible cross over of business between Works Council and the Staff Appeal Committee.

6.3 Risk

There are no implications arising from the proposed changes.

6.4 Human Rights, Public Sector Equality Duty and Community Cohesion

There are no implications arising from the proposed changes.

6.5 Climate Change / Environmental

There are no implications arising from the proposed changes.

6.6 Children and Young People Cared for by the Authority and Care Leavers

There are no implications arising from the proposed changes.

6.7 Data Protection

There are no implications arising from the proposed changes.

Actions to be taken to implement the recommended decision(s)

Action	Responsible Officer	Deadline
Report to Full Council for approval	Nicola Finnegan	17 th July 2024

Appendices

N/A

Background papers

No background papers were used in the preparation of this report.

Contact: Nicola Finnegan Head of Human Resources

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