

**At a meeting of the HUMAN RESOURCES COMMITTEE held in the CIVIC CENTRE (COMMITTEE ROOM NO. 1) on THURSDAY 25 FEBRUARY 2016 at 4.00pm**

**Present:-**

Councillor P. Watson in the Chair

Councillors English, Gofton, Mordey, Speding, D. Trueman, H. Trueman and Wood

**Also present:-**

Sonia Tognarelli	-	Interim Head of Paid Service
Elaine Waugh	-	Head of Law and Governance
Hazel Mackel	-	Executive Governance Services Team Leader

**Apologies for Absence**

Apologies for absence were submitted to the meeting on behalf of Councillors S. Watson and A. Wilson.

**Declarations of Interest**

There were no declarations of interest.

**Minutes**

The minutes of the meeting of the Committee held on 10 February 2016 Part I were submitted.

(For copy report – see original minutes).

37. RESOLVED that the minutes of the meetings of the Committee held on 10 February 2016, Part I be confirmed and signed as a correct record.

## **Pay Policy Statement 2016-2017**

The Director of Human Resources and Organisational Development submitted a report (copy circulated) on the draft Pay Policy Statement 2016-2017, for subsequent adoption by Council and publication by 31<sup>st</sup> March 2016.

(For copy report – see original minutes).

The Committee was reminded that the current policy needed to be updated and published for 2016-17.

The Policy contained both required and discretionary elements. In addition, on 3 October 2014 the Government issued a revised Local Government Transparency Code, which came into force on 31<sup>st</sup> October 2014. The HR implications of the mandatory information were the annual publication of:

- An Organisation Chart covering staff in the top three levels of the organisation;
- Annual publication of Trade union facility time;
- Senior salaries; and
- Pay multiple – (the ratio between the highest paid salary and the median salary of the whole workforce).

The Pay Policy Statement for 2015/2016 was currently published on the Council's website alongside the Statement of Accounts.

The proposed draft Pay Policy Statement 2016-2017 was appended to the report for the Committee's consideration. Members were advised that the draft Pay Policy Statement, once approved by the Committee, would then be recommended to the Cabinet and then for adoption by full Council.

The Head of Law and Governance reported that the policy reflected the changes to the JNC and workforce transformation pay grades. She advised that in addition the changes to the senior management structure were also included on the assumption that the changes considered at the previous meeting of the Human Resources Committee would be approved with effect from 1 April 2016. She added that however, clarification was required in relation to the job evaluation of the post of Director of Human Resources and Organisational Development in respect of the treatment of remuneration for election duties. She explained that approval was requested, to authorise the Interim Head of Paid Service, in consultation with the Leader of the Council, to amend the draft Pay Policy Statement accordingly prior to submission to Council, should this be appropriate.

Councillor Wood referred to section 2.3 of the Pay Policy Statement which stated that during 2016 all the posts in the Council were being subject to a grading review and enquired how this review sat alongside the workforce transformation project. The Head of Law and Governance explained that this was part of the workforce transformation project process which was still on-going with a number of outstanding appeals. It was confirmed that the process was due to be completed by the end of March 2016.

Turning to section 2.5 of the Pay Policy Statement, Councillor Wood requested information on which staff, if any, received market pay supplements and which level of employees it would apply to. The Chairman reported that the supplement did not apply to any staff at present. He explained should the situation arise the Council would consider paying a supplement to bring the level of pay for a particular position up to market value only if there was clear and transparent evidence of demonstrable relevant market comparators from across the region. He added that the market supplements could apply to any level of employee in the authority.

Consideration having been given to the report, it was:-

38. RESOLVED that:-

- (i) The Interim Head of Paid Service seek clarification in respect of the remuneration of the Director of Human Resources and Organisational Development and in consultation with the Leader of the Council, be authorised to amend the draft Pay Policy Statement 2016-2017 accordingly if appropriate, and
- (ii) subject to any amendments being made, the draft Pay Policy Statement 2016-2017 be approved for recommendation to the Cabinet and then adoption by the Council and subsequent publication by 31<sup>st</sup> March 2016.

### **Local Government (Access to Information) (Variation Order) 2006**

At the instance of the Chairman, it was:-

39. RESOLVED that in accordance with the Local Government (Access to Information) (Variation) Order 2006, the public be excluded during the consideration of the remaining business as it was considered to involve a likely disclosure of information relating to a particular individual or which is likely to reveal the identity of an individual and any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matter arising between the Council and its employees (Local Government Act 1972, Schedule 12A, Part 1, Paragraphs 1,2 and 4). The public interest in maintaining this exemption outweighs the public interest in disclosing the information.

(Signed) P. WATSON,  
Chairman.

### **Note: -**

The above minutes comprise only those relating to items during which the meeting was open to the public.

Additional minutes in respect of other items are included in Part II.

