

EMPLOYMENT PANEL

THURSDAY 16 FEBRUARY 2012 AT 3.30PM

PRESENT: Councillor J Mallinson (Chairman), Councillor Atkinson, Bloxham, Glover, Mitchelson and Stothard (as substitute for Councillor Boaden)

EMP.06/12 APOLOGY FOR ABSENCE

An apology for absence was submitted on behalf of Councillor Boaden.

EMP.07/12 DECLARATIONS OF INTEREST

The Director of Governance indicated that he was one of the Chief Officers referred to in the Pay Policy for Senior Officers that the Panel were to consider.

EMP.08/12 MINUTES OF PREVIOUS MEETING

The Panel noted the decision of full Council on 10 January 2012 and expressed that their views of 4 January 2012 were still valid and there was not a requirement to reconvene the meeting of 4 January 2012.

RESOLVED – That the minutes of the meeting held on 4 January 2012 be noted and the said Meeting be deemed closed.

EMP.09/12 POLICY STATEMENT ON PAY FOR SENIOR OFFICERS

The Personnel Manager submitted report RD.87/11 containing the Policy Statement on Pay for Senior Officers.

The Personnel Manager reported that Section 38 (1) of the Localism Act 2011 required English and Welsh local authorities to produce a pay policy statement for 2012/13 which had to be agreed by Council by 31 March 2012 and for each financial year after that. It could, however, be amended mid year if required.

She outlined the issues which had been covered by the Statement which related to Chief Officers' and Chief Executive's remuneration and also comparison with other employees. Remuneration was defined widely and included charges, fees, benefits in kind, increases/enhancements of pension entitlements and termination payments, as well as pay.

She added that the City Council had previously agreed a number of policies which related to the majority of issues which were covered by the definition of 'remuneration' within the Localism Act which applied to all employees including the Chief Executive and Chief Officers. Although the Statement attached to the report made reference to those it did not reproduce the content. A number of minor changes were required to policies referred to in the Statement and those were dealt with in a different report separately on the Agenda for this meeting.

A Member asked for clarification with regard to the Employment Panel making the decision to accelerate Chief Officer salaries as set out in paragraph 8.3 of the statement.

The Director of Governance outlined previous decisions with regard to Chief Officer pay acceleration and reminded the Panel that the Statement provided guidance on how future decisions would be determined.

In response to the Panels' questions the Director of Governance explained that Chief Officer salaries were subject to an annual increment within a pre-determined salary band apart from the Town Clerk and Chief Executive who had been appointed on a single point.

The Personnel Manager clarified that the Employment Panel had made the decision to set the Town Clerk and Chief Executive salary at a single point. All members of staff had the ability to ask request a review of their salary grade including the Town Clerk and Chief Executive. She highlighted paragraph 6.3 of the Statement which confirmed this.

Members discussed at length the wording of paragraph 6.3 of the Statement and the implications of the Chairman of the Employment Panel making the decision to review the Town Clerk and Chief Executive's Salary.

Following a detailed discussion the Panel agreed that the wording of paragraph 6.3 be amended to 'and may be reviewed between these periods on a decision by the Employment Panel at the request of the post holder'.

The Panel discussed the wording of paragraph 8.6 of the Statement and agreed that the sentence 'on an agency basis where the person is employed by the agency' was open to interpretation and should be amended to read 'on an agency basis'.

RESOLVED – 1) That the following amendments be made to the Policy Statement on Pay for Senior Officers:

Paragraph 6.3 – Change the end of the first sentence to read 'may be reviewed between these periods on a decision by the Employment Panel at the request of the post holder'.

Paragraph 8.6 – Change first bullet point to read 'On an agency basis'

2) That the amended Policy Statement on Pay for Senior Officers be recommended to Council for approval.

EMP.10/12 UPDATED HR POLICIES

The Personnel Manager submitted report RD.88/11 informing Members that the requirement to produce and publish a Pay Policy Statement on Senior Officers' Remuneration, dealt with earlier on the Agenda, impacted upon other Human Resources Policies. That had prompted a review of the following three prominent Policies to ensure that they were up-to-date and fit for publication on the Council's web pages:

- Pay Policy and Arrangements - approved in November 2009, for implementation on 1 March 2010;
- Redundancy and Early Release Schemes Policy, Guidance Notes and Procedures - approved in April 2008; and
- Flexible Retirement - approved in September 2007

The Personnel Manager explained that minor changes to the wording were required, mainly as a result of new legislation and / or a change in Council structure, details of which were provided. Two of the Policies also contained details of transitional arrangements, which were no longer required.

RESOLVED – That the revision to the Council's Human Resources Policies as specified in report RD.88/11 be approved.

(The meeting finished at 4.45 pm)