

Minutes



To: All Members of the
Employment Committee, Chief
Executive, Chief Officers

From: Democratic & Statutory Services
Ask for: Deborah Jeffery
Ext: 25563

EMPLOYMENT COMMITTEE 5 FEBRUARY 2018

ATTENDANCE

MEMBERS OF THE COMMITTEE

J Billing, T L F Douris (*substituting for J D Williams*), S B A F H Giles-Medhurst,
T C Heritage, R M Roberts

Upon consideration of the agenda for the Employment Committee meeting on 5 February 2018 as circulated, copy annexed, decisions were reached and are recorded below:

Note: No conflicts of interest were declared by any member of the Committee in relation to the matters on which decisions were reached at this meeting.

PART I ('OPEN') BUSINESS

APPOINTMENT OF CHAIRMAN FOR THE MEETING

T L F Douris nominated T Heritage as Chairman for the meeting; which was duly seconded by R M Roberts and agreed by the Committee.

MINUTES

The Minutes of the meeting of the Committee on 10 July 2017 were confirmed as a correct record and signed by the Chairman.

ACTION

1. **SALARY REVIEW APRIL 2018:
CHIEF OFFICERS, DEPUTY AND ASSISTANT DIRECTORS
AND HEADS OF SERVICE**

The Assistant Chief Legal Officer (Environment & Dispute Resolution) left the meeting prior to consideration of this item of business as she had an interest in this item being an officer to whom any salary review would apply. The Director of Resources and the Assistant Director, Human Resources remained

outside the meeting for this item for the same reason.

- 1.1 The Committee was invited to review the proposed pay awards for Chief Officers, Deputy and Assistant Directors and Heads of Service from 1 April 2018.

Decision

- 1.2 The Committee agreed that:-

- (a) Chief Officers who achieve an overall rating of Fully Achieved or Exceed in their annual performance review be awarded a consolidated cost of living increase of 2% to their salary with effect from 1 April 2018 with potential for a further review being undertaken once the NJC for Local Government Workers cost of living award is agreed; and
- (b) a non-consolidated payment of £2,000 be awarded to those Chief Officers who achieve an 'Exceed' rating in their 2017/18 performance review; to be paid on 1 April 2018.
- (c) The minimum and maximum of the Chief Officer salary range be uplifted by 2% with effect from 1 April 2018, with a further review being undertaken once the NJC for Local Government Workers cost of living award is agreed is agreed.

- 1.3 The Committee recommended to the Chief Executive and Director of Environment that:-

- (a) Deputies and Assistant Directors (PMA/B) and Heads of Service (PMC) who achieve an overall rating of Fully Achieved or Exceed in their annual performance review be awarded a consolidated cost of living increase of 2% to their salary with effect from 1 April 2018 with potential for a further review being undertaken once the NJC for Local Government Workers cost of living award is agreed;
- (b) a non-consolidated payment of £2,000 be awarded to those Deputy and Assistant Directors (PMA/B) and a non-consolidated payment of £3,000 be awarded to those Heads of Service (PMC) who achieve an 'Exceed' rating in their 2017/18 performance review; to be paid on 1 April 2018; and
- (c) The minimum and maximum of the PMA, PMB and PMC

salary ranges (including PMC zones) be uplifted by 2% with effect from 1 April 2018, with potential for a further review being undertaken once the NJC for Local Government Workers cost of living award is agreed is agreed.

2. SALARY REVIEW APRIL 2018: CHIEF EXECUTIVE AND DIRECTOR OF ENVIRONMENT

The Chief Executive & Director of Environment left the meeting prior to consideration of this item in which he had an interest. The Director of Resources, Assistant Director of HR and the Assistant Chief Legal Officer (Environment & Dispute Resolution) joined the meeting.

2.1 The Committee was invited to review the salary of the Chief Executive and Director of Environment for April 2018.

Decision

2.2 The Committee agreed that the Chief Executive and Director of Environment be awarded:

- (i) a consolidated cost of living increase of 2% in salary if he achieves an overall rating of Fully Achieved or Exceed in his annual performance review, with effect from 1 April 2018; this to be reviewed further following agreement of the National Joint Council for Local Government Workers cost of living award;
- (ii) a non-consolidated performance related payment of £2,000 if he achieves an Exceed rating in 2017/18.

3. PAY POLICY 2018/19

3.1 The Localism Act 2011 requires all local authorities to prepare and publish an annual pay policy statement to articulate the Council's policies on the remuneration of both its highest and lowest paid employees for the following financial year. The Committee reviewed the proposed content of the Pay Policy 2018/19 at this meeting.

Decision

3.2 The Committee recommended to County Council:-

that County Council adopts the Pay Policy for 2018/19 as set out in Appendix 1 to the report, amended as necessary to

**CHAIRMAN'S
INITIALS**

.....

incorporate the County Council's decisions regarding the proposed separation of the roles of Chief Executive and Director of Environment and the new post of Director of Environment and Infrastructure.

3.3 The Employment Committee noted the data release for April 2018 as set out in the report.

4. CHIEF OFFICER SECONDMENT – UPDATE AND REQUEST TO EXTEND BACKFILL ARRANGEMENT

4.1 The Committee was made aware that the Director of Community Protection had now confirmed his retirement date of 9 April 2018 which will mean that his secondment arrangement to the Chief Fire Officers' Association and employment will formally end at that time.

4.2 The Committee considered the current backfill arrangements to cover the secondment.

Decision

4.3 The Committee:-

(a) noted the intention of the current substantive post holder of the post of Director of Community Protection to retire on 9 April 2018; and

(b) agreed that the current temporary arrangement with Darryl Keen as Acting Director of Community Protection is extended until 31 March 2019.

5. CREATION OF DIRECTOR OF ENVIRONMENT AND INFRASTRUCTURE POST

5.1 Since 2012, the roles and responsibilities of the Chief Executive and the Director of Environment have been combined and fulfilled by one officer. The decision to form the combined role was taken at a time when the Strategic Management Board had one more member than today and priorities and demands on the Authority made this a viable option.

5.2 The Committee considered the creation of the new Chief Officer post of Director of Environment and Infrastructure.

Decision

5.3 The Committee agreed that:

- (a) subject as mentioned in (b) below, with effect from 1 April 2018, the roles and responsibilities of the Chief Executive and Director of Environment be separated and a new Chief Officer post of Director of Environment and Infrastructure be created with the principal areas of responsibility set out in paragraph 4.4 of the report.
- (b) pending appointment to the post of Director of Environment and Infrastructure, the Chief Executive undertakes the role of Director of Environment and Infrastructure.

5.4 The Committee recommended to Council that Council:

- (a) agrees for inclusion in the Constitution a revised senior officer structure to include the post of Director of Environment and Infrastructure with the principal responsibilities as set out in paragraph 4.4 of the report and the revised officer structure to take effect from 1 April 2018 (As shown in Appendix 2 to the report).
- (b) delegates to the Director of Environment and Infrastructure the functions currently set out in paragraph 4.4.5 of Annex 3 to the Constitution and currently delegated to the Chief Executive and Director of Environment (the Chief Executive to retain such delegations until the Director of Environment and Infrastructure takes up post).
- (c) confirms that the post of Chief Executive is designated as Head of Paid Service with the principal responsibilities set out in paragraph 4.5 of the report and retains the delegations in paragraphs 4.4.1 – 4.4.4 of Annex 3 to the Constitution.
- (d) authorises the Chief Legal Officer to make to make any consequential amendments as may be necessary to the Constitution to give effect to the decisions at (a) to (c) above.

**KATHRYN PETTITT
CHIEF LEGAL OFFICER**

CHAIRMAN _____

**CHAIRMAN'S
INITIALS**

.....