



Personnel Committee

Date: **Monday 1 September 2014**
Time: **2.00pm**
Venue: **Room 519 County Hall, Norwich**

Persons attending the meeting are requested to turn off mobile phones.

Membership

Mr T Coke
Mr T FitzPatrick
Mr G Nobbs (Chairman)
Mr A Proctor
Dr M Strong (Vice-Chairman)

**For further details and general enquiries about this Agenda
please contact the Committee Officer:**

Jo Martin on 01603 223814
or email committees@norfolk.gov.uk

Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately

A g e n d a

1. Apologies

To receive any apologies.

2. Minutes

To confirm the minutes of the meeting held on 24 June 2014.

(Page 5)

3. Members to Declare any Interests

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter.

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an Other Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare such an interest but can speak and vote on the matter.

4. Exclusion of Public

The committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the items below on the grounds that they involve the likely disclosure of exempt information as defined by Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The committee will be presented with the conclusions of the public interest tests carried out by the report author and is recommended to confirm the exclusion.

5. Minutes (Page 8)

To confirm the exempt minutes of the meeting held on 24 June 2014.

6. Senior Management Arrangements (Page 10)

Report by the Managing Director

7. Living Wage (Page 14)

Report by the Acting Head of Human Resources

Chris Walton
Head of Democratic Services
County Hall
Martineau Lane
Norwich
NR1 2DH

Date Agenda Published: 21 August 2014



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Personnel Committee

Minutes of the Meeting held on 24th June 2014 at 10.00 am in Room 519 at County Hall

Present:

Mr G Nobbs (Chairman)
Mr R Coke
Mr T FitzPatrick
Mr A Proctor
Dr M Strong

Also Present:

Ms K Haywood	Democratic Support and Scrutiny Manager
Mrs A Sharp	Acting Head of Human Resources
Mr R Graham-Leigh	Reward Manager/ Acting HR Manager

1. Election of Chairman

Dr Strong proposed, duly seconded by Mr Coke that Mr Nobbs be elected Chairman for the ensuing year.

Mr Fitzpatrick proposed, duly seconded by Mr Proctor that Mr Proctor be elected Chairman for the ensuing year.

Upon being put to the vote Mr Nobbs was elected Chairman for the ensuing Council year.

2. Election of Vice Chairman.

Mr Nobbs proposed, duly seconded that Dr Strong be elected Vice Chairman for the ensuing year.

Mr FitzPatrick proposed, duly seconded that Mr Proctor be elected Vice Chairman for the ensuing year.

Upon being put to the vote Dr Strong was elected Vice Chairman for the ensuing Council year.

3. Apologies

Apologies for absence were received from Ms Anne Gibson.

2. Declarations of Interests

There were no interests to declare.

3. Minutes of the Meetings Held on 17 January and 25 February 2014

- 3.1 The minutes of the meetings held on 17 January and 25 February 2014 were agreed as a correct record and signed by the Chairman.

- 3.2 The Acting Head of HR provided an update to members of the Committee on the changes to the Local Government Pension Scheme. She said that the changes to the scheme had been seen as seamless from the employees' perspective and that as a result of a comprehensive communications plan there had been low rates of enquiries despite many employees seeing changes to their pay.
- 3.3 Dr Strong passed on her thanks to the staff involved in HR for their work in ensuring that the changes were implemented with minimum disruption.
- 3.4 The Committee agreed that a note should be sent to all members updating them on the implemented changes to the Local Government Pension Scheme.

4. Localism Act – Pay Policy Statement

- 4.1 The annexed report (6) by the Acting Head of HR was received.
- 4.2 In introducing the report the Acting Head of HR said that the Pay Policy Statement for 2014/15 was effectively unchanged from that approved by Full Council for 2013/14. The one minor change that had previously been agreed by Personnel Committee had also been reported to Full Council previously, so there was nothing new to report.
- 4.3 The Committee were reminded that staff would progress up the pay scale if they received a satisfactory performance appraisal and received a 3 or 4 rating. Those given a 1 or 2 rating would not progress on the pay scale.

4.4 RESOLVED:

The Committee:

- Reviewed the draft 2014/15 Pay Policy Statement, and
- Agreed to recommend to Full Council that the draft statement be approved, and published as soon as possible thereafter.

5. National Pay Negotiations

- 5.1 The annexed report (7) by the Acting Head of HR was received.
- 5.2 The Acting Head of HR informed the Committee that the pay negotiations were being led at a national level although they would have an impact on staff locally. The Unions had rejected the employers' offer of a 1% pay increase and their members had been balloted for strike action.
- 5.3 The Committee noted that Business Continuity Plans were in place and Services would be advised to use them in order to minimise the impact of the strike on services.
- 5.4 In response to an issue raised by Dr Strong regarding implementing a Living Wage in Norfolk, the Acting Head of HR said that an update report would be brought to the September meeting of the Committee.

6. Exclusion of Public

- 6.1 The Personnel Committee was advised that the Committee should consider whether to exclude the public for the consideration of the minutes and the following report.

7. Minutes

RESOLVED

That the exempt minutes for the meeting held on 25th February 2014 be agreed and signed by the Chairman.

8. Grading of Senior Management Post

- 8.1 The exempt report by the Acting Head of HR was received.

RESOLVED:

The Committee agreed to approve the grade of the senior management post.

The meeting concluded at 10.32 am.

CHAIRMAN