

Personnel Committee

Date: **Wednesday 8th October 2014**
Time: **10.00am**
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:**
Karen Haywood on 01603 228913
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 1st September 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. Senior Management Review

Report by the Acting Head of HR (Page 7)

5. 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.

6. Minutes

To confirm the exempt minutes of the meeting held on 1st September 2014. (Page 9)

7. Grading of Senior Management Posts (Page 17)

Report by the Acting Head of HR

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

Date Agenda Published: 30th September 2014



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Personnel Committee

Minutes of the Meeting held on 1 September 2014 at 2.00pm 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:

Cllr R Bearman

Leader of the Green Group

Mrs J Martin
Ms A Gibson
Mr R Graham-Leigh

Democratic Support and Scrutiny Manager
Director of Strategy and Resources
Reward Manager/ Acting Human
Resources (HR) Manager
Acting Head of HR
Managing Director

Mrs A Sharp
Dr W Thomson

1. Apologies

There were no apologies.

2. Minutes of the Meeting Held on 24 June 2014

- 3.1 The minutes of the meeting held on 24 June were agreed as a correct record and signed by the Chairman.

3. Declarations of Interests

There were no interests to declare.

4. Exclusion of Public

- 4.1 Officers presented the public interest test for agenda items 6 and 7, as required by the 2006 Access to Information Regulations for the consideration of the Committee as follows:

- Item 6 – Individual officers potentially affected can be identified from the information in the report, which contains details of severance payments which may be paid. If the proposals in the report are approved, the information will be made public. There is therefore no public interest in disclosing the personal financial information at this time.
- Item 7 – This reports sets out sensitive information relating to the terms of employment of County Council employees. The release of this information would prejudice possible forthcoming negotiations and would therefore not

be in the public interest. This assessment has been reached in light of the guidance provided by the Head of Law.

The Committee **RESOLVED**:

- 1) That the public be excluded while the reports were considered.
- 2) That Cllr Bearman be heard at item 7 (Living Wage).

5. Minutes

The Committee **RESOLVED** that the exempt minutes for the meeting held on 24 June 2014 be agreed and signed by the Chairman.

6. Senior Management Arrangements

- 6.1 The exempt report by the Managing Director was received.
- 6.2 The Committee **RESOLVED** to note Members' comments.

7. Living Wage

- 7.1 The exempt report by the Acting Head of Human Resources was received.
- 7.2 The Committee **RESOLVED** that the Acting Head of HR be directed to undertake further research.

The meeting concluded at 2.35 pm

Senior Management Review

Report by Acting Head of HR

This report clarifies the remit of the Personnel Committee in respect of the Senior Management Review now being undertaken by the Managing Director.

Recommendation

To note the contents of the report.

1 Background

- 1.1 Members will be aware that the Managing Director is now undertaking a review of the organisation structure, and will be taking a proposal for the Chief Officer structure to Full Council on 20 October.
- 1.2 The review will result in revised roles and numbers of Chief Officers. The Constitution provides that the numbers and responsibilities of Chief Officers are for Full Council to determine.

2 The remit of the Personnel Committee

- 2.1 The remit of the Personnel Committee includes determining the grades of senior managers, and determining policies relating to terms and conditions of employees.
- 2.2 The Committee will therefore be asked to decide pay grades for the new senior management posts, when that point is reached in the project.
- 2.3 If changes to pay structures, pay levels, pay policies or other terms and conditions of employment are proposed as part of the review, those would also fall to the Personnel Committee to consider and determine.

3 Financial and other implications

- 3.1 None. This report is for information only.

4 Recommendation

- 4.1 The Committee is recommended to note the contents of this report.

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

Audrey Sharp, tel: 01603 222796, email audrey.sharp@norfolk.gov.uk



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