

Personnel Committee

Minutes of the Meeting held on 26 February 2019 at 11.00am in the Conference Room, Ground Floor at County Hall

Present:

Mr A Adams
Mr G Nobbs
Mr G Plant
Mr A Proctor (Chairman)
Dr M Strong

Also Present:

Miss A Kemp

Officers Present:

Ms S Albrow	Senior HR Consultant
Ms H Haycock	HR Adviser
Ms K Haywood	Democratic Support and Scrutiny Manager
Mr T McCabe	Interim Head of Paid Service
Mrs S Shirtcliff	Head of Human Resources

1. Minutes of the Meeting Held on 4 December 2018

1.1 The public minutes of the meeting held on 4 December 2018 were agreed as a correct record and signed by the Chairman.

2. Declarations of Interests

2.1 There were no declarations of interest.

3. Recognition Payments Policy

3.1 The annexed report (4) by the Head of Human Resources was received. The report summarised the review of the County Council's pay and recognition arrangements and recommended the introduction of a Recognition Payment Policy which would enable the Council to financially reward employees who go significantly beyond normal requirements for flexibility and contribution.

3.2 Attention was drawn to paragraph 4.5 in the report which said that regular monitoring of the policy would be undertaken to ensure that it was being applied fairly and consistently across the organisation. Mr Nobbs proposed that an update report be taken to the appropriate decision-making body outlining these findings in 12 months' time. This was **AGREED** by the Committee.

3.3 In response to a question raised regarding underachieving teams, the Head of

HR confirmed that the management of such teams would be dealt with in accordance with the County Council's performance policies and any underperformance, and the reasons behind it, would be dealt with accordingly.

3.4 **RESOLVED** to:

- Approve the draft Recognition Payment Policy
- Note the parameters put in place to ensure the policy is applied fairly and consistently across the organisation
- Authorise the Head of HR to sign off the final details once consultation with unions is complete.
- Monitor the application of the policy and report back findings to the relevant decision-making body in 12 months.

4. **Pay Policy Statement**

4.1 The annexed report (5) by the Head of Human Resources was received. The Council is required to publish a Pay Policy Statement annually and the report provided a draft Statement for 2019/20 for comment and recommendation to full Council for approval.

4.2 The Committee drew attention to paragraph 8.6 in the draft Statement and it was noted that for transparency and governance any severance payments over £100,000 would be considered by the Head of Paid Service and the Cabinet would be advised. The Chairman proposed that the wording in the Statement be amended to read:

“8.6 Where severance payments over £100,000 are due, these will be ~~considered~~ *agreed* by the Head of Paid Service, *in consultation with the Leader*, and the Cabinet will be advised.”

Mr Nobbs proposed an amendment to this to read ‘...*approved* by the Head of Paid Service...’.

The revised wording in the Pay Policy Statement was **AGREED** by the Committee as follows:

“8.6 Where severance payments over £100,000 are due, these will be approved by the Head of Paid Service, in consultation with the Leader, and the Cabinet will be advised.”

4.3 The Committee noted that under the new governance arrangements from May 2019 the 2020/21 Pay Policy Statement would be taken to Cabinet for consideration and then to full Council for approval. In light of this it was **AGREED** to amend paragraph 11.1 in the Statement to read:

“11.1 The pay policy statement *this year* is reviewed by the Personnel Committee ...”

RESOLVED:

To recommend the Statement to full Council for approval, subject to the above amendments.

4. Exclusion of the Public

- 4.1 Officers presented the public interest test for the following minute, as required by the 2006 Access to Information Regulations, for the consideration of the Committee as follows:

The minute 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:**

To exclude the public while the following minute was considered.

- 4.2 At this point in the meeting Miss A Kemp left while the following item was considered.

Summary of minutes excluded from public deposit

5. Exempt minutes for the meeting held on 4 December 2018

- 5.1 Dr Strong asked for an amendment to paragraph 10.3 in the exempt minutes to read ‘...she ~~did have some disquiet~~ *asked for her disquiet to be recorded* ...’

Subject to this amendment the exempt minutes of the meeting held on 4 December 2018 were agreed as a correct record and signed by the Chairman.

- 5.2 The Head of HR informed the Committee that the Pay Structure Review, considered at the December meeting, had now been agreed by UNISON members. She thanked both UNISON and HR colleagues for their hard work in implementing this.

The meeting concluded at 11.25am

CHAIRMAN