



## Personnel Committee

Date: **Friday 22 November 2013**  
Time: **1.00 pm (Please note earlier time than usual)**  
Venue: **Room 519 County Hall, Norwich**

### Agenda

#### Membership

Mr B Borrett  
Mr T Coke  
Mr C Jordan  
Mr G Nobbs (Chairman)  
Dr M Strong

#### 1. Apologies

To receive any apologies.

#### 2. Minutes

To confirm the minutes of the meeting held on 2 September 2013

(Page **3**)

#### 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. Recruitment Process for Role of Chief Executive**

(To follow)

Report by Acting Head of HR

**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 item below on the grounds that it involves the likely disclosure of exempt information as defined by Paragraphs **3 & 4** of 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 test carried out by the report author and is recommended to confirm the exclusion.

**6. Minutes**

(Page **5**)

To confirm the exempt minutes of the meeting held on 2 September 2013

**Chris Walton**  
**Head of Democratic Services**  
County Hall  
Martineau Lane  
Norwich  
NR1 2DH  
Date Agenda Published: 14 November 2013



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## Personnel Committee

### Minutes of the Meeting held on 2 September 2013 at 2.00 pm in Room 519 at County Hall

#### Present:

Mr R Coke (*who as Vice-Chairman was in the Chair in the absence of Mr Nobbs who had given his apologies for the meeting*)

Mr C Jordan  
Dr M Strong

#### Substitute Members:

Mrs J Leggett for Mr B Borrett  
Mrs C Walker for Mr G Nobbs

#### Observer Present:

Mr R Bearman

#### Also Present:

Mr R Graham-Leigh  
Mrs A Sharp  
Mr T Shaw

Reward Manager  
Acting Head of Human Resources  
Committee Officer

#### 1. Apologies

Apologies for absence received from Mr B Borrett and Mr G Nobbs.

#### 2. Minutes

The minutes of the previous meeting held on 10 June 2013 were agreed as a correct record and signed by the Chairman.

#### 3. Declarations of Interests

Mrs J Leggett declared an "Other Interest" in that she was Chairman of Governors at White Woman Lane School.

Mrs C Walker declared an "Other Interest" in that she was a Member of the GMB union.

#### 4. Senior Management Review

The Committee received a report from the Acting Head of HR which clarified the remit of the Personnel Committee in respect of the Senior Management Review that was being undertaken by the Managing Director.

#### RESOLVED

That the report be noted.

**5. Exclusion of Public**

The Acting Head of Human Resources presented the Public Interest Tests, as required by the 2006 Access to Information Regulations, for the consideration of the Committee as follows:

Items 7 & 8

These reports included 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 had been reached in light of the guidance provided by the Head of Law.

**RESOLVED**

That the reports at items 7 & 8 be excluded from public discussion and disclosure.

**7. Living Wage**

The Committee received a report from the Acting Head of Human Resources which summarised considerations to date on whether the Council should commit resources at this time to explore possible approaches to a Living Wage Policy.

After having very carefully considered all the factors mentioned in the report, it was

**RESOLVED**

That the position taken in December 2012 not to commit resources at this time to explore possible approaches towards the Living Wage Policy should remain unchanged, subject to a watching brief being kept on the situation and the position being reviewed in 12 months time.

**8. Pay Negotiations**

The Committee received a report from the Acting Head of Human Resources about the latest position of the 2013 locally-determined pay awards.

**RESOLVED**

To agree to a minor change to the local negotiation arrangements for the annual pay review process and to note the latest position of the 2013 locally-determined pay awards, and comments received from UNISON.

The meeting concluded at 2.50pm.

**CHAIRMAN**