



## **Employment Committee**

**Minutes of the Meeting Held on 30 September 2020 at  
10 am as a virtual meeting**

**Present:**

Cllr Andrew Proctor (Chair)

Cllr Penny Carpenter  
Cllr Ed Colman  
Cllr Steve Morphew  
Cllr Graham Plant  
Cllr Dan Roper

**Also Present:**

Helen Edwards	Director of Governance
Karen Haywood	Democratic Support and Scrutiny Manager
Sarah Shirtcliff	Director for People

**1. Apologies for Absence**

1.1 An apology for absence was received from Cllr Stuart Clancy.

**2. Declarations of Interest**

2.1 Cllr Penny Carpenter declared an interest in that she held a Pension from Norfolk County Council.

2.2 The Director for People advised that she would present Item 5 - "Senior Officer Annual Pay Arrangements" to the Committee for any points of clarity, but would leave the meeting for the duration of the discussion.

**3 Items of Urgent Business**

There were no items of urgent business.

**4 Employment Committee Terms of Reference**

4.1 The annexed report (4) by the Executive Director of Strategy and Governance was received.

4.2 The Committee received the report which asked them to agree the Terms of

Reference which would then be included in the updated Constitution.

- 4.3 The Chair advised that the Committee's Terms of Reference currently outlined in the Constitution did not allow them to make any recommendations on item 5 on the agenda - "Senior Officer Annual Pay Review Arrangements". He said that any changes to the Terms of Reference would need to be taken to full Council for approval before the Committee was given the authority to agree any proposals. He therefore proposed that the Committee consider the terms of reference prior to them being approved at full Council on 23 November 2020. It was proposed that item 5 on the agenda - 'Senior Officer Annual Pay Review Arrangements' would then be taken to a subsequent meeting of the Committee for consideration.
- 4.4 Cllr Morpew welcomed the proposal and said that the delay in consideration of the report would allow for further clarity in the Terms of Reference. He said that there needed to be clarification in the wording that responsibility for appointing the Head of Paid Service lay with full Council, not the Employment Committee, to avoid any confusion.
- 4.5 In response to an issue raised by Cllr Morpew it was noted that it would be helpful for the references in the Constitution to senior Officer job titles and roles to be updated to support the Committee when they considered the pay arrangements for senior Officers.
- 4.6 There was general agreement from the Committee that this was a sensible and pragmatic approach in the circumstances. It was agreed that a meeting be reconvened as soon as possible following the Council meeting on 23 November 2020 to consider Item 5 - 'Senior Officer Annual Pay Review Arrangements'

4.7 **The Committee RESOLVED:**

**To agree the changes to the Employment Committee Terms of Reference, subject to the issues of clarification agreed above, and RECOMMEND them for approval at full Council on 23 November 2020.**

5. **Senior Officer Annual Pay Review Arrangements**

This report was deferred until the next meeting of the Employment Committee.

**The meeting concluded at 10.10am**

**Chair**