

Personnel Committee

Date: **Tuesday 25 September 2018**
Time: **10.00am**
Venue: **Conference Room, Ground Floor, South Wing
County Hall, Norwich**

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

Membership:

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

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

Karen Haywood on 01603 228913
or email committees@norfolk.gov.uk

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A g e n d a

1 Apologies

To receive any apologies.

2. Minutes

To confirm the minutes of the meeting held on 19 June 2018.

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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 paragraph 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 tests carried out by the report author and is recommended to confirm the exclusion.

5. Exempt Minutes

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To confirm the exempt minutes of the meeting held on 19 June 2018

6. Pay Structure Review

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Report by the Head of Human Resources

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

Date Agenda Published: 17 September 2018

Personnel Committee

Minutes of the Meeting held on 19 June 2018 at 10.00am in the Conference Room, Ground Floor at County Hall

Present:

Mr A Adams
Mr G Nobbs
Mr G Plant
Mr A Proctor

Also Present:

Ms C Clarke	Head of Registration and Coroner's Service (for item 9 only)
Mr R Graham Leigh	Employment Framework and Reward Manager
Ms K Haywood	Democratic Support and Scrutiny Manager
Mrs S Shirtcliff	Head of Human Resources
Dr W Thomson	Managing Director

1. Apologies

1.1 An apology for absence was received from Dr Marie Strong.

2. Election of Chairman

Mr A Proctor was nominated, seconded and duly elected as Chairman.

Mr A Proctor in the Chair.

3. Minutes of the Meeting Held on 4 December 2017

3.1 The public minutes of the meeting held on 4 December 2017 were agreed as a correct record and signed by the Chairman.

4. Election of Vice Chairman

Mr G Plant was nominated, seconded and duly elected Vice Chair for the ensuing year.

5. Declarations of Interests

5.1 There were no Member interests to declare however, the Head of Human Resources and Managing Director declared an interest in item 10 on the agenda and proposed leaving the meeting for consideration of this item.

6. Pay Structure Review

6.1 The annexed report (6) by the Head of Human Resources was received. The

report outlined that recent national collective agreement had deleted some of the national pay points which the Council uses within its pay scales, while creating new ones. The Council's structure of pay scales therefore needed to be reviewed and changes made.

6.2 In introducing the report, the Head of Human Resources said that proposals would be brought back to the Committee in September. During the ensuing discussion the following issues were raised:

- It was noted that the reforms were intended to release the build-up of pressure by amalgamating increments at the bottom of the scale. Incremental differentials would be evened out at higher levels up to Grade G (point 28).
- The estimated minimum cost pressure from pay scale changes in 2019-20 was estimated to be £1.11m. Although £0.766m had already been provided for in budget planning, the Committee noted with concern that £0.344m could be an unbudgeted cost pressure. The Head of Human Resources said that she would take a steer from members as to how they wished to address this and would bring any associated risks involved for consideration at the meeting in September.
- The financial implications of the full pay scale changes in 2019-20 would be reported to the September meeting of the Committee.

6.3 The Committee **RESOLVED that:**

- Work to review the Council's pay structure should continue
- A report be brought to the Personnel Committee on 25 September, proposing costed changes to be consulted on.
- Following consultation with unions, representatives of Maintained schools and other stakeholders, final recommendations be brought to the Committee in December 2018, with a view to achieving a collective agreement to implement changes from 1 April 2019.

7. Exclusion of the Public

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

The report 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:**

That the public be excluded while the following minute and reports were considered.

8 SUMMARY OF MINUTES EXCLUDED FROM PUBLIC DEPOSIT

- 8.1 The exempt minutes of the meeting held on 4 December 2017 were agreed as a correct record and signed by the Chair, subject to an amendment at paragraph 11.2.

9 Coroners Pay Arrangements

- 9.1 The exempt report by the Head of Human Resources, was received.
- 9.2 The Committee **RESOLVED** to agree the way forward outlined in the exempt minutes.

10 Senior Officer Local Pay Negotiations

- 10.1 The exempt report by the Head of Human Resources was received.
- 10.2 The Committee **RESOLVED** to agree the recommendations.

The meeting concluded at 11:10am.

CHAIRMAN