

# Employment Committee

Date: **Thursday 26 November 2020**

Time: **3pm**

Venue: **Virtual Teams Meeting**

**Pursuant to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting of the Employment Committee of Norfolk County Council will be held using video conferencing.**

**To view the meeting online, please follow this link to the County Council Committees You Tube page:**

<https://youtu.be/5hUOSGzBRSc>

Membership:

Cllr A Proctor (Chair)  
Cllr P Carpenter  
Cllr S Clancy  
Cllr E Colman

Cllr S Morpew  
Cllr G Plant  
Cllr D Roper

# A g e n d a

## 1 To receive apologies and details of any substitute members attending

## 2. Minutes

To receive the minutes of the meetings held on:

30<sup>th</sup> September 2020

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3<sup>rd</sup> November 2020

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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, to a greater extent than others in your division

- Your wellbeing or financial position, or
- that of your family or close friends
- Any body -
  - Exercising functions of a public nature.
  - Directed to charitable purposes; or
  - One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);

Of which you are in a position of general control or management.

If that is the case then you must declare such an interest but can speak and vote on the matter.

## 4 To receive any items of business which the Chair decides should be considered as a matter of urgency

## 5 Exclusion of the 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.**

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|---|----------------|
| <b>6. Exempt Minutes of meeting held on 3 November 2020</b> | <b>Page 8</b>  |
| <b>7. Senior Officer Pay Review Arrangements</b>            | <b>Page 10</b> |

Report by Director of People on behalf of Head of Paid Service

Tom McCabe  
Head of Paid Service  
County Hall  
Martineau Lane  
Norwich  
NR1 2DH

Date Agenda Published: 18 November 2020



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## 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**



## **Employment Committee**

**Minutes of the Meeting Held on 3 November 2020 at  
11.30 am as a virtual meeting**

**Present:**

CLlr Andrew Proctor (Chairman)  
CLlr Penny Carpenter  
CLlr Steve Morphew  
CLlr Dan Roper

**Substitute Member present:**

CLlr Tom FitzPatrick

**Also Present:**

Karen Haywood	Democratic Support and Scrutiny Manager
Tom McCabe	Head of Paid Service
Sarah Shirtcliff	Director for People

**1. Apologies for Absence**

1.1 Apologies for absence were received from Cllrs Stuart Clancy, Ed Colman and Graham Plant.

**2. Declarations of Interest**

2.1 There were no declarations of interest.

**3 Items of Urgent Business**

3.1 There were no items of urgent business.

**4 Exclusion of the Public**

4.1 The Director of People 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:

This report includes information relating to the requirement to appoint to an Executive Director post. The content of the report is confidential and relates to current postholders and their direct reports. The release of this information should be timed to

follow briefing of colleagues and would therefore not be in the public interest.

The Committee **RESOLVED:**

To exclude the public while the following report was considered.

### **Summary of minute excluded from public deposit**

#### **5. Appointment Panel for Senior Officer Recruitment**

5.1 The Committee considered the confidential report from the Head of Paid Service.

The current terms of reference of the Employment Committee state that it is responsible for “the appointment of the Head of Paid Service and Senior officers defined in the appendix to the Officer Employment Procedure Rules. This power includes the establishment of ad hoc Appointment Panels to discharge this function”. The report highlighted that due to the requirement to appoint to an Executive Director post the Committee were recommended to establish an Appointment Panel to make the new appointment.

The Committee **RESOLVED:**

- To endorse the changes outlined in the report and appoint a Panel (politically balanced of 5 Members) to make the appointment.

**The meeting concluded at 11.52am**

**Chairman**