

ITEM 4

Time began: 10.30 am
Time ended: 11.05am

Personnel Committee 12 January 2017

Present Councillor Raju (Chair)
 Councillors Barker, Carr, Froggatt, S Khan and Turner

Officers present Janie Berry – Director of Governance and Monitoring Officer
 David Cox – Head of HR
 Diane Sturdy – Organisational Development Manager
 Angela Gregson – Principal Information Governance Officer
 (part)
 Jackie Waring – Democratic Services Officer

63/16 Apologies

Apologies were received from Cllr Grimadell

64/16 Late Items to be Introduced by the Chair

There were no late items.

65/16 Declarations of Interest

None

66/16 Minutes of the Meeting held on 1 December 2016

The minutes of the meeting held on 1 December 2016 were confirmed as a correct record.

67/16 Career Grade Scheme

The Committee considered a report of the Director of Governance and Monitoring Officer asking them to consider and review the principals of a career grade scheme as outlined in the report.

The Committee were informed that the Council needed to ensure that equality in all aspects of how its work force were paid, including career grades and were using the Hay Methodology to do this. Discussion was held over the costs attached to the training required and that there may not be the budget allowance for these costs to allow staff to train. It was acknowledged that the need to progress staff was often picked up when restructures took place. Janie Berry confirmed that a lot of training for young people would be done through the Apprenticeship Levy and when more details were available on this they would bring them to Personnel Committee.

Resolved to

1. **Note the report**
2. **Agree to the principals of a career grade scheme as outlined in the report.**
3. **Agree to update the career grade guidance to ensure that financial and equality implications are addressed.**
4. **To fully support training, financially, for career progression where the service requires it.**

68/16 Honoraria Payments and Job Evaluation

The Committee considered a report of the Director of Governance and Monitoring Officer asking them to consider and review how honoraria payments are made for acting up and additional work undertaken.

Resolved to

1. **Note the report**
2. **To approve the updated managers' guidance on how honoraria payments are calculated to ensure payments are both proportionate and consistent with the Council's approach to job evaluation**
3. **To increase the relevant period from 6 months to a maximum of 12 months with no further extensions.**
4. **Agree to the guidance advising a temporary employment contract, to be approved by COG, for staff acting up for over 12 months.**
5. **Agree to the strengthening up the existing acting up arrangements to ensure payment is always at the minimum spinal column point of the higher graded post in-line with Council policy for new appointments.**

69/16 Pay and Reward Project Update

The Committee considered a report of the Director of Governance and Monitoring Officer on the Pay and Reward Project. The Board were updated on progress with this project.

It was acknowledged that there were currently no issues and that the find, format and file all project was going well.

Resolved to note the report and receive further update at next meeting

70/16 Surveillance Policy

The Committee received a report of the Director of Governance and Monitoring Officer asking them to consider the Council's Surveillance Policy. Angela Gregson attended the meeting to brief the Committee. It was acknowledged that concerns from Trade Union representatives had been addressed.

Resolved to

- 1. Note the contents of the report.**
- 2. Agree to adopt the policy**
- 3. Agree the promotion of the policy through In Touch and Manager's Briefing**
- 4. Agree the e-learning programmes, as required by the Information Commissioners Office (ICO), to ensure staff act accordingly when using surveillance systems.**

71/16 Exclusion of Press and Public

Resolved that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of the following item on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 4 of Part 1 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighed the public interest in disclosing this information.

72/16 Market Related Pay Supplements Policy

The Committee considered a report of the Director of Governance and Monitoring Officer on Market Related Pay Supplements Policy.

Resolved to note the report

MINUTES END