

Time began: 10.30 am
Time ended: 11.00am

**Personnel Committee
14 April 2016**

Present Councillor Redfern (Chair)
 Councillors Barker, Carr, MacDonald and Raju

Officers present Diane Sturdy – Head of HR
 David Cox – Team Leader, Pay and Reward
 Tania Hay – Pay and Reward
 Jody Shelton – Democratic Services Officer

93/15 Apologies

Apologies for absence were received from Councillor Hickson.

94/15 Late Items to be Introduced by the Chair

There were no late items.

95/15 Declarations of Interest

There were no declarations of interest.

96/15 Minutes of the Meeting held on 10 March 2016

The minutes of the meetings held on 10 March 2016 were confirmed as a correct record.

97/15 Re-grading Procedure 2016

The Committee considered a report of the Chief Executive detailing the Re-grading Procedure 2016. It was reported that following the implementation of the Equal Pay Review on 1 June 2016 and consideration of all associated appeals there was a need to revert to 'business as usual' re-grading. This required a revised re-grading procedure to reflect the Hay methodology. The process used Job Information Questionnaires (JIQ) which were analytically assessed using a review panel. All re-grading applications would need to be analytically assessed using the same method.

The training required to become an evaluator was two full days but competence must be maintained with evaluators conducting reviews on a regular basis throughout each year. As this was a substantial on-going time commitment it was recommended that appeals be heard by employees rather than Elected Members.

Resolved:

- 1. To agree the use of the revised re-grading process;**
- 2. To agree a change to the appeals process for re-grading, allowing appeals to be heard by internal evaluators rather than Elected Members;**

3. To receive quarterly reports updating Elected Members.

98/15 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.

99/15 Pay and Reward Project

The committee considered a report of the Director of Governance and Monitoring Officer on the Pay and Reward Project.

Resolved to note the report.

MINUTES END