

**MINUTES OF A MEETING OF THE EMPLOYMENT COMMITTEE
HELD AT THE TOWN HALL, PETERBOROUGH ON 11 NOVEMBER 2016**

Members Present: Councillors Nadeem (Chair), Fitzgerald, Lamb, Khan, Jamil, Davidson, and Hiller

Officers Present: Mandy Pullen, Assistant Director of Human Resources and Development
Paul Smith, Human Resources Advisor
Pippa Turvey, Senior Democratic Services Officer
Jane Webb, Senior Democratic Services Officer

Also Present: Mark Burn, Trade Union Representative

1. Apologies for Absence

Apologies for absence were received from Councillors Holdich. Councillor Hiller was in attendance as substitute.

2. Declarations of Interest

There were no declarations of interest received.

3. Minutes of the Meeting Held on 24 June 2016

The minutes of the meeting held on 24 June 2016 were agreed as a true and accurate record.

4. Exclusion of the Press and Public

In accordance with Standing Orders, Members were asked to determine whether agenda item 6, 'Service Director (Finance) – Determination of Salary', which contained exempt information relating to contemplated consultations or negotiations in connection with a labour relations matter arising between the authority and employees or office holders of the authority as defined by Paragraph 4 of Schedule 12A of Part 1 of the Local Government Act 1972, should be exempt and the press and public excluded from the meeting when the item was discussed, or whether the public interest in disclosing the information outweighed the public interest in maintaining the exemption.

RESOLVED that agenda item 6 'Service Director (Finance) – Determination of Salary', be exempt and the press and public excluded from the meeting when the item was discussed.

5. Senior Management Pay Structure

The Assistant Director of Human Resources and Development presented a report to the Committee, which outlined proposals to incorporate a five point incremental scale for Senior Managers on Hay grades.

The Committee discussed the report and raised several key points:

- The proposals seemed logical and would aid the Committee in determining future appointment salaries.
- It was requested that further information be provided in the future in relation to the outcome of Trade Union consultation.

- In situations where officers were acting up beyond their role for a period of time, a formal process would be undertaken to ensure that they were paid at a higher level for that period.

In response to a number of questions the Human Resources Advisor clarified that market supplements had previously been utilised where the appropriate level of pay was at a point between either the minimum and median point, or median and maximum point. This was not linked to performance, unlike the proposals. Performance would be assessed and calibrated through the Council's Performance Development Review (PDR) scheme. In principle it would be possible for officers to increase by two scale points, however all pay increases would be signed off by the Chief Executive.

RESOLVED that Employment Committee:

- 1) Approved the senior management pay structures;
- 2) Agreed that progression be linked to performance as detailed in the report; and
- 3) Agreed that in-grade progression be determined by the employees' line manager subject to the performance criteria being met.

Reasons for the decision:

The recommendations would not only provide a formal mechanism for movement within grades but would also provide clarity for Employment Committee on what salaries staff may be appointed on.

The Employment Committee, as the Committee responsible for determining Chief Officers and Deputy Chief Officers' pay, would be clear with regards to appointment salary.

6. Service Director (Finance) – Determination of Salary

As agreed at agenda item 4, the meeting moved into exempt session.

The Assistant Director of Human Resources and Development presented a report to the Committee, which sought the determination of the applicable salary for the post of Service Director (Finance).

RESOLVED that Employment Committee determined the appropriate remuneration for the post of Service Director (Finance) to be £97,869 per annum with effect from 1 April 2016.

Reasons for the decision:

The proposal was in accordance with Peterborough City Council's job evaluation policy for senior staff.

Chairman
7:00pm – 7:42pm