



**MINUTES OF A MEETING OF THE EMPLOYMENT COMMITTEE  
HELD AT THE TOWN HALL, PETERBOROUGH ON 17 JUNE 2015**

**Members Present:** Councillors Nadeem (Chair), Holdich (Vice-Chair), Fitzgerald, Khan, Thulbourn, Swift and Sandford

**Officers Present:** Kim Sawyer, Director of Governance  
Paul Smith, Human Resources Advisor  
Pippa Turvey, Senior Democratic Services Officer

**1. Apologies for Absence**

No apologies for absence were received.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Exclusion of the Press and Public**

In accordance with Standing Orders, the Committee was asked to determine whether item 6, 'Senior Management Restructuring – Assistant Director: Digital Peterborough – 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, and item 7 'Interviews for the Positions of Assistant Director for Human Resources and Development and Assistant Director for Legal and Democratic Services', which contained exempt information relating to individuals as defined by Paragraphs 1, 2 and 3 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 they were discussed, or whether the public interest in disclosing this information outweighed the public interest in maintaining the exemption.

The Committee unanimously agreed to the exclusion of the press and public for agenda item 6 and 7.

**4. Minutes of the Meeting Held on:**

**4.1 22 January 2015**

The minutes of the meeting held on 22 January 2015 were agreed as a true and accurate record.

**4.2 27 January 2015**

The minutes of the meeting held on 27 January 2015 were agreed as a true and accurate record.

**4.3 12 February 2015**

The minutes of the meeting held on 12 February 2015 were agreed as a true and accurate record.

**5. Assistant Director for Human Resources and Development Proposed Job Description and Job Evaluation Process**

The Director of Governance presented a report to the Committee which detailed the proposed job descriptions and job evaluation process for the post of Assistant Director for Human Resources and Development.

The report sought the Committee's approval for the proposed job description for the post. It also provided an opportunity for the Committee to ensure that the role had a job description which accurately reflected the work undertaken and the standards expected of the post holder.

The Committee discussed the centralised training budget and that the role would encompass the workforce development of the whole Council. The matter of consultants was also discussed, and the Committee were advised that it was the aim of the Council to reduce the number of Consultants used and for the workforce to be self-sufficient. It was noted that Consultants were brought in for specific purposes only.

A motion was proposed and seconded to accept the proposed job description for the post of Assistant Director for Human Resources and Development. This motion was carried unanimously.

**RESOLVED** that the proposed job description for the post of Assistant Director for Human Resources and Development be agreed.

**Reasons for the decision:**

The proposed changes were to ensure the Council operated within frameworks that were lawful, transparent and consistent.

**6. Senior Management Restructuring – Assistant Director: Digital Peterborough – Determination of Salary**

As agreed at agenda item 3, the meeting moved into exempt session. Human Resources Advisor presented a report which asked the Committee to determine the appropriate level of remuneration for the post of Assistant Director: Digital Peterborough.

The report followed from the meeting of the Committee on 12 February 2015, where Richard Godfrey was appointed to the post. The role had been evaluated by the Hay Group and was submitted to the Committee for determination.

The Committee discussed the level of remuneration for the post and noted that the initial evaluation and determination of pay on appointment had been undertaken three months ago.

The Human Resources Advisor clarified that a job description evaluation could be requested at any time and that new information in relation to Customer Experience and Transformation responsibilities had been factored in to the evaluation. This was due to the fact that the post holder was now undertaking the role and could provide detailed information, where previously the post had been vacant and newly created.

A motion was proposed and seconded that the appropriate remuneration for the post Assistant Director: Digital Peterborough be the median point on Pay Band 6, £71,619. This motion was carried five voting in favour, one voting against and one abstaining from voting.

**RESOLVED** (5 in favour, 1 against and 1 abstention) that the appropriate remuneration for the post of Assistant Director: Digital Peterborough be the median point on Pay Band 6, £71,619.

**Reasons for the decision:**

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

**7. Interviews for the Positions of:**

**7.1 Assistant Director for Human Resources and Development**

One candidate was interviewed for the position of Assistant Director for Human Resources and Development.

**RESOLVED:** to appoint Mandy Pullen, who was currently employed as Acting Head of Human Resources at Peterborough City Council.

**7.2 Assistant Director for Legal and Democratic Services**

One candidate was interviewed for the position of Assistant Director for Legal and Democratic Services.

**RESOLVED:** to appoint Alison Stuart.

Chair  
10:00am – 12:00pm

This page is intentionally left blank