

# Agenda

## Employment panel

Date: **Wednesday 13 January 2021**

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Time: **4.00 pm**

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Place: **Online meeting only**

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Notes: Please note the time, date and venue of the meeting.

For any further information please contact:

**Sarah Buffrey, democratic services officer**

Tel: 01432 260176

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If you would like help to understand this document, or would like it in another format, please call Sarah Buffrey, democratic services officer on 01432 260176 or e-mail [sarah.buffrey@herefordshire.gov.uk](mailto:sarah.buffrey@herefordshire.gov.uk) in advance of the meeting.

# **Agenda for the meeting of the Employment panel**

## **Membership**

**Chairperson**            **Councillor David Hitchiner**  
**Vice-Chairperson**   **Councillor Ellie Chowns**

**Councillor Tony Johnson**  
**Councillor Liz Harvey**  
**Councillor Terry James**

## Agenda

	Pages
<b>THE PUBLICS RIGHTS TO INFORMATION AND ATTENDANCE AT MEETINGS</b>	
<b>1. APOLOGIES FOR ABSENCE</b> To receive any apologies for absence.	
<b>2. NAMED SUBSTITUTES (IF ANY)</b> To receive details of any member nominated to attend the meeting in place of a member of the panel.	
<b>3. DECLARATIONS OF INTEREST</b> To receive declarations of interests in respect of Schedule 1, Schedule 2 or Other Interests from members of the committee in respect of items on the agenda.	
<b>4. MINUTES</b> To approve and sign the minutes of the meeting held on 18 November 2020.	9 - 12
<b>5. QUESTIONS FROM MEMBERS OF THE PUBLIC</b> To receive any written questions from members of the public. Details of the scheme and related guidance are available here: <a href="https://www.herefordshire.gov.uk/info/200148/your_council/61/get_involved">https://www.herefordshire.gov.uk/info/200148/your_council/61/get_involved</a> Please submit questions to <a href="mailto:councillorservices@herefordshire.gov.uk">councillorservices@herefordshire.gov.uk</a> The deadline for the receipt of questions is 7 January 2021 at 5.00 pm. Accepted questions and answers will be published as a supplement prior to the meeting.	
<b>6. QUESTIONS FROM COUNCILLORS</b> To receive any written questions from councillors. Please submit questions to <a href="mailto:councillorservices@herefordshire.gov.uk">councillorservices@herefordshire.gov.uk</a> The deadline for the receipt of questions is 7 January 2021 at 5.00 pm. Accepted questions will be published as a supplement prior to the meeting.	
<b>EXCLUSION OF THE PUBLIC AND PRESS</b>	
<b>In the opinion of the Proper Officer, the next item will not be, or is likely not to be, open to the public and press at the time it is considered.</b>	
<b>RECOMMENDATION</b>	
<b>That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12(A) of the Act (as amended) as indicated below.</b>	
<b>This item discloses information which is likely to reveal the identify of an individual.</b>	
<b>7. CHIEF EXECUTIVE APPOINTMENT</b> To select a preferred candidate to be appointed to the post of Chief	13 - 18

Executive and recommend that candidate to full council.

To recommend to full council interim arrangements for the designation of head of paid service when the chief executive leaves in February 2021 and until the newly appointed chief executive is able to start in post.

To select a post holder to be designed as returning officer when the chief executive leaves in February 2021 and until the newly appointed chief executive is able to start in post.

## The public's rights to information and attendance at meetings

*Due to the current COVID-19 pandemic Herefordshire Council will be holding remote meetings in accordance with the latest regulations<sup>1</sup>. Details of how to observe virtual meetings are set out below. Access to agenda, minutes, decision notices and other documents will be via the Herefordshire Council website or by contacting the Governance Support Team on 01432 260201 / 261699 or at [governancesupportteam@herefordshire.gov.uk](mailto:governancesupportteam@herefordshire.gov.uk)*

### YOU HAVE A RIGHT TO: -

- Attend all Council, Cabinet, Committee and Sub-Committee meetings unless the business to be transacted would disclose 'confidential' or 'exempt' information.
- Inspect agenda and public reports at least five clear days before the date of the meeting.
- Inspect minutes of the Council and all Committees and Sub-Committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
- Access to a public register stating the names, addresses and wards of all Councillors with details of the membership of Cabinet and of all Committees and Sub-Committees.
- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title.
- Copy any of the documents mentioned above to which you have a right of access, subject to a reasonable charge (20p per sheet subject to a maximum of £5.00 per agenda plus a nominal fee of £1.50 for postage).
- Access to this summary of your rights as members of the public to attend meetings of the Council, Cabinet, Committees and Sub-Committees and to inspect and copy documents.

### Observing meetings

Meetings will be streamed live on the Herefordshire Council YouTube Channel at <https://www.youtube.com/HerefordshireCouncil>. The recording of the meeting will be available shortly after the meeting has concluded.

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<sup>1</sup> The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

## **Recording of this meeting**

Please note that filming, photography and recording of this meeting is permitted provided that it does not disrupt the business of the meeting.

Members of the public are advised that if you do not wish to be filmed or photographed you should let the governance services team know before the meeting starts so that anyone who intends filming or photographing the meeting can be made aware.

The reporting of meetings is subject to the law and it is the responsibility of those doing the reporting to ensure that they comply.

The council is making an official recording of this public meeting. These recordings form part of the public record of the meeting and are made available for members of the public via the council's web-site.

## **The Seven Principles of Public Life**

### **(Nolan Principles)**

#### **1. Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### **3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **6. Honesty**

Holders of public office should be truthful.

#### **7. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.





## Minutes of the meeting of Employment panel held at Online meeting only on Wednesday 18 November 2020 at 3.30 pm

**Present:** Councillor David Hitchiner (chairperson)  
Councillor Ellie Chowns (vice-chairperson)

Councillors: Liz Harvey and Terry James

**Officers:** Assistant director, people

### 8. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Tony Johnson.

### 9. NAMED SUBSTITUTES (IF ANY)

There were no named substitutes.

### 10. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 11. MINUTES

**That the minutes of the meeting held on 27 October 2020 be approved as a correct record and signed by the Chairperson.**

### 12. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from members of the public

### 13. QUESTIONS FROM COUNCILLORS

There were no questions from councillors.

### 14. PAY POLICY STATEMENT

The assistant director, people, introduced the report and

- It is a requirement of the Localism Act 2011 that the council publishes a statement which sets out its approach to pay.
- It is important to note that this policy does not in itself change how we do things. It is a statement of what is already in place.
- The role of employment panel is to recommend the policy to full council at its meeting in February 2021 and afterwards the statement will be published on the council's website.
- There are no significant changes in the policy since it was brought last year.
- Based on the feedback received last year the ratio between the highest and lowest paid and how that compares with other local authorities in the region or nearby have continued to be reported to the panel. It was noted that the council's ratio is the one of the lowest.

- More information about the market forces supplements which are in place including the review dates has been included.

It was encouraging to see that the pay ratios were lower than in most councils. It was explained that there were two potential ways in order to reduce the ratio further which were:

1. Decreasing the chief executive's salary; or
2. Eliminating the grades at the bottom of the pay scale.

It was noted that as the pay increases were nationally agreed, then the ratio between the lowest paid and the chief executive's pay would remain consistent. It was further noted that approximately two years ago the National Joint Council (NJC) had introduced new pay scales which had reduced the gap so recent work had been undertaken nationally to reduce the gap.

The issue of market forces supplements (MFS) was discussed and it was noted that MFS were attached to posts and not the people in the posts. MFS were only used if they were warranted or had been benchmarked against other posts. The majority of the MFS were in the children's social work area and there may be some in place for senior manager posts as they were subject to the most nuanced recruitment processes. It was the aim of the council to keep MFS in force at their lowest possible number.

It was noted that details of the gender pay gap were not included within the report. It was explained that there were two different processes in place and the gender pay gap information would be reported in January 2021. The employment panel requested that details of the gender pay gap be included within the pay policy statement in future.

Following a query from a panel member, it was confirmed that there were good provisions and policies in place for those staff who wished to request flexi working arrangements. The employment panel requested that at a future meeting, a workforce report be presented.

## **RESOLVED that**

**the pay policy statement at appendix A is recommended to full council**

## **15. APPOINTMENT OF ACTING DIRECTOR OF PUBLIC HEALTH**

**RESOLVED that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12(A) of the Act (as amended) as indicated below. The item discloses information in relation to an individual.**

The assistant director, people, introduced the report and highlighted the following:

- The council's current Director of Public Health (DPH) would be leaving their post by the end of 2020.
- This panel would be asked to consider options for a replacement in the New Year and at the same time take the opportunity to review what needs of the council in relation to the role, particularly as there had been lessons learnt during the pandemic about how the role should operate within the council.

- The DPH was a statutory role and the council were required to appoint someone to carry out that function
- The purpose of the report was to agree the interim arrangements.
- It was being proposed that as there was a suitably qualified internal candidate immediately available to act up into the DPH role, that they be appointed on an interim basis. This would enable the council to commence the search for a permanent DPH.
- Even though this was an interim arrangement, the process for appointing a DPH is not straightforward as Public Health England (PHE) and the Faculty of Public Health needed assurance of any candidate's technical competence and that was achieved through an advisory appointments committee (AAC). This process was being undertaken at the same time as the panel was meeting. Therefore any decision made by employment panel to appoint the individual on an interim basis would be subject to the AAC assessing them as competent.

It was confirmed that there were no other qualified internal candidates within the Council. The individual's CV was briefly discussed. It was noted that should the individual chose to leave during the interim appointment period, then they would be required to give three months' notice. The council would then need to look at either sharing a DPH with another council or appointing an external interim.

The assistant director, people, confirmed that the acting director would be well supported and a mentor would be identified.

It was noted that public health was an important area for the council and there was a need to ensure that there was a good working relationship with health organisations.

As part of the permanent DPH recruitment process, a benchmarking exercise against councils of a similar size would be undertaken.

**RESOLVED that:**

**Subject to approval from the Advisory Appointments Committee and subject to there being no valid objections received from cabinet members by 9am on Friday 20 November, the individual identified in the report is temporarily appointed for up to 12 months to the role of Director of Public Health.**

The meeting ended at 16:23

**Chairperson**



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