

# Agenda

## Employment Panel

Date: **Monday 7 April 2025**

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Time: **12.30 pm**

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Place: **Herefordshire Council Offices, Plough Lane, Hereford,  
HR4 0LE**

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

For any further information please contact:

**Jen Preece, democratic services officer**

Tel: 01432 261699

Email: [jennypreece@herefordshire.gov.uk](mailto:jennypreece@herefordshire.gov.uk)

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If you would like help to understand this document, or would like it in another format, please call Jen Preece, democratic services officer on 01432 261699 or e-mail [jennypreece@herefordshire.gov.uk](mailto:jennypreece@herefordshire.gov.uk) in advance of the meeting.

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

## **Membership**

**Chairperson**            **Councillor Jonathan Lester**  
**Vice-chairperson**   **Councillor Diana Toynbee**

**Councillor Terry James**  
**Councillor Liz Harvey**  
**Councillor Pete Stoddart**  
**Councillor Clare Davies**

## Agenda

### Pages

**1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**2. NAMED SUBSTITUTES (IF ANY)**

To receive details of any member nominated to attend the meeting in place of a member of the panel.

**3. DECLARATIONS OF INTEREST**

To receive declarations of interests in respect of items on the agenda.

**4. MINUTES**

To approve and sign the minutes of the meetings held on 12 December 2024 and 16 January 2025.

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**5. QUESTIONS FROM MEMBERS OF THE PUBLIC**

To receive any written questions from members of the public.

Details of the scheme and related guidance are available here:

[https://www.herefordshire.gov.uk/info/200148/your\\_council/61/get\\_involved](https://www.herefordshire.gov.uk/info/200148/your_council/61/get_involved)

Please submit questions to [councillorservices@herefordshire.gov.uk](mailto:councillorservices@herefordshire.gov.uk)

The deadline for the receipt of questions is Tuesday 1 April 2025 at 5.00 pm.

Accepted questions will be published as a supplement prior to the meeting.

**6. QUESTIONS FROM COUNCILLORS**

To receive any written questions from councillors.

Please submit questions to [councillorservices@herefordshire.gov.uk](mailto:councillorservices@herefordshire.gov.uk)

The deadline for the receipt of questions is Tuesday 1 April 2025 at 5.00 pm.

Accepted questions will be published as a supplement prior to the meeting.

**EXCLUSION OF THE PUBLIC AND PRESS**

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.

**RECOMMENDATION**

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.

This item discloses information which is likely to reveal the identify of an individual.

And the public interest in maintaining this exemption outweighs the public

**interest in disclosing the information.**

**7. APPOINTMENT OF DIRECTOR OF FINANCE**

To agree the appointment of the Director of Finance on a permanent basis.

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

Please take time to read the latest guidance on the council website by following the link at [www.herefordshire.gov.uk/meetings](http://www.herefordshire.gov.uk/meetings) and support us in promoting a safe environment for everyone. If you have any queries please contact the governance support team on 01432 261699 or at [governancesupportteam@herefordshire.gov.uk](mailto:governancesupportteam@herefordshire.gov.uk)

We will review and update this guidance in line with Government advice and restrictions. Thank you for your help in keeping Herefordshire Council meetings safe.

### 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. Agenda and reports (relating to items to be considered in public) are available at [www.herefordshire.gov.uk/meetings](http://www.herefordshire.gov.uk/meetings)
- 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. Information about councillors is available at [www.herefordshire.gov.uk/councillors](http://www.herefordshire.gov.uk/councillors)
- 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. The council's constitution is available at [www.herefordshire.gov.uk/constitution](http://www.herefordshire.gov.uk/constitution)
- 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 documents.

## **Recording of meetings**

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 may make a recording of this public meeting or stream it live to the council's website. Such recordings form part of the record of the meeting and are made available for members of the public via the council's YouTube channel.

## **Public transport links**

The Herefordshire Council office at Plough Lane is located off Whitecross Road in Hereford, approximately 1 kilometre from the City Bus Station.

The location of the office and details of city bus services can be viewed at:

[www.herefordshire.gov.uk/downloads/file/1597/hereford-city-bus-map-local-services-](http://www.herefordshire.gov.uk/downloads/file/1597/hereford-city-bus-map-local-services-)

## **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 and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.





## **Minutes of the meeting of the Employment Panel held in Herefordshire Council Offices, Plough Lane, Hereford, HR4 0LE on Thursday 12 December 2024 at 2.00 pm**

**Committee members present in person and voting:**      **Councillors: Jonathan Lester (Chairperson), Diana Toynbee (Vice-Chairperson), Pauline Crockett and Carole Gandy**

**Committee members participating via remote attendance:**      **Councillors: Clare Davies**

[Note: Committee members participating via remote attendance, i.e. through video conferencing facilities, may not vote on any decisions taken.]

Others in attendance:

T Sampson	Director of HR and OD
J Preece	Democratic Services Officer
H Hall	Corporate Director Community Wellbeing

### **45. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Harvey, Councillor James and Councillor Stoddart.

### **46. NAMED SUBSTITUTES (IF ANY)**

Councillor Crockett was present as a substitute for Cllr Harvey. Cllr Gandy was present as a substitute for Cllr Stoddart.

### **47. DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **48. MINUTES**

**Resolved that the minutes of the meetings held on 15 January, 28 March, 13 May and 18 July 2024 were approved as an accurate record.**

### **49. QUESTIONS FROM MEMBERS OF THE PUBLIC**

No questions had been received from members of the public.

### **50. QUESTIONS FROM COUNCILLORS**

No questions had been received from councillors.

**51. APPOINTMENT OF DIRECTOR OF PUBLIC HEALTH**

**Resolved that subject to no valid objections being received from cabinet members by 3.00pm on 13 December 2024, Zoe Clifford is appointed as the Council's Director of Public Health.**

The meeting ended at 2.22 pm

**Chairperson**

## **Minutes of the meeting of Employment Panel held at Herefordshire Council Offices, Plough Lane, Hereford, HR4 0LE on Thursday 16 January 2025 at 2.00 pm**

**Present:** Councillor Jonathan Lester (chairperson)  
Councillor Diana Toynbee (vice-chairperson)

**Councillors:** Liz Harvey, Pete Stoddart and Ben Proctor

**Officers:** Director of HR and OD, Democratic Services Officer and and HR Improvement Manager

### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Clare Davies and Councillor Terry James.

### **2. NAMED SUBSTITUTES (IF ANY)**

Councillor Ben Proctor was present as a substitute for Councillor Terry James.

### **3. DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **4. MINUTES**

#### **RESOLVED:**

**That the minutes of the meeting held on 14 October 2024 were confirmed as a correct record and signed by the chairman.**

### **5. QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions received from members of the public.

### **6. QUESTIONS FROM COUNCILLORS**

There were no questions received from Councillors.

### **7. PAY POLICY STATEMENT**

The HR Improvement Manager introduced the report and highlighted in accordance with the Localism Act, it was a statutory requirement for authorities to publish their pay policy statement annually. The purpose of the statement was to outline the council's approach to pay, providing a factual description of policies currently in place.

The role of employment panel is to recommend the pay policy to the full council budget meeting on 7<sup>th</sup> February 2025 after which it will be published on the council website. While there had been no amendments or insertions to the content of the policy this year compared to previous years, certain sections had been updated to reflect a true picture of the organisation at the time of writing (November 2024). The updates included:

- **Section 3:** Updated list of Chief Officers and Deputy Chief Officers with their respective salary grades
- **Section 5:** Recalculated salary ratio, which remains unchanged from the previous year.
- **Section 6:** Updated Gender Pay Gap information based on the most recent analysis (2023 data)
- **Appendix 1:** Revised Pay Structure
- **Appendix 2:** Updated staff distribution across the grades as of September 2024

In response to committee questions, it was noted:

1. Comparative figures for the council's median earnings and the chief executive's salary would be included in the report to be approved by full council.
2. The Director of HR and OD (DHROD) explained that careful consideration is given before engaging a high-cost interim and where a need for an interim is identified, managers are expected to have written objectives and a clear set of deliverables that are expected of the Interim. Managers are expected to take early action if the council is not getting what is paid for, and managers should be reporting back to the agency at the first opportunity, not at the end of the assignment. Spending on high-cost interims is regularly monitored and all data compiled by Finance and reported on a regular basis to the Chief Executive and Corporate Leadership Team (CLT).
3. Thought would be given to incorporating political oversight for interim appointments where appointments are not made by full council.
4. The DHROD highlighted the chart detailing the distribution of employees across the whole organisation against the council's pay structure and by gender.
5. It was confirmed that the gender pay gap action plan had been published on the councils website.
6. The pensions discretion policy was highlighted. The DHROD agreed to include a summary of the discretions used in the report to full council.
7. The HR Improvement Manager would investigate the format the salaries, fees and allowances data is published in to ensure best accessibility.
8. It was noted that the webpage should be labelled with the Open Government Licence (OGL).
9. It was confirmed that the reporting of diversity statistics which is required through the public sector equality duty is undertaken annually.

## **RESOLVED**

**That the pay policy statement at Appendix 1 was recommended to Full Council.**

### **Action(s)**

- 1) Comparative figures for the council's median earnings and the chief executive's salary along with clarification on the use of pension's discretion would be included in the report to be approved by full council.
- 2) Thought would be given to incorporating political oversight for interim appointments where appointments are not made by full council.
- 3) The format used for publishing the salaries, fees and allowances data would be investigated to ensure best accessibility.

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