

MINUTES of the meeting of Employment Panel held at Committee Room One, Shire Hall, St Peter's Square, Hereford HR1 2HX on Wednesday 14 January 2015 at 2.00 pm

Present: Councillor AW Johnson (Chairman)
Councillor (Vice Chairman)

Councillors: Brig P Jones CBE, PM Morgan, AJW Powers, R Preece and GA Vaughan-Powell

Officers: G Hughes (Director – Economy, Communities and Corporate; TJ Postles, Head of Workforce and Organisational Design and A Brookes – Governance Manager

7. APOLOGIES FOR ABSENCE

Apologies were received from Councillor KS Guthrie.

8. NAMED SUBSTITUTES

Councillor Brigadier P Jones CBE substituted for Councillor KS Guthrie.

9. DECLARATIONS OF INTEREST

There were no declarations of interest.

10. MINUTES

RESOLVED: That the Minutes of the meeting held on 3 June 2014 be confirmed as a correct record and signed by the Chairman.

11. PAY POLICY STATEMENT

The panel was invited to consider a draft annual pay policy statement for recommendation to Council. It was noted that the statement provided a summary, in accordance with the provisions of the Localism Act 2011, of the remuneration of chief officers and lowest paid employees, and pay policies operated across the organisation. It was also noted that, following a recent resolution passed by Council, work was being undertaken in relation to assessing the potential for Herefordshire Council adopting the living wage; a detailed report would be brought to the panel once that work had been undertaken.

The panel was advised that, the Localism Act included a requirement for Council to have the opportunity to vote on any proposed salary above £100,000. In seeking to make a permanent appointment to the post of director for adults and wellbeing, a salary of £120,000 was being recommended. This salary was in accordance with that offered in respect of the two other director level posts and in line with the independent (Hay) job evaluation undertaken for that job family appearing in the mid-range of salaries benchmarked by Hay as part of their evaluation. Evaluation took full account of current roles and accountabilities.

A number of further recruitments at senior manager level were proposed to seek permanent appointments to be made to posts currently covered by interim appointments. This would

mitigate concerns noted in the employee survey and risks identified in the annual governance statement, by providing greater stability at a senior manager level.

The roles had similarly been subject to Hay job evaluation, taking account of any changes to roles and accountabilities and the salaries recommended for the posts of director of resources and director of public health were in the median benchmarked salary range (£91 to £98k). Such a level would not require a vote at Council.

The following points were noted:

- the Hay job evaluation scheme included benchmarking nationally
- recruitment costs identified in the report were a maximum and should it prove possible to recruit without requiring the services of a recruitment specialist this would be done
- minor changes to the responsibilities of the assistant director governance had been confirmed by Hay job evaluation as not impacting the current grading of that post
- the table following paragraph 19 of the draft pay policy statement would be amended before being presented to Council to reflect the 2 day unpaid annual leave impact.

RESOLVED: That

- (a) the pay policy statement summarising existing council policies (at Appendix A) be recommended to council for approval;**
- (b) the director of adults and wellbeing salary of £120,000 be recommended to council for approval, being over £100,000 pa;**
- (c) new salary packages are agreed at £91 to £98k for the following two posts based on the outcome of job evaluation**
 - **Director of public health**
 - **Director of resources (section 151 officer)**
- (d) it be noted that a recruitment campaign will commence in February 2015 to permanently recruit to a number of senior roles, including:**
 - **Director of adults and wellbeing**
 - **Director of public health**
 - **Director of resources (section 151 officer)**
 - **Assistant director – adults commissioning**

The meeting ended at 2.34 pm

CHAIRMAN