

Agenda

Employment Panel

Date: **Thursday 23 April 2026**

Time: **1.00 pm**

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

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

For any further information please contact:

Jen Preece, democratic services officer

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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 in advance of the meeting.

Agenda for the meeting of the Employment Panel

Membership

Chairperson **Councillor Jonathan Lester**
Vice-chairperson **Councillor Liz Harvey**

Councillor Terry James
Councillor Pete Stoddart
Councillor Clare Davies
Councillor Stef Simmons

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 meeting held on Wednesday 21 January 2026

9 - 10

HOW TO SUBMIT QUESTIONS

Deadline for receipt of questions is 5pm on Friday 17 April 2026. Questions must be submitted to councillorservices@herefordshire.gov.uk . Questions sent to any other address may not be accepted. Accepted questions and the response to them will be published as a supplement to the agenda papers prior to the meeting. Further information and guidance is available at www.herefordshire.gov.uk/getinvolved

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

To receive any written questions from members of the public.

6. QUESTIONS FROM COUNCILLORS

To receive any written questions from councillors.

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.

1 Information related to any individual

7. APPOINTMENT OF THE CHIEF EXECUTIVE

To select a preferred candidate to be appointed to the post of Chief Executive and recommend that candidate to Council.

11 - 14

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 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

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
- 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
- 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
- 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-

**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 Conference Room 2 - Herefordshire Council, Plough Lane Offices, Hereford, HR4 0LE on Wednesday 21 January 2026 at 3.00 pm

Committee members present in person and voting: Councillors: Jonathan Lester (Chairperson), Pete Stoddart and Stef Simmons

Committee members participating via remote attendance: Councillors: Liz Harvey

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

Others in attendance: J Coleman (Democratic Services Manager), T Sampson (Director of HR and OD) and L Edwards (HR Improvement Manager)

35. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Clare Davies and Terry James.

36. NAMED SUBSTITUTES (IF ANY)

There were no named substitutes.

37. DECLARATIONS OF INTEREST

There were no declarations of interest.

38. MINUTES

The minutes of the meetings held on 24 September, and 22 October 2025 were approved as an accurate record.

39. QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

40. QUESTIONS FROM COUNCILLORS

No questions had been received from councillors.

41. PAY POLICY STATEMENT

In introducing the report, set out at appendix A, the Chair explained that the council has an obligation to produce an annual pay policy statement for each financial year. It is for the Employment Panel to review and recommend the statement for approval by Council.

The following principal points were raised by committee members.

Clarification was sought on the reference to the Real Living Wage in regard to the 03 and 04 HCS grade being described as “discretionary”. It was explained that the council has decided to apply the Real Living Wage consistently across all affected employee bands rather than discretion given on an individual employee basis.

It was noted that changes in the Pay Policy Statement from the previous year show a positive direction of travel, particularly the pay ratio between the lowest- and highest-paid employees is narrowing. The council is comparing well with neighbouring authorities on both this ratio and median/midpoint pay. The report demonstrates that the council is taking a considered and balanced approach to setting salaries, reflecting both local conditions and the national job market rate, and particularly so for the more senior roles.

Committee members raised questions around the gender pay gap information in the report. Despite women making up a larger proportion of employees across all pay grades, members are unclear why men are still paid slightly more on average. Members stressed the need to understand the causes of the gap so continuing progress toward reducing it can be evidence-led. It is important that the Council is seen to be leading by example in seeking to address and close this gap.

Committee members sought a more detailed breakdown of male/female distributions among the pay grades, analysis of part-time versus full-time working, and how this may affect progression and representation of women (in particular) at higher grades. It was recognised that pay data is already pro-rated, so part-time status is unlikely to affect the headline statistics but may still reveal underlying structural patterns.

Officers will carry out more detailed analysis and explanation around some of the trends currently being presented in the report. An explanatory paragraph will be included before the report goes to Full Council.

Committee members were invited to agree to recommend the pay policy statement 2026-27 to Full Council for approval and publication.

Resolved: That the pay policy statement in Appendix A is recommended to Full Council.

The meeting ended at 15:13

Chairperson

Document is Restricted

