

AGENDA

Employment Panel

Date: **Tuesday 12 June 2012**

Time: **1.30 pm**

Place: **Committee Room - Brockington**

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

For any further information please contact:

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If you would like help to understand this document, or would like it in another format or language, please call Sally Cole, Governance Services on 01432 260249 or e-mail scole@herefordshire.gov.uk in advance of the meeting.

Agenda for the Meeting of the Employment Panel

Membership

Chairman

Councillor JG Jarvis

Councillor KS Guthrie
Councillor MAF Hubbard
Councillor RI Matthews
Councillor PD Price

GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS

What is a personal interest?

You have a personal interest in a matter if that matter affects the well-being or financial position of you, your relatives or people with whom you have a close personal association more than it would affect the majority of other people in the ward(s) to which the matter relates.

A personal interest can affect you, your relatives or people with whom you have a close personal association positively or negatively. If you or they would stand to lose by the decision, you should also declare it.

You also have a personal interest in a matter if it relates to any interests, which you must register.

What do I need to do if I have a personal interest?

You must declare it when you get to the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you. You may still speak and vote unless it is a prejudicial interest.

If a matter affects a body to which you have been appointed by the authority, or a body exercising functions of a public nature, you only need declare the interest if you are going to speak on the matter.

What is a prejudicial interest?

You have a prejudicial interest in a matter if;

- a) a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgment of the public interest; and
- b) the matter affects your financial interests or relates to a licensing or regulatory matter; and
- c) the interest does not fall within one of the exempt categories at paragraph 10(2)(c) of the Code of Conduct.

What do I need to do if I have a prejudicial interest?

If you have a prejudicial interest you must withdraw from the meeting. However, under paragraph 12(2) of the Code of Conduct, if members of the public are allowed to make representations, give evidence or answer questions about that matter, you may also make representations as if you were a member of the public. However, you must withdraw from the meeting once you have made your representations and before any debate starts.

AGENDA

	Pages
<p>1. APOLOGIES FOR ABSENCE</p> <p style="padding-left: 20px;">To receive any apologies for absence.</p>	
<p>2. NAMED SUBSTITUTES (IF ANY)</p> <p style="padding-left: 20px;">To receive details of any Member nominated to attend the meeting in place of a Member of the Panel.</p>	
<p>3. DECLARATIONS OF INTEREST</p> <p style="padding-left: 20px;">To receive any declarations of interest by Members in respect of items on this agenda.</p>	
<p>4. MINUTES</p> <p style="padding-left: 20px;">To approve and sign the minutes of the meeting held on 13 February 2012.</p>	1 - 2
<p>EXCLUSION OF THE PUBLIC AND PRESS</p> <p>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.</p>	
<p>RECOMMENDATION</p> <p>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.</p>	
<p>1 Information relating to any individual.</p>	
<p>5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.</p>	
<p>5. IMPLICATIONS OF DISESTABLISHMENT OF THE PCT</p> <p style="padding-left: 20px;">To receive a report on the implications of the disestablishment of the Primary Care Trust (PCT). <i>Report to follow.</i></p>	

HEREFORDSHIRE COUNCIL

MINUTES of the meeting of Employment Panel held at Committee Room - Brockington on Monday 13 February 2012 at 4.00 pm

Present: Councillor JG Jarvis (Chairman)

Councillors: KS Guthrie, MAF Hubbard, RI Matthews and PD Price

In attendance: Councillors

Officers:

1. CHAIRMAN

Councillor John Jarvis, was elected Chairman.

2. APOLOGIES FOR ABSENCE

There were no apologies for absence.

3. NAMED SUBSTITUTES (IF ANY)

There were no substitutions made.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. PAY POLICY STATEMENT

The Chief Executive informed the Panel that the new Localism Act requires Council to approve any pay packages of £100k per year and the pay policy for senior staff. It is a requirement that it is in place before the start of the financial year to which it relates.

The following points were made in discussion:

- It was noted that the Panel had previously taken the view that the authority should be part of the national negotiating scheme, which deals with all spinal points on the pay structure. Although there was an option to move to a local pay structure it was stated this would be unique for an authority of the size of Herefordshire.
- It was also agreed to use the Hay job evaluation process, which sets the grades for where posts should sit on the national pay spine. A grade can have four or five spinal points within that grade, but there are no pay bonuses or additional travel allowances.
- A member of staff starting in a new post would start at the bottom of the pay scale, which would increase incrementally. It was noted that a number of authorities had moved to incremental increases being linked to performance.
- The Panel was reminded that the policy being recommended to Council for approval was the existing policy in order to meet the Governments timescale of publishing the policy by 31 March. Once published discussions could be held and changes made as necessary, as the policy must be reviewed annually.
- Members agreed the pay policy should be made more understandable for the public and that incremental increases should be made against performance. It was requested that consideration be given to benchmarking with other authorities to compare policies. Currently Herefordshire pay is lower than that of Worcestershire. It

was proposed that a Member seminar be held to provide clarity on the issues and objectives and Members felt there was a need to not only look at the grade on the pay spine but also the points within that grade.

RESOLVED

THAT:

- a) **the draft Pay Policy Statement be recommended to Council for approval; and**
- b) **Council be asked to delegate authority to the Monitoring Officer to make necessary amendments to the Constitution to ensure compliance with the legislation.**

The meeting ended at 5.15 pm

CHAIRMAN