

Agenda

Employment panel

Date: **Tuesday 3 December 2019**

Time: **4.00 pm**

Place: **Leominster Room, Plough Lane, Hereford**

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

Email: sarah.buffrey@herefordshire.gov.uk

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 in advance of the meeting.

Agenda for the meeting of the Employment panel

Membership

Chairperson **Councillor David Hitchiner**
Vice-Chairperson **Councillor Tony Johnson**

Councillor Ellie Chowns
Councillor Liz Harvey
Councillor Terry James

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 Schedule 1, Schedule 2 or Other Interests from members of the committee in respect of items on the agenda.

4. MINUTES

To approve and sign the minutes of the meeting held on 7 October 2019.

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

Please submit questions to councillorservices@herefordshire.gov.uk

The deadline for the receipt of questions is 27 November 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

The deadline for the receipt of questions is 27 November 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), namely that it discloses or is likely to disclose information relating to an individual.

7. APPOINTMENT OF DIRECTOR FOR ECONOMY AND PLACE

To appoint the council's director for economy and place.

7 - 8

9 - 12

The public's rights to information and attendance at meetings

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 a reasonable number of copies of agenda and reports (relating to items to be considered in public) made available to the public attending meetings of the council, cabinet, 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.

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.

Fire and emergency evacuation procedure

In the event of a fire or emergency the alarm bell will ring continuously.

You should vacate the building in an orderly manner through the nearest available fire exit and make your way to the Fire Assembly Point in the car park.

Please do not allow any items of clothing, etc. to obstruct any of the exits.

Do not delay your vacation of the building by stopping or returning to collect coats or other personal belongings.

The chairman or an attendee at the meeting must take the signing in sheet so it can be checked when everyone is at the assembly point.

Minutes of the meeting of Employment panel held at Committee Room 1, Shire Hall, St. Peter's Square, Hereford on Monday 7 October 2019 at 10.15 am

Present: Councillor David Hitchiner (chairperson)
Councillor Tony Johnson (vice-chairperson)

Councillors: Liz Harvey

Officers: Tracey Sampson, Julie Davies

1. APOLOGIES FOR ABSENCE

None.

2. NAMED SUBSTITUTES (IF ANY)

None.

3. DECLARATIONS OF INTEREST

In relation to agenda item 7, Councillor Harvey declared that she was a school governor.

4. MINUTES

The minutes of the meeting of 14 January 2019 were received.

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions were received from members of the public.

6. QUESTIONS FROM COUNCILLORS

No questions were received from councillors.

7. TEACHERS PAY AWARD 2019/20

The HR services manager introduced the report and answered questions from the panel. It was noted that:

- The working party had representatives from trade unions, headteachers from all categories of schools, officers from children and families directorate and HR officers;
- Although the council could not impose the pay award on academies, in Herefordshire academies had generally followed the council's stance;
- The national pay award related only to the minima and maxima points on the pay scale, it was for the council to determine any local increase to that award;
- In line with most other councils, Herefordshire continued to use a system of reference points for teachers' salaries, and the working party agreed that applying the same percentage uplift to all pay points was fair and equitable to all staff;

- Schools had been advised to budget for a 1% increase and there would be an additional 0.75% coming from central government but there would still be a gap for schools to cover;
- The impact on school budgets had been discussed extensively in the working party and headteacher representatives had felt it was important to maintain equity across the pay points, even though this would put additional pressure on budgets;
- Support staff such as teaching assistants would not be affected by this pay award as their pay was on the same system as other council staff.

The panel supported the proposal to apply a 2.75% increase across all pay point but expressed concern about the impact on school budgets of the unfunded increase and requested that a letter be sent to the Department for Education urging that future pay increases be fully funded by central government.

The HR services manager highlighted the government's proposal to increase starting salaries for teachers to £30k either from 2022/23 or from September 2022. It was unclear how this increase was to be delivered and funded.

The panel expressed their appreciation for the work of teachers in Herefordshire and noted recent improvements in standards achieved.

The panel indicated its support that the following be applied:

- (a) Subject to Parliamentary approval a 2.75% increase for school leaders and teachers on all scale points within all pay ranges with effect from 1st September 2019;**
- (b) Subject to Parliamentary approval a 2.75% increase on all allowances with effect from 1st September 2019.**

The meeting ended at 10.35 am

Chairperson



Meeting:	Employment panel
Meeting date:	Tuesday 3 December 2019
Title of report:	Appointment of Director for Economy and Place
Report by:	Chief executive

Classification

Open

Decision type

This is not an executive decision

Wards affected

(All Wards);

Purpose and summary

To appoint the council's Director for Economy and Place.

Recommendation(s)

That:

- (a) **Subject to there being no valid objections received from cabinet members by 9am on Thursday 5 December, [name to be confirmed] be appointed as the council's Director for Economy and Place.**

Alternative options

1. If employment panel determine that none of the candidates are appointable at this time, panel members can initiate a new search for the right candidate.

Key considerations

2. The post of director for economy and place has been filled on an acting basis since September 2018 and that temporary arrangement is due to expire at the end of March 2020.

3. After a national search for candidates, on 18 November 2019 employment panel considered the applications for the post of director for economy and place and drew up a shortlist of candidates to invite for interview. The shortlisted candidates were interviewed by employment panel on 3 December 2019.
4. Under the council's employment rules (para 4.9.1) the appointment of a chief officer is undertaken by employment panel. Therefore after a full and rigorous selection process, employment panel is asked to confirm the appointment of [name to be confirmed] as the council's director for economy and place. This appointment is subject to no valid objections being received from cabinet members within the timeframe specified, in accordance with the requirements of the council's employment rules.
5. Approval of appointments to posts with salaries in excess of £100,000 is reserved to full council. When approving the pay policy statement in February 2019, council authorised appointments to those posts included in the statement at the salaries specified in the statement. This post is one of the posts included under that authorisation.

Community impact

6. The post holder provides strategic leadership to a key council service delivery area. Without effective leadership, outcomes for communities and individuals in Herefordshire could be adversely affected.

Equality duty

7. Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
8. The council's policies in relation to job evaluation and recruitment and selection pay full regard to the council's responsibilities as set out in the public sector equality duty.

Resource implications

9. The full time salary for this post is £124,860 in accordance with the pay policy statement approved by Council in February 2109 and up to £7,000 is available in relocation costs where appropriate. The establishment budget is available within the approved budget and any appointment will be made within this budget.

Legal implications

10. This is a chief officer role which means employment panel is responsible for the appointment. The salary was approved for the post in January 2019 by full council as part of the pay policy statement.

Risk management

11. The risks associated with this appointment are set out below.

Risk / opportunity	Mitigation
There is a risk that suitable candidates will not be found for this role.	This risk has been mitigated by appointing an executive search agency to undertake a national search.

Consultees

12. In accordance with the council's employment rules, the leader of the council has been consulted on the role profile and recruitment process for this post.
13. In accordance with the council's employment rules, cabinet members will be consulted on the proposed appointee before an offer of appointment is confirmed.

Appendices

None.

Background papers

None identified

