

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