

**MINUTES of the meeting of Employment Panel held at Room 22A, Brockington, 35 Hafod Road, Hereford, HR1 1SH on Tuesday 7 January 2014 at 3.30 pm**

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

**Councillors:** WLS Bowen, KS Guthrie, AW Johnson, PM Morgan and AJW Powers

**Officers:** A Brookes (Deputy Monitoring Officer), J Lewis (Assistant Director – Organisation Development), A Neill (Chief Executive); TJ Postles (Head of Workforce and Organisational Design).

**22. CHAIRMAN**

The Leader of the Council, Councillor AW Johnson, had been elected Chairman at the meeting held on 13 June 2013.

**23. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**24. NAMED SUBSTITUTES (IF ANY)**

There were no named substitutes.

**25. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

**26. MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 11 September 2013 be approved and signed as a correct record.

**27. PAY POLICY STATEMENT**

The Panel considered a draft pay policy statement (PPS) for recommendation to Council. It was noted that further work to review the overarching grading structure would be undertaken in the coming year.

Whilst acknowledging the difficulties in making direct comparisons between the costs of interims provided via contract for services and salaries of employed officers, the Panel requested that the information be provided in the most transparent way possible.

Attention was drawn to the difficulties in presenting information applicable to senior managers in light of the Localism Act's definition of Chief Officer and it was suggested the senior management structure be appended to the PPS to clarify the fact that there were officers captured by the strict definition but on lower salaries. This proposal was endorsed.

Panel members queried whether information about Members allowances should be included in the statement given public interest in the matter. It was noted that the statement related

solely to employees, but that a clarifying paragraph on that matter could be included in the PPS and the web page relating to Member remuneration would be reviewed. Panel Members queried whether the policies within the PPS applied to employees of arm's length delivery bodies. It was confirmed this was not the case; but that the principles within the PPS could be used to inform and influence the council's commissioning arrangements.

**RESOLVED: That subject to the following amendments the draft statement be recommended to Council:**

- **present costs of senior officer level interims to be put in a separate table for the purposes of transparency, with any explanatory text necessary to place the figures in context;**
- **provide as much clarity as possible about the structure at senior levels;**
- **include a statement explaining that Members are not covered by the Pay Policy Statement as they are not employees; and**
- **ensure clarity re application of the policies within the statement to arm's length delivery companies and other commissioned services.**

***NB The Chief Executive left the meeting at this point given that he had an interest in the remaining items.***

## **28. STATUTORY FUNCTIONS REPORT**

The Panel considered proposals regarding the designations of statutory functions to posts for recommendation to Council.

It was noted that, once appointed, it was a matter for individual statutory officers to appoint their deputies.

**RESOLVED:**

**That the following recommendations be put to Council:**

- (a) the Solicitor to the Council be designated Monitoring Officer;**
- (b) the Chief Executive be designated Returning Officer (Acting Returning Officer in respect of European elections) and Electoral Registration Officer;**
- (c) the Director for Economy, Communities & Corporate be designated Scrutiny Officer; and**
- (d) the Solicitor to the Council be designated Proper Officer for Registration Services (including responsibility for the Coroners Service).**

## **29. FRAMEWORK FOR ASSESSMENT OF CHIEF EXECUTIVE PERFORMANCE**

The Panel considered proposals for a transparent framework for the establishment and review of objectives for the chief executive.

It was requested that the role of Group Leaders be more explicitly identified throughout the framework, emphasising the need for them to reflect the views of their group members.

**RESOLVED: That the the framework at Appendix A to the report be approved subject to the following amendments:**

- **more explicit identification of the role of Group Leaders in the process; and**

- **an additional activity involving confirmation to Council that the process has been completed each year within the Leader's Report to the first available Council following completion.**

The meeting ended at 5.09

**CHAIRMAN**