

PERSONNEL COMMITTEE

6.10 P.M.

3RD APRIL 2018

PRESENT:- Councillors Caroline Jackson (Vice-Chairman in the Chair), Eileen Blamire, Ronnie Kershaw, Jane Parkinson, Margaret Pattison and David Whitaker

Apologies for Absence:-

Councillors Sylvia Rogerson

Officers in attendance:-

Susan Parsonage	Chief Executive
Dave Rigby	Interim HR Manager
Stephen Metcalfe	Principal Democratic Support Officer

21 CHAIRMAN'S REMARKS

Members of the Committee requested that, in recognition of her service and hard work as Chairman of the Committee, the Committee's gratitude be expressed to the former Chairman of the Committee, Councillor Lucy Atkinson, who had recently resigned as a Councillor for the City Council.

22 MINUTES

The Minutes of the meeting held on 20th February 2018 were signed by the Chairman as a correct record.

23 DECLARATIONS OF INTEREST

There were no declarations of interest.

24 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

There were no items of urgent business authorised by the Chairman.

25 PAY POLICY

The Interim HR Manager submitted a report that enabled the Committee to fully consider the 2018/19 Pay Policy document.

It was reported that each year, the Council was required to produce and publish a 'Pay Policy' document, in line with the requirements of Section 38 Localism Act 2011. The requirements of the Act were set out within the report.

At the Council meeting, held on 28th February 2018, the Pay Policy for 2018/19 was tabled for discussion and approval. Whilst the document contained no policy changes, it was shorter than the previous year's document as some commentary had been removed which was not required in the document. This commentary was primarily in relation to job evaluation. Following consideration of the report, it was agreed that, in future years,

the Pay Policy Statement would be reported to the Personnel Committee for consideration prior to final consideration by full Council. It was noted that the HR Manager would put appropriate arrangements in place for this to happen.

Copies of the other policies, processes and agreements referred to in the Pay Policy document for 2018/19 were provided at the meeting.

Members were informed that upon considering the Pay Policy document, should the Committee wish to propose any changes to actual policy, then negotiations may need to take place through the standard processes involving Trade Unions before proposals could be accepted.

It was reported that any amendments recommended by the Personnel Committee to the statutory Pay Policy statement must be referred to full Council to be approved by resolution before it would come into force. As soon as was reasonably practicable after amending the Pay Policy statement, the amended statement would require publication, which must include publication on the authority's website.

At the meeting a Cost Comparison for Chief Officers Salaries and Interim Managers was circulated for Members information.

Members were advised that a Gender Pay Gap report would be provided to a meeting of the Committee to be arranged for the end of April 2018.

Queries were raised on a number of issues, in particular regarding the re-employment of former Chief Officers as set out in paragraph 12.1 of the Policy. After considering the report the Committee agreed as follows.

Resolved: -

- (1) That, subject to officers considering the requirement to consult, the re-employment of Chief Officers and the making of Conditions of Service for Chief Officers in receipt of redundancy enhancement be amended to reflect the Conditions of Service provided for other Council staff.
- (2) That in significant variations to conditions of service or pay policy both Personnel and JCC Committees be involved in reviewing and approving the changes in advance of Full Council.

26 INTERIM MANAGER APPOINTMENTS

The Interim HR Manager submitted a report that enabled the Committee to consider the approach when engaging 'Interim Managers' through Contracts for Services to perform Chief Officer level duties, and decide if a change of approach is required.

It was reported that Interim Managers, for the purpose of the report, were the individuals appointed through a 'contract for services' to carry out work for the Council. They were usually appointed and paid via an agency on a day-rate payment arrangement, and at no time were they employees of the Council during the period their services are being used in an interim management capacity.

The Committee was requested to discuss the options below in relation to making interim

manager appointments to cover the duties of a Chief Officer, and agree the most appropriate outcome for the Council.

- 5.1.1 - That the Chief Executive, under delegated authority, continues to manage and agrees appointments for interim managers to cover Chief Officer level duties through contracts for services, potentially subject to a defined maximum length of appointment, e.g. 6 months, with approval required from Personnel Committee for any extension over 6 months. Were the Chief Executive to request that the interim manager be given the delegated powers of a Chief Officer, this matter would also come to Personnel Committee for a decision.
- 5.1.2 - That the Personnel Committee play an active part in the selection and appointment process for an interim manager required to cover Chief Officer level duties, which could result in the usual delegated powers being delegated to the interim manager. This may require further amendments to the Constitution, but would clearly delay the appointment process, risking business continuity for the Council.

Members requested to be kept informed of any further interim appointments.

It was moved by Councillor Kershaw and seconded by Councillor Blamire: -

That option 5.1.1, as set out in the report, with the removal of “, e.g.”, be approved.

Upon being put to the vote 5 Members voted in favour and 1 Member voted against, whereupon the Chairman declared the proposition to be carried.

Resolved: -

That the Chief Executive, under delegated authority, continues to manage and agree appointments for interim managers to cover Chief Officer level duties through contracts for services, potentially subject to a defined maximum length of appointment of 6 months, with approval required from Personnel Committee for any extension over 6 months. Were the Chief Executive to request that the interim manager be given the delegated powers of a Chief Officer, this matter would also come to Personnel Committee for a decision.

Chairman

(The meeting ended at 7.10 p.m.)

**Any queries regarding these Minutes, please contact
Stephen Metcalfe, Democratic Services - telephone 01524 582073, or e-mail
sjmetcalfe@lancaster.gov.uk**

