

PERSONNEL COMMITTEE

6.10 P.M.

30TH APRIL 2018

PRESENT:- Councillors Caroline Jackson (Vice-Chairman), Eileen Blamire, Ronnie Kershaw, Jane Parkinson, Margaret Pattison, David Whitaker and Phillippa Williamson (substitute for Councillor Rogerson)

Apologies for Absence

Councillor Sylvia Rogerson

Officers in attendance:-

Susan Parsonage	Chief Executive
Dave Rigby	Interim HR Manager
David Brown	Interim Head of Legal and Democratic Services and Monitoring Officer
Liz Bateson	Principal Democratic Support Officer

31 MINUTES

The Minutes of the meetings held on 3rd April and 10th April 2018 were signed by the Chairman as a correct record.

32 DECLARATIONS OF INTEREST

There were no declarations of interest.

33 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

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

34 GENDER PAY GAP REPORTING

Under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 organisations with over 250 employees were required to publish specific figures about their gender pay gap on a snapshot date of 31st March.

The Interim HR Manager submitted a report to enable the Committee to consider the Gender Pay Gap report and the comparison between figures for 2016/17 and 2017/18. It was reported that the mean gender pay gap for 2017/18 was +4.60% compared to +3.96% in 2016/17 whilst the median pay gap was +12.54% for 2017/18 compared to +15.04% in 2016/17.

It was noted that the primary reasons for the gender pay gaps was due to 80% of the manual workforce (e.g. skilled trade staff) being male whilst the majority of the in-house cleaning team, paid within the lower quartile of the grading system, were female. The Committee suggested that more could be done to encourage women to consider employment opportunities within manual roles and after some discussion Councillor Parkinson proposed, seconded by Councillor Williamson:

“That in respect of skilled trade roles, the Personnel Committee request HR to look at making recommendations for improving the number of women employed in this area and report back to the Committee in September 2018.”

Members voted unanimously in favour of the proposal.

Resolved:

- (1) That the published gender pay gap report for 2016/17 and the figures provided for 2017/18 be noted.
- (2) That in respect of skilled trade roles, the Personnel Committee request HR to look at making recommendations for improving the number of women employed in this area and report back to the Committee in September 2018.

35 WORK PLAN

The Interim HR Manager introduced a report to enable the Committee to consider a proposed work plan for the next twelve-month period that could be updated when required. Several additional items were raised by Members and Officers at this time and it was reported that the work plan would be updated to reflect this:

- Report regarding encouraging women into skilled trade roles to the September meeting
- Annual staff awards to be reported to a suitable meeting
- Request for extension of interim positions to the May meeting.

Resolved:

- (1) That the Work Plan be noted and revised to reflect the additional items agreed with regard to encouraging women into skilled trade roles, annual staff awards and extension of interims.

The meeting adjourned at 6.40pm in order for Members to read the documentation that they had not had the opportunity to read previously and to consider the written legal advice that the Chairman had requested prior to the meeting and shared with the Committee members. The meeting reconvened at 6.55pm.

36 EXCLUSION OF THE PRESS AND PUBLIC

Resolved:

That, in accordance with Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1, 2, 3 & 4 of Schedule 12A of that Act.

37 EXECUTIVE TEAM STRUCTURE

The Interim HR Manager submitted a report to enable the Committee to note the detailed proposals to restructure the executive team, to consider and agree a reward

strategy for the proposed new senior roles and to agree the selection processes for the proposed new roles. It was suggested that although it was not possible to prejudge the outcome of any consultation or decision-making, it was prudent to consider at this stage how any selection decisions might be made and the likely pay structure, as these elements would help inform the final decision making for Cabinet in June 2018.

The Interim Head of Legal & Governance was requested to clarify further his written advice with regard to terms of reference, call in and decisions which the Chairman had requested prior to the meeting.

The Chairman suggested that the Committee might wish to consider the first recommendation only at this point, leaving consideration of the second recommendation to a subsequent meeting after the expiry of the call-in period.

After the majority of Members agreed to this, considerations were therefore restricted to sections (1) and (3) of the exempt report which related to proposals for a new executive team structure and chief officer pay. Members considered the options for a new reward strategy as detailed in the exempt report and the Interim HR Manager responded to questions. The Interim HR Manager explained that the adoption of Option C was recommended as this would significantly raise the profile of performance management within the Council, at Director Level and below and make a valuable contribution to a cultural shift where performance and a focus on achievement formed a key element of every role in the Council. The Committee was advised that it could agree in principle that a reward strategy with an element of pay in relation to performance be consulted on and officers would work up further details.

The Committee agreed unanimously to the following recommendation:

“That conditional on the outcome of consultations with staff and unions on the proposal for a restructure and further decisions in terms of implementation, the Personnel Committee approve the proposed reward strategy in relation to the proposed new Director roles.”

The Chairman expressed her reluctance to consider recommendation (2) at this point and advised the meeting that she proposed deferring that recommendation to a later meeting. After seeking confirmation from the Interim HR Manager that deferring consideration of recommendation (2) would not hold up the consultation process and further clarification of the legal advice provided by the Interim Head of Legal & Democratic Services, the Committee agreed unanimously not to consider recommendation (2) at this point.

In response to the Chief Executive’s suggestion that the Committee flag up their concerns regarding the proposed selection process the Chairman confirmed that the recruitment process needed to accord with the Constitution involving all of the Personnel Committee and that if it was intended to include portfolio holders in the interview process they could be there as Personnel Committee substitute members. The Chairman invited the Committee to email any further comments to the Chief Executive prior to the Personnel Committee meeting, which would be convened in May 2018. The Interim HR Manager would liaise with Democratic Services to find an appropriate date for the meeting.

Resolved:

- (1) That conditional on the outcome of consultations with staff and unions on the proposal for a restructure and further decisions in terms of implementation, the Personnel Committee approve the proposed reward strategy in relation to the proposed new Director roles.
- (2) That consideration of recommendation (2), 'to consider and approve the proposed processes for selection for the proposed new Director roles', be deferred to a subsequent meeting.
- (3) That Committee Members be invited to email any comments with regard to recommendation (2) to the Chief Executive.
- (4) That the Interim HR Manager liaise with Democratic Services to arrange a suitable date for the Personnel Committee to convene in May 2018.

Chairman

(The meeting ended at 8.27 p.m.)

**Any queries regarding these Minutes, please contact
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