

## PERSONNEL COMMITTEE

6.00 P.M.

30TH AUGUST 2018

**PRESENT:-** Councillors Ronnie Kershaw (Chairman), Margaret Pattison (Vice-Chairman), Claire Cozler, Caroline Jackson, Jane Parkinson (substitute for Susan Sykes), David Whitaker (substitute for Eileen Blamire) and Phillippa Williamson

Apologies for Absence: -

Councillors Eileen Blamire and Susan Sykes

Officers in attendance:-

Dave Rigby	Interim HR Manager
Nigel Davidson	JE Project Manager (minutes 15 to 19 only)
Stephen Metcalfe	Principal Democratic Support Officer

### 15 MINUTES

The minutes of the meeting held on 14<sup>th</sup> August 2018 were signed by the Chairman as a correct record.

### 16 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 17 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

There were no items of urgent business.

### 18 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 it could involve the possible disclosure of exempt information as defined in paragraph 4 of Schedule 12A of that Act.

### 19 JOB EVALUATION

The HR Project Manager submitted a report that enabled the Committee to consider the approach to Job Evaluation and Pay and Grading from April 2019 onwards with specific reference to the use of either a Job Families approach or a total evaluation of all unique roles.

It was the recommendation of the Job Evaluation Project Board that the City Council explore a Job Families approach to Job Evaluation, with a view to using the outcomes from this process to inform a new Pay and Grading system. At this stage, a decision from the Committee would signify agreement to explore the Job Families option. It was

noted that it was not a decision to implement any changes to current arrangements.

A decision on the use of Job Families was essential at this point, as it would determine the timeline of the project going forward, the benefits being that it was simpler to administer than the current system and therefore less time consuming and more equitable and consistent in terms of the overall evaluation process.

The HR Project Manager explained that the unions had concerns about going for a whole new Job Evaluation system, but the Committee was content to move forward on that basis that at this stage, the decision was just to explore Job Families as an option.

It was moved by Councillor Margaret Pattison and seconded by Councillor David Whitaker: -

“That the recommendations, as set out in the report, be approved, subject to the following words being added: -

“and to inform a Project Plan.”

Upon being put to the vote, the Chairman declared the proposition to be unanimously carried.

**Resolved: -**

That Personnel Committee agrees that the use of the Job Families approach to Job Evaluation can be explored, with the outcomes from this process to inform discussions about a new Pay and Grading system and to inform a Project Plan.

#### **AT THIS POINT THE PRESS AND PUBLIC WERE RE-ADMITTED TO THE MEETING.**

#### **20 AMENDMENT TO THE CONSTITUTION - SCHEME OF DELEGATION FOR NON-EXECUTIVE FUNCTIONS**

The HR Service Manager submitted a report that enabled the Committee to consider an amendment to the scheme of delegation to officers in respect of matters within its terms of reference. The proposals, as set out in the report, were: -

- to make a minor change to the scheme of delegation to permit line managers to approve non-contentious terminations of employment and thereby improve speed and efficacy of processing, whilst also removing the involvement of Chief Officers from what was essentially an administrative process;
- to make a minor change to the scheme of delegations to permit line managers to determine commencing salary. This approach would streamline existing processing and also release Chief Officers from unnecessary administration activity.

The Committee was asked to consider and approve the amendments to the scheme of delegation for non-executive functions, as set out in the City Council's Constitution.

It was moved by Councillor Caroline Jackson and seconded by Councillor Jane Parkinson: -

“That the recommendations, as set out in the report, be approved.

Upon being put to the vote, the Chairman declared the proposition to be unanimously carried.

***Resolved: -***

(1) That the Personnel Committee agree to amend their delegations in respect of;

1. Non-contentious terminations of employment, and
2. Determination of commencing salary for permanent or temporary posts,

and delegate responsibility to line managers.

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Chairman

(The meeting ended at 6.45pm)

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