

Minutes of: HUMAN RESOURCES AND APPEALS PANEL

Date of Meeting: 17 March 2016

Present: Councillor T Holt (in the Chair)
Councillors D Cassidy and R Hodgkinson

Also in attendance:

Public Attendance: No members of the public were present at the meeting.

Apologies for Absence:

HRA.1 DECLARATIONS OF INTEREST

There were no declarations of interest made at the meeting.

HRA.2 PAY POLICY STATEMENT 2016/2017

In line with Section 38 (1) of the Localism Act 2011 to produce a Pay Policy Statement, the Assistant Director (Human Resources), Tracy Murphy presented a report from the Leader of the Council indentifying:

- The methods by which salaries of all employees are determined;
- The detail and level of remuneration of the Council's most senior staff, and;
- The agreed decision making arrangements to ensure that the provisions set out within the statement are applied consistently throughout the Council.

Appended to the report was the Pay Policy Statement 2016 – 2017 which included:

- The local authority's policy on the level and elements of remuneration for each chief officer;
- The local authority's policy on the remuneration of its lowest paid employees;
- The local The local authority's policy on the relationship between the remuneration of its chief officers and other officers;
- The local authority's policy on other specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency.

It was explained that the Pay Policy Statement would be presented to the Council at its meeting on 6 April 2016.

It was agreed:

That the Human Resources and Appeals Panel recommends that the Pay Policy Statement for 2016/2017 be approved by Council.

HRA.3 INTRODUCTION TO NATIONAL LIVING WAGE

The Assistant Director of Resources and Regulation (HR & OD), Tracy Murphy presented a report setting out how the Council would be ensuring that it complied with the requirement to pay the National Living Wage to all employees over the age of 25 from 1 April 2016.

There were currently 3 grades that were paid below the National Living Wage.

It was explained that the National Employers Pay offer had sought to confirm a two year agreement of 1% in 2016 and 1% in 2017 in addition to increasing the bottom pay points. If this offer had been agreed the lowest pay grade within the Council would exceed the National Living Wage.

The Trade Unions had undertaken a consultative ballot, the result of which was to reject the pay offer. This would mean that the pay award would not be implemented in April and as such, an interim solution would need to be put in place.

It was proposed that employees on SCPs 6, 7 and 8 would be paid a supplement on a temporary basis until an agreement was in place.

It was agreed:

That the proposal to pay a supplement to employees on SCPs 6, 7 and 8 be approved.

HRA.4 EXCLUSION OF THE PRESS AND PUBLIC

Delegated decision:

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items of business since they involved the likely disclosure of exempt information relating to employees of the Council.

HRA.5 VER APPLICATION

Consideration was given to applications from employees requesting voluntary severance, premature or flexible retirement from the Council.

Delegated decision:

That the following employees be allowed to retire prematurely/be granted voluntary severance/flexible retirement:-

Employee	Department	Retirement Date	Grounds
KD	R & R	31.03.2016	Voluntary Early Retirement –

			Efficiency with Severance
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COUNCILLOR T HOLT
Chair

(Note: The meeting started at 10.30 am and ended at 11.00 am)