

Minutes of: HUMAN RESOURCES AND APPEALS PANEL

Date of Meeting: 13 January 2017

Present: Councillor J Lewis (in the Chair)
Councillors M Hankey, and A McKay

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 2017/2018

In line with Section 38 (1) of the Localism Act 2011 to produce a Pay Policy Statement, the Assistant Director (Human Resources) representative, Caroline Schofield 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 2017 - 2018 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 22 February 2017.

It was agreed:

That the Human Resources and Appeals Panel recommends that the Pay Policy Statement for 2017/2018 be approved by Council.

HRA.3 EXCLUSION OF THE PRESS AND PUBLIC

It was agreed:

That the Press and Public be excluded from the meeting.

HRA.4 APPLICATIONS FOR VOLUNTARY EARLY RETIREMENT, FLEXIBLE RETIREMENT AND VOLUNTARY SEVERANCE

Delegated decision:

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

Employee	Department	Retirement Date	Grounds
CW	C & W	31/01/2017	Voluntary Severance
NL	R & R	31/03/2017	VER efficiency with Severance

**COUNCILLOR Lewis
Chair**

(Note: The meeting started at 10:00am and ended at 10:20am)