

Minutes of a meeting of the Personnel and Corporate Services Committee held in the Council Chamber, The Grange, Nutholt Lane, Ely on Thursday 6 May 2014 at 4.30pm

### **P R E S E N T**

Councillor Anna Bailey (Chairman)  
Councillor Allen Alderson (substitute for Councillor Lavinia Edwards)  
Councillor Sue Austen  
Councillor David Brown  
Councillor Kevin Ellis  
Councillor Lis Every  
Councillor Elaine Griffin-Singh  
Councillor Lindsey Harris (substitute for Councillor Jeremy Friend-Smith) from 4.40pm  
Councillor Charles Roberts  
Councillor Pauline Wilson

### **I N A T T E N D A N C E**

John Hill - Chief Executive  
Andrew Killington – Deputy Chief Executive  
Nicole Pema – Principal Human Resources Officer  
Tracy Couper – Principal Democratic Services Officer

#### **43. PUBLIC QUESTION TIME**

There were no public questions received.

#### **44. APOLOGIES AND SUBSTITUTIONS**

Apologies were received from Councillors Lavinia Edwards and Jeremy Friend-Smith.

#### **45. COUNCILLOR JOHN PALMER**

The Chairman referred to the recent death of Councillor John Palmer, who had been a Member of this Committee, and expressed her sincere condolences to his family on behalf of the Committee.

#### **46. DECLARATIONS OF INTEREST**

There were no declarations of interests.

#### **47. MINUTES**

It was resolved:

That the Minutes of the Personnel and Corporate Services Committee meeting held on 6 March 2014 be confirmed as a correct record and signed by the Chairman, subject to the following typographical corrections:

Page 4 2<sup>nd</sup> paragraph, last sentence: amend to read 'Although this helped to.....'

Page 4 3<sup>rd</sup> paragraph, last sentence: amend to read 'The Council provided a lot of information via its website, so enquirers could be directed to it where possible.'

Page 6 2<sup>nd</sup> paragraph, last sentence: amend to read 'Any increase in wages.....'

Page 6 last paragraph, second sentence: amend to read ' Impact assessments were still being reviewed.....'

#### **48. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman stated that the Corporate Priority for this Committee on sickness absence had been achieved and exceeded. The average number of working days lost to sickness per full time equivalent (FTE) had reduced to 6.4 in 2013/14 compared to the target of 7.8 days. This represented a reduction of over 30%.

#### **49. LOCAL GOVERNMENT PENSION SCHEME 2014 AND POLICY STATEMENT ON PENSION CONTRIBUTIONS**

The Committee received a report, reference N276, previously circulated, containing a draft Policy Statement on Local Government Pension Scheme Contributions to ensure that the Council complied with the Local Government Pension Scheme Regulations 2013.

It was resolved:

That the Council's new Policy Statement on Local Government Pension Scheme Contributions, attached at Appendix 1 to the submitted report, be approved.

#### **50. LOCAL GOVERNMENT PAY 2014**

The Committee received a report, reference N277, previously circulated, containing details of progress on national pay negotiations for 2014/15.

*Councillor Lindsey Harris entered the meeting at 4.40pm.*

Councillors Wilson and Alderson, who had not been at the previous meeting of the Committee on 6 March 2014, raised questions on the numbers of people employed by the Council who earned below the 'living wage', the total cost to the Council of bringing them up to the living wage and the current salary for staff at the lowest point on the pay scale. The Deputy Chief Executive reported that this had been discussed at the previous meeting and was recorded in the minutes for that meeting. There were 21 staff being paid at this level, most were cleaners but 4 apprentices had been included in that figure. If their wages were increased to the 'living wage' level it would cost around £18,000 to £23,000 to implement. The lowest point on the pay scale was above the minimum wage but not the living wage and equated to £12,266 per annum for apprentices and £12,435 per annum for non-apprentices (it was predominantly cleaners receiving this rate). The Deputy Chief Executive reminded Members that at the previous meeting it had been stated that the Council wanted to wait for the conclusion of the national negotiations before considering whether to explore implementation of the minimum wage, as this was an issue being pursued at national level. Any increase in wages would have to be properly costed and budgeted for. The Chairman concurred with the view that the Committee should await the outcome of the national pay negotiations, but acknowledged Councillor Alderson's point that something should be done for those on the lowest salary levels who were struggling in the current economic climate. The Deputy Chief Executive suggested that the issue could be added to the Agenda Plan for the new Regulatory and Support Services Committee.

It was resolved:

That the report be noted and updates be received by the new Regulatory and Support Services Committee as negotiations, etc, progress.

## **51. EXCLUSION OF THE PRESS & PUBLIC**

It was resolved:

That the press and public be excluded during the consideration of the remaining agenda items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items there would be disclosure to them of exempt information of Categories 1, 2 and 4 of Part I Schedule 12A to the Local Government Act 1972 (as amended).

**52. RESTRUCTURING OF MANAGEMENT AND DEPARTMENTS OF EAST CAMBRIDGESHIRE DISTRICT COUNCIL - UPDATE**

The Committee received an exempt report, previously circulated, giving an update on the outcome of the restructuring of the management and departments of the Council and an updated schedule of the current position regarding employees under notice of redundancy. The Chief Executive explained in detail the latest position on various staffing issues relating to the restructuring.

A motion was proposed by Councillor Pauline Wilson and seconded by Councillor Austen as follows:

‘Add (to recommendation)

- 2.2 Members instruct the Chief Executive to retain our existing policy for pay protection arrangements to two years for those staff who are prepared to accept a reduction in their salary with changed conditions of employment in this restructuring set of proposals.’

In proposing her motion, Councillor Wilson stated that it seemed unfair to staff to ‘move the goalposts’ in the middle of consultation on the restructuring.

Following discussion on the amendment, it was put to the vote and declared to be lost.

During detailed discussion on the content of the report, Members raised a number of questions and comments on the re-structuring process; transitional arrangements to implementation of the new structure from September 2014; and proposal to move to performance-related annual incremental progression, which were responded to by the Chief Executive.

It was resolved:

That the report be noted and the Chief Executive instructed to update the Regulatory and Support Services Committee on progress within the next six months.

**53. HR, IIP AND EQUALITIES UPDATE**

The Committee received an exempt report, previously circulated, which provided key management information for the period 1 March - 30 April 2014 relating to:

- Appointments, Transfers and Resignations;
- Exit Interview Responses;
- Investors in People;
- Equalities.

The Chairman raised a question regarding the cost of the Equality and Diversity training being organised for all staff. The Principal Human Resources Officer advised that the total cost was approximately £5,000, which would be met from the Corporate Training Budget, and that the trainer engaged had delivered similar training for Cambridge City Council.

On the issue of the Pay and Grading Review, the Deputy Chief Executive suggested that an update be submitted to the first meeting of the Regulatory and Support Services Committee.

It was resolved:

1. That the content of the report be noted.
2. That an update report be provided to the Regulatory and Support Services Committee on the Pay and Grading Review.

#### **54. EXEMPT JOINT CONSULTATIVE COMMITTEE NOTES**

The Committee received the notes of the Joint Consultative Committee meeting held on 27 March 2014.

It was resolved:

That the notes of the Joint Consultative Committee meeting held on 27 March 2014 be received.

The meeting concluded at 5:25pm.

Chairman:.....