

## PERSONNEL COMMITTEE MINUTES - 2 MARCH 2017

**Present:** Councillor Lovelock (Chair);  
Councillors D Edwards (in place of Councillor Page), Skeats  
and Terry.

**Also Present:** W King; and J Boyd (for items 28-30).

**Apologies:** Councillors Gavin and Page; and K Magee, B Reynolds and A Solera.

### 28. MINUTES

The Minutes of the meetings held on 8 December 2016 and 10 January 2017 were confirmed as correct records and signed by the Chair.

### 29. PAY POLICY

Warren King, Interim HR/Payroll Services Manager, submitted a report on the development of the Pay Policy 2017/18, in preparation for its submission to full Council on 28 March 2017. A copy of the Pay Policy Statement 2017/18 was appended to the report. The report stated that Local Authorities were required under Section 38(1) of the Localism Act 2011 (the Act) to prepare a Pay Policy Statement that articulated the Council's policy towards the pay of the workforce, particularly senior staff and the lowest paid employees.

The report explained that each local authority was an individual employer in its own right and had the autonomy to make decisions on pay that were appropriate to local circumstances and which delivered value for money for local taxpayers. Section 40 of the Act required authorities, in developing their Pay Policy Statement, to have regard to any guidance that had been published by the Secretary of State. This included Communities and Local Government guidance on Openness and Accountability in Local Pay and the Code of Recommended Practice for Local Authorities on Data Transparency (as amended). The Act required Councils to produce a Pay Policy Statement annually that was accessible for council tax payers to be able to take an informed view of whether local decisions on all aspects of remuneration were fair.

**Resolved - That the draft Pay Policy 2017/18 be noted and recommended to Council on 28 March 2017 for approval.**

### 30. EXCLUSION OF THE PRESS AND PUBLIC

**Resolved -**

**That pursuant to Section 100A of the Local Government Act 1972 (as amended) members of the press and public be excluded during consideration of the following item, as it was likely that there would be disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A (as amended) to that Act.**

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### 31. EARLY RETIREMENTS AND REDUNDANCIES

The Interim HR and Payroll Services Manager, the Monitoring Officer and the Head of Finance submitted a joint report, which set out eighteen requests for dismissal on the grounds of redundancy; four requests for flexible retirement; and two requests for early retirement on the grounds of redundancy.

The proposals, together with the financial implications, were set out in a schedule appended to the report on the following basis:

- The financial case was given which represented the highest cost to the Council. In most cases this included discretionary added years on pension (where payable), as this represented a direct and ongoing cost to the Council. This was in accordance with the Council's current practice of considering redundancy and retirement terms up to the maximum limit of discretion, where applicable. The Committee was asked to approve individual proposals subject to a maximum ceiling on the exercise of discretion;
- The financial implications were costed on the basis of the estimated figures, which were subject to final confirmation. The figures might be affected by changes to final salary, pensionable service, age or date of leaving. The Committee was asked to approve the proposals on the basis of the estimated figures, subject to any individual proposal being brought back to Committee if the confirmed costs were more than 10% in excess of those reported;

The report sought approval for the payment of a compensation package in the case of the proposed termination of employment on grounds of redundancy, subject to the conclusion of all outstanding matters, including ongoing consultation with the employee and their representatives, and efforts to secure alternative employment, where appropriate.

**Resolved -**

- (1) That the dismissal of employment on the grounds of redundancy of employees B, C, D, E, G, H, I, J, JG, K, L, O, Q, V, W, X, Y and Z, the early retirement on the grounds of redundancy of employees M and P and the flexible retirement of employees AA, F, U and BB be approved on the terms set out in the schedules appended to the report subject to the conclusion of all outstanding matters in each case, including ongoing consultation with the employees and their representatives and efforts to secure alternative employment, where appropriate;
- (2) That the proposal set out in (1) above be approved on the basis of the financial implications set out in the report, and that authority to conclude the proposal be delegated to the Head of Finance, Monitoring Officer and HR and Payroll Services Manager (acting jointly) within that framework, and subject to the maximum ceiling identified for the proposal;

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- (3) That the current terms for agreeing compensation packages in specific cases of early retirement or termination of employment on the grounds of redundancy or efficiency be confirmed.

(Exempt information as defined in Paragraph 1).

(The meeting commenced at 6.30 pm and closed at 6.47 pm).