

**MINUTES  
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

**Thursday 13 March 2014**

Councillor John Clarke (Chair)

Councillor Paul Hughes  
Councillor Marje Paling

Councillor Michael Payne

Apologies for absence: Councillor Chris Barnfather, Councillor Colin Powell  
and Councillor Muriel Weisz

Officers in Attendance: D Archer, M Kimberley, L Parnell and L Sugden

**17 APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors Barnfather, Powell and Weisz.

**18 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 9 JANUARY 2014.**

**RESOLVED:**

That the minutes of the above meeting, having been circulated, be approved as a correct record.

**19 DECLARATION OF INTERESTS.**

None.

**20 IMPLEMENTATION OF THE LIVING WAGE RATE**

The Chief Financial Officer and Corporate Director presented a report, which had been circulated prior to the meeting, reporting back to committee recommendations made by the Joint Consultative and Safety Committee, following the formal consultation exercise that took place between 9 January and 25 February 2014 in order to inform the decisions in respect to implementation of the Living Wage pay rate at 1 April 2014.

**RESOLVED:**

- a. To pay a Living Wage from 1 April 2014 at the rate of £7.65;

- b. To create a local pay point, 10a set at £7.65 with effect from 1 April 2014;
- c. To amend the local pay scales as identified in section 3.2 of the report;
- d. To adopt the model of “job enrichment” for all current Band 1 posts to move them to within the new Band 2;
- e. To adopt the policy statement to place contracted employees at local pay point 10a as a minimum;
- f. To adopt the policy statement to move existing employees easily into the new re-graded jobs;
- g. To make payment to casual workers at a minimum rate of local pay point 10a;
- h. To set the local pay point 10a at £7.65 with effect from 1 April 2014 and to apply to this pay point, any pay award derived from NJC pay bargaining for the year 2014/15 and thereafter;
- i. To adopt the Living Wage at £7.65 from 1 April 2014 and to periodically review this arrangement and how it applies to pay locally;
- j. To make appropriate changes to working practices (as outlined in section 3.6 of the original report and in particular relating to removal of contractual overtime arrangements for Refuse Loaders) concurrently with the introduction of the Living Wage; and
- k. To make one amendment to the posts to be included in the job enrichment exercise to include the post of Cleaning Supervisor (DTF11), moving from Band 2 to Band 3.

**21 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.**

None.

The meeting finished at 5.35 pm

Signed by Chair:

Date: