

**MINUTES  
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

**Wednesday 7 December 2022**

Councillor John Clarke (Chair)

Councillor Michael Adams  
Councillor Sandra Barnes  
Councillor Bob Collis

Councillor Marje Paling  
Councillor Sam Smith

Absent: Councillor Michael Payne

Officers in Attendance: D Archer, M Hill and C McCleary

**45 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

Apologies for absence were received from Councillor Payne.

**46 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 5 OCTOBER 2022.**

**RESOLVED:**

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

**47 DECLARATION OF INTERESTS.**

None.

**48 PAY POLICY STATEMENT**

The Head of HR, Performance and Service Planning presented a report, which had been circulated prior to the meeting, seeking approval for the proposed pay policy statement to be referred to Council for adoption and subsequent publication on the Council's website.

**RESOLVED to:**

- 1) Approve the proposed Pay Policy Statement and method of implementation;
- 2) Recommend the referral of the Pay Policy Statement to Council for approval and for subsequent publication on the Council's website; and

- 3) Recommend the referral of the new Special Severance Payment Policy contained at Appendix ix of the Pay Policy Statement to Council for approval and adoption, including the proposed delegations contained therein.

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

None.

**50 EXCLUSION OF THE PUBLIC AND PRESS.**

**RESOLVED:**

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(a)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12a of the Local Government Act 1972.

**51 OFFICER DECLARATIONS OF INTEREST**

The Head of HR, Performance and Service Planning presented a report, which had been circulated prior to the meeting, seeking approval to commence consultation with Trade Unions on the Officer Declaration of Interests Policy.

**RESOLVED:**

To approve the commencement of consultation on the draft Officer Declaration of Interests Policy at Appendix 1 to the report.

**52 INCREASING MINIMUM PAY LEVELS- CLOSE OF CONSULTATION**

The Chief Executive introduced a report, which had been circulated prior to the meeting, informing members of the consultation response received and to seek approval to implement the proposal for change to the Council's local pay policy arrangements by increasing normal minimum pay to Spinal Column Point (SCP) 5 within Band 3.

**RESOLVED to:**

- 1) Note the consultation comments and recommendations from trade unions and the Joint Consultative and Safety Committee (JCSC);
- 2) Approve the implementation of the amendments to the pay policy arrangements as set out in the proposals;

- 3) Approve that representations continue to be made to request that the pay award for 2022/23 be funded by central government;
- 4) Approve that a wider review of comparable pay be undertaken as described within the report; and
- 5) Authorise the Chief Executive to consider the representations made by the GMB when undertaking such a pay review.

Councillor Adams left the meeting at 10.32am.

**53 DIRECTORS' PAY 2022**

The Chief Executive introduced a report, which had been circulated prior to the meeting, seeking the views of members in order to inform the decision of the Chief Executive in relation to the performance element of pay for Directors (in this case only the Director of Corporate Resources and S151 Officer).

**RESOLVED:**

To note the comments of the Committee in order for the Chief Executive to make a decision in relation to the placement within the pay band as described by the relevant Pay Policy.

**54 ANNUAL PAY AND PERFORMANCE REVIEW OF THE CHIEF EXECUTIVE**

The Head of HR, Performance and Service Planning introduced a report, which was circulated in advance of the meeting, to start the process for the annual performance review of the Chief Executive.

**RESOLVED to:**

- 1) Determine the appropriate action relating to pay progression for the Chief Executive; and
- 2) Authorise the Leader, Deputy Leader and Opposition Leader to deliver feedback to the Chief Executive, in accordance with the pay policy shown at Appendix 1, and to implement any actions arising from the content of the feedback.

The meeting finished at 10.45 am.

Signed by Chair:  
Date: