

MINUTES OF A MEETING OF THE  
LOCAL JOINT PANEL HELD IN THE ROOM  
27, WALLFIELDS, HERTFORD ON  
WEDNESDAY 24 FEBRUARY 2016, AT 3.30  
PM

---

**PRESENT:**    **Employer's Side**

Councillors E Buckmaster, A Jackson and  
G McAndrew

**Staff Side (UNISON)**

Andy Stevenson (Chairman), Ms F Brown

**ALSO PRESENT:**

Councillors S Cousins, I Devonshire,  
J Goodeve, P Ruffles and C Woodward

**OFFICERS IN ATTENDANCE:**

Lorraine Blackburn	- Democratic Services Officer
Emma Freeman	- Head of Human Resources and Organisational Development
Liz Watts	- Chief Executive

14    **SENIOR MANAGEMENT PAY PROPOSALS**

**The Secretary to the Employer's Side submitted a report inviting Members to approve senior management pay proposals and to make a recommendation to Human Resources Committee, as appropriate . The Secretary to the Employer's Side submitted a summary of the report and the rationale behind the proposed changes.**

**In response to a query from Councillor G McAndrew regarding the exclusion of Heads of Service from flexible working, the Secretary to the Employer's Side explained that not all Heads chose to be in the scheme, and spoke of the need for flexibility and the need for a work / life balance.**

**In response to a query from Councillor E Buckmaster regarding proposed payments of £5,000 to the Section 151 Officer, the Monitoring Officer and Head of Paid Service, the Secretary to the Employer's Side explained that was a reduction in the current payments made and was being proposed following market research and information received from Epaycheck, a public sector pay comparator, as detailed and an East of England Local Government Association (EELGA) survey.**

**Councillor A Jackson stated that the report was opportune given the proposed new restructure and addressed the spinal point pay gap anomalies. The Secretary to the Employer's Side explained that there would be no automatic increments, that pay progression would be based on performance and that measuring performance would be the subject of discussion with UNISON.**

**In response to queries from Councillors G McAndrew and A Jackson regarding scheduling in relation to the proposed senior management restructure, the Secretary to the Employer's Side explained when the deadline was for expressions of interest in the new posts and that successful Heads of Service would receive new contracts. In response to a question from Councillor E Buckmaster, the Secretary to the Employer's Side explained that there would be corresponding changes to PDRs by those posts affected.**

**The Panel Chairman stated that he felt that Epaycheck data could be viewed as biased towards more senior staff. The Secretary to the Employer's Side explained that data from Epaycheck was also used to look at pay in**

relation to Planners, Environmental Health and other Officers over the years and that the report was supplemented by a body of information from other sources, including EELGA and through partnership working with Stevenage Borough Council.

Councillor A Jackson believed that Epaycheck now provided a solid basis of information on which to make decision which had not been available five years ago.

The Chief Executive reminded the Panel that the report served to present the collation of data about senior managers' pay and that pay in relation to other staff could be the subject of another discussion at another time.

The Panel Chairman stated that he was happy to see grade disparities being addressed. The Secretary to the Employer's Side said that she would welcome the opportunity to discuss pay and reward with UNISON at some future date.

The Panel Chairman queried why there was a need to make separate payments for statutory roles such as Section 151, Monitoring Officer and Head of Services. The Secretary to the Employer's Side explained that making separate payments provided flexibility within the system. She explained how the roles had historically been allocated to particular positions within the Council.

The Panel recommended to Human Resources Committee, approval of the report, as now detailed.

**RECOMMENDED** – that (A) the pay scales for Grade 13 be approved and pay increments for Grade 13 and Directors be made on the basis of performance rather than time served increments;

(B) the Council's S151 Officer: Monitoring Officer and Head of Paid Service be given a payment of £5,000 per year; and

**(C) Officers on Grade 13 and above be restricted from participating in the Flexi-time scheme.**

**15 PAY POLICY STATEMENT 2016/17**

**The Secretary to the Employer's Side submitted a report requesting Members to approve the Pay Policy Statement for 2016/17 and to make a recommendation to Council via Human Resources Committee. The Secretary to the Employer's Side submitted a summary of the report, highlighting key changes. She explained that a report on the Pay Policy Statement 2016/17 needed to be annually approved and published under Sections 38 to 43 of the Localism Act 2011.**

**The Panel Chairman sought and was provided with clarification on the wording in relation to "does not pay any bonus" and the Council paying allowances to employees incurred in selling and moving into the area.**

**The Panel Chairman sought clarification that the Directors' proposed salary as detailed, did not contradict information set out elsewhere in the report. The Secretary to the Employer's Side explained that at the present time, the statutory roles sat with Directors but that the new structure proposed that these roles moved to the Heads of Services.**

**The Panel Chairman sought and was provided with clarification that the Head of Revenues and Benefits Services' remuneration did not contradict the report, as now detailed.**

**The Panel recommended to Human Resources Committee, approval of the report, as now detailed.**

**RECOMMENDED – that the Pay Policy Statement 2016/17, as now submitted, be approved.**

16 APOLOGIES

An apology for absence was submitted from Councillor L Haysey

17 MINUTES

RESOLVED - that the Minutes of the meeting held on 2 December 2015 be confirmed as a correct record and signed by the Chairman.

18 CHAIRMAN'S ANNOUNCEMENTS

The Chairman explained that it had been necessary to convene an additional meeting of the Local Joint Panel in order for Members to make verbal recommendations to the Human Resources Committee at the conclusion of the Panel meeting, in relation to the Senior Management Pay Proposals and the Pay Policy Statement 2016/17.

The Chairman stated that there were no reports from the Secretary to the Staff Side.

The meeting closed at 4.35 pm

Chairman .....
Date .....