

Public Document Pack

NOTICE OF MEETING

www.rbwm.gov.uk



EMPLOYMENT PANEL

will meet on

MONDAY, 13TH FEBRUARY, 2017

At 6.30 pm

in the

ASCOT AND BRAY - TOWN HALL, MAIDENHEAD

TO: MEMBERS OF THE EMPLOYMENT PANEL

COUNCILLORS LISA TARGOWSKA (CHAIRMAN), EILEEN QUICK (VICE-CHAIRMAN), PHILLIP BICKNELL, PAUL BRIMACOMBE, STUART CARROLL, DR LILLY EVANS, LYNNE JONES AND MJ SAUNDERS

SUBSTITUTE MEMBERS

COUNCILLORS CHRISTINE BATESON, SIMON DUDLEY, DAVID HILTON, JACK RANKIN, JOHN STORY, EDWARD WILSON, MALCOLM BEER, SIMON WERNER AND SAMANTHA RAYNER

Karen Shepherd - Democratic Services Manager - Issued: Thursday 2 February 2017

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel Administrator **Karen Shepherd** 01628 796529

Fire Alarm - In the event of the fire alarm sounding or other emergency, please leave the building quickly and calmly by the nearest exit. Do not stop to collect personal belongings and do not use the lifts. Congregate in the Town Hall Car Park, Park Street, Maidenhead (immediately adjacent to the Town Hall) and do not re-enter the building until told to do so by a member of staff.

Recording of Meetings – The Council allows the filming, recording and photography of public Council meetings. This may be undertaken by the Council itself, or any person attending the meeting. By entering the meeting room you are acknowledging that you may be audio or video recorded and that this recording will be available for public viewing on the RBWM website. If you have any questions regarding the council's policy, please speak to the Democratic Services or Legal representative at the meeting.

AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>APOLOGIES FOR ABSENCE</u> To receive any apologies for absence	
2.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest	5 - 6
3.	<u>MINUTES</u> To consider the Part I minutes of the meeting held on 24 January 2017	7 - 10
4.	<u>LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC</u> To consider passing the following resolution:- "That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on items 5-7 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act"	

PRIVATE MEETING

5.	<p><u>MINUTES</u></p> <p>To consider the Part II minutes of the meeting held on 24 January 2017</p> <p><i>(Not for publication by virtue of Paragraph 1, 2, 4 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></p>	11 - 16
6.	<p><u>DELIVERING DIFFERENTLY - FUTURE PROVISION OF HIGHWAYS & TRANSPORT SERVICES</u></p> <p>To consider the above report</p> <p><i>(Not for publication by virtue of Paragraph 2, 4 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></p>	17 - 26
7.	<p><u>DELIVERING DIFFERENTLY - FUTURE PROVISION OF CCTV CONTROL ROOM SERVICES</u></p> <p>To consider the above report</p> <p><i>(Not for publication by virtue of Paragraph 2, 4 of Part 1 of Schedule 12A of the Local Government Act 1972)</i></p>	27 - 36

MEMBERS' GUIDANCE NOTE

DECLARING INTERESTS IN MEETINGS

DISCLOSABLE PECUNIARY INTERESTS (DPIs)

DPIs include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any license to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where
 - a) that body has a piece of business or land in the area of the relevant authority, and
 - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

PREJUDICIAL INTERESTS

This is an interest which a reasonable fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs your ability to judge the public interest. That is, your decision making is influenced by your interest that you are not able to impartially consider only relevant issues.

DECLARING INTERESTS

If you have not disclosed your interest in the register, you **must make** the declaration of interest at the beginning of the meeting, or as soon as you are aware that you have a DPI or Prejudicial Interest. If you have already disclosed the interest in your Register of Interests you are still required to disclose this in the meeting if it relates to the matter being discussed. A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in discussion or vote at a meeting.** The term 'discussion' has been taken to mean a discussion by the members of the committee or other body determining the issue. You should notify Democratic Services before the meeting of your intention to speak. In order to avoid any accusations of taking part in the discussion or vote, you must move to the public area, having made your representations.

If you have any queries then you should obtain advice from the Legal or Democratic Services Officer before participating in the meeting.

If the interest declared has not been entered on to your Register of Interests, you must notify the Monitoring Officer in writing within the next 28 days following the meeting.

This page is intentionally left blank

Agenda Item 3

EMPLOYMENT PANEL

TUESDAY, 24 JANUARY 2017

PRESENT: Councillors Lisa Targowska (Chairman), Eileen Quick (Vice-Chairman), Lynne Jones, MJ Saunders and Edward Wilson

Officers: Alison Alexander, Terry Baldwin and Karen Shepherd

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bicknell, Carroll and Dr L Evans.

DECLARATIONS OF INTEREST

None received

MINUTES

RESOLVED UNANIMOUSLY: That the Part I minutes of the meeting held on 5 January 2017 be approved.

APPROVAL OF PAY POLICY STATEMENT 2017/18

The Panel considered approval of an updated Pay Policy Statement for 2017/18 as required by the Localism Act 2011, for onward submission to Full Council. The local authority was required to publish a Pay Policy statement by 31 March each year. Members noted seven updates to the statement, as detailed in paragraph 2.2 of the report. It was also noted that further changes to the council structure from 1 April 2017 would require further updates to the statement. Any revisions would come back to the Panel.

The Chairman requested that comparisons to other local authorities in relation to pay ratios be included at paragraph 4.4 of the statement.

The Head of HR explained that the government was proposing to introduce an exit cap for public sector workers on the amount paid to staff as severance, including any employer contribution to pension, known as pension strain. The cap, proposed at £95,000, could include delayed pension payments for those in the LGPS who are aged 55 or over. Members noted that it would be possible for an individual to leave an organisation and receive a pension, then go on to work for another local authority. Councillor Saunders referred Members to paragraph 5.1 of the Pay Policy statement in this respect.

It was confirmed that the information in the statement relating to the Returning Officer was correct at the present time; if changes were made then a revised policy would be published. Officers were requested to update the Heads of Service list in paragraph 2.21 as, for example, the Head of Planning was not included.

Councillor Saunders raised concerns relating to paragraphs 2.21-2.23 given that a large part of the council's current priorities related to property and regeneration, for

which contractors would be the default position for specific timetabled projects. At minimum, he wished for the phrase 'short-term' to be replaced with 'medium-term'. The Managing Director suggested the whole section should be reworded to reflect the council's needs; Members agreed that changes should be delegated to the Chairman in conjunction with officers.

The Head of HR confirmed that pay ratios were tracked and a comparison to the previous year was given in the statement. He would look into comparisons for earlier years and provide the information to Members.

RESOLVED UNANIMOUSLY: That Employment Panel notes the report and:

- i) Approves the updated Pay Policy Statement for 2017/18, subject to a delegation to the Chairman in conjunction with the Managing Director and Head of HR to revise sections 2.1-2.3, and any other minor amendments as requested by the Panel during the discussion at the meeting, and recommends the revised statement to Council for approval on 21 February 2017**
- ii) Note that further revisions will be required to the statement following the external transfer of some council services on 1 April 2017 and for the implementation of the Government's reforms to public sector exit pay arrangements**

EMPLOYMENT/RESTRUCTURE DELEGATIONS TO EMPLOYMENT PANEL

Members received a briefing on proposed changes to future reporting at Employment Panel. The Head of HR reminded Members that in November 2016, subject to Full Council approval, the Panel agreed to delegate authority to Directors, in conjunction with the Head of HR, payments relating to employment matters up to £25,000. This impacted on future reporting to the Panel in that reports would only come forward if payments totalled more than £25,000 or there was a significant restructure, defined as five or more employees.

Members noted two further proposals as detailed in paragraph 2.3 of the report relating to requests to appoint Directors, Deputy Directors and Heads of Service.

- A new role is created as part of a restructure. In these cases it was recommended that the Employment Panel report setting out the proposed restructure would seek to delegated responsibility to create the position and undertake recruitment to any new Head of Service role. The delegation would be to the relevant Lead Member and the Chair of Employment Panel, in consultation with the Managing Director and the Head of Human Resources
- Like for like replacement following the resignation of the post holder. The recruiting manager would obtain agreement from the relevant Lead Member, Chair of Employment Panel, Managing Director, Head of Human Resources and Director to recruit. If a suitable candidate were identified, make an offer of employment as long as it was within the salary band and agreed budget for the service.

Additionally, Members were asked to consider removal of the requirement in the constitution that 'an offer of employment as a Director or Deputy Chief Officer shall only be made where no substantial and justified objection from any Member of the

Cabinet has been made to the appointment'. It was noted that there had been no recorded incidents when Cabinet had disagreed with a decision by the Panel.

Councillor Saunders highlighted that a comma was required after the word 'Cabinet' as below:

- a) Employment Panel will appoint Directors and Deputy Chief Officers in accordance with the provisions set out in the Local Government & Housing Act 1989. Employment Panel may delegate the recruitment of a Director or Deputy Chief Officer, where it is a 'like for like' recruitment with the same grade and salary scale being used, to the relevant Lead Member, who should also be a member of Cabinet, and the chair of Employment Panel, in consultation with the Managing Director, Head of Human Resources and service Director.

Councillor Saunders asked whether the intention at the last meeting to increase the value of payments where Panel approval was required was to allow for up to four payments of up to £24,999? It was agreed that this was not the intention and therefore the wording of i) and iv) of D5.1 would need to be amended. It was also requested that reference to pension costs be included.

RESOLVED UNANIMOUSLY: That Employment Panel agree to the revised wording to the constitution, subject to delegated authority to the Chairman in conjunction with the Managing Director and Head of HR to amend D5.1 i) and iv), and subject to full Council approval.

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

RESOLVED UNANIMOUSLY: That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on items 7-9 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act

The meeting, which began at 6.30 pm, finished at 8.06 pm

CHAIRMAN.....

DATE.....

This page is intentionally left blank

Agenda Item 5

By virtue of paragraph(s) 1, 2, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Agenda Item 6

By virtue of paragraph(s) 2, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Agenda Item 7

By virtue of paragraph(s) 2, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank