

# APPOINTMENTS COMMITTEE

**MINUTES** of the meeting of the Appointments Committee held on Friday 6 March 2020 commencing at 3.00 pm at the Members' Room - Shire Hall, Gloucester.

## PRESENT

Cllr Richard Boyles  
Cllr Iain Dobie  
Cllr Mark Hawthorne MBE  
Cllr Iain Dobie

Cllr Nigel Moor  
Cllr Lesley Williams MBE

## 1. APPOINTMENT OF CHAIRPERSON

Cllr Mark Hawthorne was appointed as Chair for the remainder of the 2019-2020 Civic Year.

## 2. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Paul Hodgkinson and Kathy Williams.

Cllr Iain Dobie was present as a substitute.

## 3. MINUTES

The minutes of the previous meeting held on 5 February 2019 were approved (subject to a minor typo) and signed as a correct record.

## 4. PUBLIC QUESTIONS

No public questions were received.

## 5. MEMBERS' QUESTIONS

No members questions were received.

## 6. PAY POLICY STATEMENT 2019/20

6.1 Nick Lerry, Employer Relations Manager, gave a brief overview of the Pay Policy Statement annual review, the Committee noted the following changes:

- Additional information on coverage for this policy. It had been made clearer that this applied to all council employees, including for example, Firefighters, Soulbury Committee and schools (paragraphs 5 – 7 and elsewhere).
- The details on the restructured Green Book national pay spine (implemented April 2019) and the council's new Green Book grading structure (implemented September 2019) have been removed as this detail was no longer needed, post-implementation.

- There was now an expanded reference to external sources of pay determination (to include national conditions of services and statutory provisions).
- At paragraph 7 there was additional information about the Unattached Teachers Pay Panel to apply national conditions.
- New job titles for posts listed in the 'senior salaries' section at paragraph 17.
- There was now a clear statement of the requirement for relevant decision by specified officers to be recorded in writing.
- Following a review of the remuneration arrangements for apprentices, paragraphs 58-60 recommend revised pay rates for level two and three apprenticeships.
- Finally, there had been a general re-ordering of paragraphs to improve the logical flow of information.

6.2 A member questioned the pay arrangements for level four to seven apprenticeships. It was advised the rates were equivalent to 80% of the grade of the job in which the apprentice was based. This was because at these levels, apprentices were carrying out substantive working roles within the Council but the less 20% reflected the required day of study they would have offsite each week.

6.3 The Committee noted that National Graduates were under a separate pay arrangement which was a spot salary set at a national level.

6.4 It was questioned whether employees at GCC working zero hour contracts would be effected if they had to take time off work in relation to the Coronavirus. It was advised that these employees have the same rights to pro rata pay and conditions, including occupational sickness leave, as any other employee of the Council.

6.5 A member queried the process of agreeing recruitment and retention payments as outlined in paragraphs 51-52. It was noted that recent payments of this kind had been significant in some areas and the wording suggested appeared to allow these decisions to be made without any political oversight (although noting this may not be the case in practice).

6.6 Members agreed to amend paragraph 52 to add the additional wording:

*"in consultation with the relevant Cabinet Member"*

**ACTION: NICK LERRY**

6.7 ***RESOLVED TO RECOMMEND TO THE COUNCIL that the attached revised Pay Policy Statement 2019-20 be adopted, subject to the requested amendment.***

## **7. SENIOR MANAGEMENT STRUCTURE**

*Minutes subject to their acceptance as a correct record at the next meeting*

- 7.1 Mandy Quayle, Director of Digital and People Services, gave a brief outline of the recommendations from this report.
- 7.2 There was a proposal to replace the vacant Director of Strategy and Challenge post with a Director of Policy, Performance and Governance. The post would have a similar scope of services but would allow a Head of Service post to be removed and therefore achieve a financial saving.
- 7.3 It was advised that the new Director post would be interviewed for internally as there had been a lot of change within the senior management team in recent years, with all Director posts being filled externally. It would be a real benefit to retain internal knowledge and also support development of existing employees.
- 7.4 The report also reflected wider changes made to the senior management structure.
- 7.5 It was clarified that following the peer review in 2018, there was a suggestion that the move to 'clusters' had caused confusion within the organisation. Whilst it was absolutely clear moving back to a directorate set up did not mean a return to 'silo working' between departments, it would offer better clarity for staff.
- 7.6 A member was reassured that the Joint Director & MD City Council being part of the Strategic Leadership Team did not mean the City Council, compared to other district councils, was being unfairly represented at a County level.
- 7.7 The Committee approved the recommendations as outlined in the report.

## **CHAIR**

Meeting concluded at 15:30.