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Contact Officer:

John Armstrong, Democratic Services Manager.

11 June 2020

Dear Councillor

Your attendance is requested at a meeting of the **EMPLOYMENT COMMITTEE** to be held in the Via Microsoft Teams on **FRIDAY, 12 JUNE 2020** at 1.00 pm.

Yours faithfully

James Whiteman
Managing Director

MEMBERS OF THE COMMITTEE

Councillor Caroline Reeves
Councillor Paul Spooner
Councillor Joss Bigmore

Authorised Substitute Members:

Councillor Tim Anderson
Councillor Christopher Barrass
Councillor David Bilbé
Councillor Graham Eyre
Councillor Jan Harwood

Councillor Nigel Manning
Councillor Marsha Moseley, The Deputy
Mayor 2020-21
Councillor John Redpath
Councillor Fiona White

QUORUM 3

THE COUNCIL'S STRATEGIC FRAMEWORK

Vision – for the borough

For Guildford to be a town and rural borough that is the most desirable place to live, work and visit in South East England. A centre for education, healthcare, innovative cutting-edge businesses, high quality retail and wellbeing. A county town set in a vibrant rural environment, which balances the needs of urban and rural communities alike. Known for our outstanding urban planning and design, and with infrastructure that will properly cope with our needs.

Three fundamental themes and nine strategic priorities that support our vision:

- | | |
|---------------------|--|
| Place-making | Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes |
| | Making travel in Guildford and across the borough easier |
| | Regenerating and improving Guildford town centre and other urban areas |
| Community | Supporting older, more vulnerable and less advantaged people in our community |
| | Protecting our environment |
| | Enhancing sporting, cultural, community, and recreational facilities |
| Innovation | Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need |
| | Creating smart places infrastructure across Guildford |
| | Using innovation, technology and new ways of working to improve value for money and efficiency in Council services |

Values for our residents

- We will strive to be the best Council.
- We will deliver quality and value for money services.
- We will help the vulnerable members of our community.
- We will be open and accountable.
- We will deliver improvements and enable change across the borough.

AGENDA

ITEM

1. APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

2. LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

In accordance with the local Code of Conduct, a councillor is required to disclose at the meeting any disclosable pecuniary interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and they must also withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, the councillor must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

3. MINUTES (Pages 5 - 6)

To confirm the minutes of the meeting of the Employment Committee held on 6 March 2020.

4. CORPORATE MANAGEMENT TEAM PAY AWARD 2020-21 (Pages 7 - 10)

5. EXCLUSION OF PRESS AND PUBLIC

The Committee is asked to consider passing the following resolution:

"That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 and 4 of Part 1 of Schedule 12A to the Act".

6. TERMINATION OF EMPLOYMENT OF AN OFFICER (Pages 11 - 12)

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EMPLOYMENT COMMITTEE

6 March 2020

- * Councillor Caroline Reeves (Chairman)
- * Councillor Joss Bigmore (Vice-Chairman)
- * Councillor Paul Spooner

*Present

EM18 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

There were no apologies for absence.

EM19 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

There were no disclosures of interest.

EM20 MINUTES

The minutes of the meeting of the Committee held on 26 February 2020 were confirmed as a correct record. The Chairman signed the minutes.

EM21 DESIGNATION OF THE COUNCIL'S MONITORING OFFICER

The Committee was informed that the Resources Specialist Services Manager (formerly the Council Solicitor and Monitoring Officer), Robert Parkin, would be leaving the Council on 20 March 2020 to take up an appointment elsewhere.

Consideration of the recruitment of a new Resources Specialist Services Manager would be given following a review of the structure of the legal team. In the meantime, it would be necessary to designate an officer as the Council's Monitoring Officer. In accordance with Officer Employment Procedure Rule 4 (a) and this Committee's terms of reference, the formal designation of the Monitoring Officer was undertaken by full Council on the recommendation of the Committee.

Having considered a report on the proposed arrangements to be put in place following Mr Parkin's departure, the Committee

RECOMMEND:

- (1) That Sarah White (Senior Specialist Legal – (Lawyer - Planning, Regeneration & Litigation)) be designated as the Monitoring Officer for the Council with effect from her return to work following maternity leave in May 2020.
- (2) That, in the interim period and for the working days when the Monitoring Officer is not in attendance, the current Deputy Monitoring Officer, Diane Owens (Senior Specialist - Legal (Lawyer - Corporate, Commercial & Property)) be designated as Acting Monitoring Officer.

Reason:

To comply with the requirements of the Local Government and Housing Act 1989 (as amended).

EM22 EXCLUSION OF PUBLIC

The Committee

RESOLVED:

That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the 1972 Act.

EM23 APPOINTMENT OF DIRECTOR OF SERVICE DELIVERY

The Committee, having interviewed the candidates that it had shortlisted on 26 February 2020 for appointment as the Council's new Director of Service Delivery

RESOLVED: That, subject to no well-founded objections being received from the Leader of the Council in accordance with the provisions of Regulation 5 of the Local Authorities (Standing Orders) (England) Regulations 2001, Mr Ian Doyle, currently Director of Environment and Climate Change Action, at Essex County Council be appointed as the Council's new Director of Service Delivery with effect from a date to be confirmed in June 2020.

Reason:

To appoint the most suitable candidate as the Council's new Director of Service Delivery.

The meeting finished at 3.00 pm

Signed

Chairman

Date

Council Report

Ward(s) affected: n/a

Report of Managing Director (Head of Paid Service)

Author: Francesca Smith, Senior Specialist HR

Tel: 01483 444014

Email: francesca.smith@guildford.gov.uk

Date: 28 July 2020

Corporate Management Team Pay Award 2020-21

Recommendation to Council

That a pay award of 2% be approved for the Managing Director and the Director posts with effect from 1 July 2020 in accordance with the Council's adopted Pay Policy Statement.

Reason for Recommendation:

To apply a pay award to the Corporate Management Team posts.

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

1.1 Under Section 39 of the Localism Act 2011, the Council is required to consider and approve a Pay Policy Statement for the financial year ahead and this was agreed by Council in February 2020 in respect of the statement covering 2020-21. The annual pay award date is 1 July and the Pay Policy Statement is therefore approved prior to the pay award. The pay award for all staff in the salary bands below Director level is agreed each year by the Managing Director in consultation with the Leader of the Council. Separate approval is required for this pay award to be applied to the Managing Director and Director posts.

1.2 This report was also considered by the Employment Committee at its meeting on June 2020.

2. Strategic Priorities

2.1 The Council needs to demonstrate that we have effective governance in place to manage the pay and remuneration for our first and second tier officers.

3. Background

3.1 The contractual pay award date is 1 July each year and is agreed on behalf of the staff through a collective agreement pay negotiation process with Unison. The pay award of 2% was agreed earlier this year by the Managing Director under his delegated authority for all staff below Director level.

- 3.2 If approved, the pay award will also be applied to the annual salaries and allowances of the Managing Director and Director posts:

Managing Director pay scale	Director pay scale
£130201	£86758
£133255	£88754
£136383	£90842
	£92982
	£95169
	£97400
	£99686

Deputy Managing Director Payment	
Directors	£3325

Lump Sum Allowance	
With lease car	Without lease car
£1803	£4932

Lease Car Allowance	
Managing Director	£6120
Director	£5765

4. Equality and Diversity Implications

- 4.1 The Council's duty under section 149 of the Equality Act 2010 is to have due regard to the matters set out in relation to equalities when considering and making decisions. There are no direct equality impacts associated with agreeing the pay award.

5. Financial Implications

- 5.1 The pay award has been included in the 2020-21 budget approved by Council at its meeting on 5 February 2020.

6. Legal Implications

- 6.1 The requirement to consider an annual pay award is contractual and is set out within the Pay Policy Statement.

7. Human Resource Implications

7.1 There are no additional human resource implications to agreeing the pay award.

8. Conclusion

8.1 The Council is fulfilling its obligation as set out in the Pay Policy Statement to consider making a pay award to the Managing Director and the Directors.

9. Background Papers

Pay Policy Statement 2020-21

10. Appendices

None

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

Agenda item number: 6

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