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Contact Officer:

John Armstrong,
Democratic Services and Elections Manager
Tel: 01483 444102

17 March 2022

Dear Councillor

Your attendance is requested at a meeting of the **EMPLOYMENT COMMITTEE** to be held in Committee Room 1 - Chancies, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **FRIDAY 25 MARCH 2022** at 12.00 noon.

Yours faithfully

Tom Horwood
Joint Chief Executive

MEMBERS OF THE COMMITTEE

Councillor Joss Bigmore (Chairman)
Councillor Julia McShane (Vice-Chairman)
Councillor Paul Spooner

Authorised Substitute Members:

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

Councillor Tom Hunt
Councillor Nigel Manning
Councillor John Redpath
Councillor John Rigg
Councillor Fiona White

QUORUM 3

THE COUNCIL'S STRATEGIC FRAMEWORK (2021- 2025)

Our Vision:

A green, thriving town and villages where people have the homes they need, access to quality employment, with strong and safe communities that come together to support those needing help.

Our Mission:

A trusted, efficient, innovative, and transparent Council that listens and responds quickly to the needs of our community.

Our Values:

- We will put the interests of our community first.
- We will listen to the views of residents and be open and accountable in our decision-making.
- We will deliver excellent customer service.
- We will spend money carefully and deliver good value for money services.
- We will put the environment at the heart of our actions and decisions to deliver on our commitment to the climate change emergency.
- We will support the most vulnerable members of our community as we believe that every person matters.
- We will support our local economy.
- We will work constructively with other councils, partners, businesses, and communities to achieve the best outcomes for all.
- We will ensure that our councillors and staff uphold the highest standards of conduct.

Our strategic priorities:

Homes and Jobs

- Revive Guildford town centre to unlock its full potential
- Provide and facilitate housing that people can afford
- Create employment opportunities through regeneration
- Support high quality development of strategic sites
- Support our business community and attract new inward investment
- Maximise opportunities for digital infrastructure improvements and smart places technology

Environment

- Provide leadership in our own operations by reducing carbon emissions, energy consumption and waste
- Engage with residents and businesses to encourage them to act in more environmentally sustainable ways through their waste, travel, and energy choices
- Work with partners to make travel more sustainable and reduce congestion
- Make every effort to protect and enhance our biodiversity and natural environment.

Community

- Tackling inequality in our communities
- Work with communities to support those in need
- Support the unemployed back into the workplace and facilitate opportunities for residents to enhance their skills
- Prevent homelessness and rough-sleeping in 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.

Councillors are further invited to disclose any non-pecuniary interest which may be relevant to any matter on this agenda, in the interests of transparency, and to confirm that it will not affect their objectivity in relation to that matter.

3. MINUTES (Pages 5 - 6)

To confirm the minutes of the meeting of the Employment Committee held on 8 February 2022.

4. DIRECTORS' PAY AWARD 2022 (Pages 7 - 10)

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EMPLOYMENT COMMITTEE

8 February 2022

* Councillor Joss Bigmore (Chairman)
Councillor Julia McShane
Councillor Paul Spooner

*Present

Councillors Jan Harwood and Tom Hunt were also in attendance.

EM14 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

Apologies for absence were received from Councillor Julia McShane, for whom Councillor Tom Hunt was substituting and from Councillor Paul Spooner, for whom Councillor Jan Harwood was substituting.

EM15 ELECTION OF VICE-CHAIRMAN

The Committee

RESOLVED: That Councillor Julia McShane be elected Vice-Chairman of the Employment Committee for the remainder of the 2021-22 municipal year.

EM16 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

There were no disclosures of interest.

EM17 MINUTES

The minutes of the meeting held on 4 October 2021 were confirmed as a correct record. The chairman signed the minutes.

EM18 DESIGNATION OF MONITORING OFFICER

The Committee considered a report on the proposed designation of the Council's Monitoring Officer in the light of Diane Owens' departure from the Council with effect from 28 February 2022.

The Committee noted that the Monitoring Officer had a number of statutory duties and responsibilities relating to the Council's Constitution and arrangements for effective governance and promoting high standards of conduct.

The report noted that under the Council's staffing structure, the post of Lead Legal Specialist was deemed to be the post most appropriate to be designated as the Monitoring Officer, as the role was the Council's most senior legal officer and solicitor. Whilst there was no specific requirement for the most senior solicitor or legal officer of any Council to be the Monitoring Officer, it was common practice for the monitoring officer to be a fully qualified solicitor given that part of the role was to ensure the Council's compliance with laws and regulations.

The role of Lead Legal Specialist required the post holder to be a qualified solicitor with significant post qualification experience and experience of working in a public sector

environment. The Lead Legal Specialist was the 'head of profession' for legal services at the Council.

Following Diane Owens' resignation, an external recruitment process had been undertaken with the help and support of an employment agency. In July 2021, the Council decided to share a senior management team, including statutory officers with Waverley Borough Council. Following the appointment of the Joint Chief Executive, a restructure to create a Joint Senior Management had begun; however, the work was at too early a stage to provide an immediate solution for the recruitment of a new Monitoring Officer for Guildford. As such, it was not deemed an appropriate time to recruit a permanent Lead Specialist – Legal and Monitoring Officer. An external recruitment process for an interim officer for a period of 6 to 8 months had therefore been undertaken, which had culminated in an interview undertaken by members of the Employment Committee. Mr Stephen Rix had been appointed as the Interim Lead Specialist – Legal. The Committee noted that Mr Rix was a qualified solicitor with many years' experience in local government at different councils as well as previous experience as a monitoring officer.

The Committee thanked Diane Owens for her service with the Council and in particular her service as Monitoring Officer over the past year, and wished her well in her new career.

Having noted that in accordance with Officer Employment Procedure Rule 4 (a), the formal designation of the Monitoring Officer was undertaken by full Council on the recommendation of this Committee, the Committee

RECOMMEND: That, in accordance with Section 5 of the Local Government and Housing Act 1989, Stephen Rix (Interim Lead Specialist – Legal) be designated as the Monitoring Officer for the Council with effect from 1 March 2022.

Reason for Recommendation:

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

The meeting finished at 11.10 am

Signed

Chairman

Date

Employment Committee Report

Ward(s) affected: n/a

Report of Chief Executive (Head of Paid Service)

Author: Francesca Chapman, Lead Specialist HR

Tel: 01483 444014

Email: francesca.chapman@guildford.gov.uk

Date: 25 March 2022

Directors' Pay Award 2022

Executive Summary

Whilst the pay award for all staff in the salary bands below Director level is agreed each year by the Chief Executive under delegated authority, in consultation with the Leader and Deputy Leader of the Council, separate approval is required from the Council for a pay award to be applied to the Director posts in accordance with the Pay Policy Statement.

The Committee is asked to consider the proposed pay award for directors and make a recommendation to Council on 5 April 2022.

Recommendation to Council (5 April 2022)

That a pay award of 3.75% is approved for the Director posts with effect from 1 April 2022 in accordance with our adopted Pay Policy Statement, following last year's pay freeze.

Reason for Recommendation:

To apply a pay award to our Director posts that is in line with the general staff pay award for 2022-23, following last year's pay freeze and noting the current higher rate of cost-of-living inflation.

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 on 9 February 2022 in respect of the statement covering 2022-23. The Pay Policy Statement was therefore approved prior to the pay award being agreed and did not include the level of award for this year. It is proposed that with effect from 2022 the annual pay award date is brought forward from 1 July to 1 April to align it with the financial year and with our ordinary budget-setting cycle.

- 1.2 The pay award for all staff in the salary bands below Director level is agreed each year by the Chief Executive in consultation with the Leader and Deputy Leader of the Council. Separate approval is required from the Council for this pay award to be applied to the Director posts. The pay award does not apply to the Joint Chief Executive, as this is determined by the Joint Appointments Committee.

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 currently 1 July each year and is agreed on behalf of the staff through a collective agreement pay negotiation process with the Council's recognised trade union, Unison. This year, the Unison request was for a 5% pay award, which is near the current cost-of-living inflation figure of 4.9% (CPIH, January 2022). The final agreement reached is for a pay increase of 3.75% to apply from April 2022.

- 3.2 If approved, the pay scale and allowances will be as follows:

Director pay scale
£92,083
£94,250
£96,470
£98,739
£101,053
£103,424

Lump Sum Allowance	
With lease car	Without lease car
£1849 pa	£4976 pa

Lease Car Allowance
£5981 pa

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 is within the 2022-23 budget approved by Council at its meeting on 9 February 2022.

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 therefore 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 Directors.

9. Background Papers

Pay Policy Statement 2022-23

10. Appendices

None

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