



GUILDFORD  
BOROUGH

**Satish Mistry**  
Executive Head of Governance

[www.guildford.gov.uk](http://www.guildford.gov.uk)

Contact Officer:

John Armstrong (01483) 444102

31 March 2015

Dear Councillor

Your attendance is requested at a meeting of the **EMPLOYMENT COMMITTEE** to be held in the Leadership Suite, first floor, Old Millmead House, Millmead, Guildford on **FRIDAY, 10 APRIL 2015** at 9.00 am.

Yours faithfully

Satish Mistry

Executive Head of Governance  
and Monitoring Officer

**MEMBERS OF THE COMMITTEE**

Councillor Stephen Mansbridge  
Councillor James Palmer  
Councillor Caroline Reeves

**Authorised Substitute Members:**

Councillor Richard Billington  
Councillor Sarah Creedy  
Councillor David Goodwin  
Councillor Monika Juneja

Councillor Julia McShane  
Councillor Nigel Manning  
Councillor Tony Phillips  
Councillor Pauline Searle

**QUORUM 3**



INVESTOR IN PEOPLE



**Guildford Borough Council**

Millmead House, Millmead, Guildford, Surrey GU2 4BB

## THE COUNCIL'S STRATEGIC FRAMEWORK

### Vision – for the borough

For Guildford to be a town and borough:

- with strong infrastructure
- world-class businesses with capacity to expand and deliver growth
- an evolving and vibrant economy which creates a progressive and sustainable environment
- for people today and future generations living in an ever improving society.

### Five fundamental themes that support the achievement of our vision

- **Infrastructure** – working effectively with partners to drive development and business growth that will expand our economy
- **Economy** – to grow a sustainable economy that will support all aspects of life in our borough.
- **Development** – to ensure that there is appropriate infrastructure, commercial space and a range of homes, built sensitively, without damaging our heritage or countryside.
- **Sustainability** – to ensure the services we provide and the borough develops and grows, in the most sustainable way.
- **Society** – to evolve a self-reliant and sustaining community, while supporting our most vulnerable residents.

### 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.

### Mission – for the Council

A forward looking, efficiently run Council, working in partnership with others and providing first class services that give the community value for money, now and in the future.

### Developing our Council

- To be a well led, collaborative organisation that has customer care and top quality at its heart.
- To have highly trained and proficient staff and councillors who challenge and learn

## AGENDA

### ITEM

**1. APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES**

**2. MINUTES**

To confirm the minutes of the last meeting of the Committee held on 10 February 2015.

**3. LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS**

In accordance with the revised 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.

**4. EXCLUSION OF THE PUBLIC AND PRESS**

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 the paragraphs of Part 1 of Schedule 12A to the Act indicated below".

**5. APPOINTMENT OF EXECUTIVE HEAD OF GOVERNANCE (Paragraphs 1 and 4) (Pages 1 - 4)**

Report to follow.

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## EMPLOYMENT COMMITTEE

- \* Councillor Stephen Mansbridge (Chairman)
- \* Councillor James Palmer (Vice-Chairman)
- \* Councillor Caroline Reeves

\*Present

### **EM1 APOLOGIES FOR ABSENCE AND NOTIFICATIONS OF SUBSTITUTES**

There were no apologies.

### **EM2 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS**

None.

### **EM3 MARKET RATE SUPPLEMENT POLICY**

The Committee considered adopting a Market Rate Supplement Policy which would support the Council's Pay Policy. The Council had never adopted such a policy or procedure for managing the payment of market rate supplements before, and so, where it had proved difficult to recruit or retain employees in certain posts due to the impact of the external market, such payments have been made on an ad-hoc basis.

The adoption of this policy would enable the Council's Corporate Management Team to apply appropriate supplements where required in order to fill posts where skills were scarce in the market and therefore commanding a higher salary. The proposed salary would enable officers to address issues of taking on high salaries for longer than necessary with flexibility, based on proper business cases with a regular review process.

Market rate supplements would only be used in exceptional circumstances. The policy detailed procedure that ensured sufficient evidence was provided to demonstrate why a market rate supplement would be appropriate; other measures would be considered first.

Having considered the policy, the Committee

**RESOLVED:** That the Market Rate Supplement Policy attached as Appendix 1 of the report submitted to the Committee, be adopted.

The meeting finished at 9.50 am

Signed .....

Chairman

Date .....

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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: 5

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