

# **CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Staffing Committee**  
held on Friday, 11th January, 2013 at Committee Suite 1,2 & 3, Westfields,  
Middlewich Road, Sandbach CW11 1HZ

## **PRESENT**

Councillor D Topping (Chairman)  
Councillor H Murray (Vice-Chairman)

Councillors S Hogben (Sub for Cllr J Jackson), M Jones, D Marren, B Murphy  
and D Newton

## **Union Representatives**

Craig Nicholson – UNISON  
Tracey Evans – UNISON  
Jo Hobson – UNISON  
Jonathan Shaw – UNISON  
Shawn Reed – GMB  
Mark Stevens – GMB

## **Officers**

Kim Ryley, Interim Chief Executive  
Paul Bradshaw, Head of HR and OD Manager  
Julie Davies, HR Strategy and OD Manager  
Melanie Henniker, HR Delivery Manager  
Suzanne Antrobus, Corporate Solicitor  
Paul Ridings, Corporate Health & Safety Advisor  
Rachel Graves, Democratic Services Officer

## **Councillor in Attendance**

Councillor B Moran, Cabinet Member for Performance

## **24 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor J Jackson and Tony Caffery,  
UNISON.

## **25 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **26 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no members of the public present.

## 27 MINUTES OF PREVIOUS MEETINGS

### RESOLVED:

That the minutes of the meeting held on 18 October 2012 be approved and the minutes of the meeting held on 30 November 2012 be approved subject to the following amendment:

#### Minute 23 Interim Chief Executive

The last line of the resolution to be amended to read

“..... to extend the engagement of the current Interim Chief Executive until an appointment is made.”

## 28 HR UPDATE

The Head of Human Resources and Organisational Development, aided by the HR Policy Manager and Corporate Health & Safety Advisor, presented a report which provided a general update on Human Resource issues, including Health & Safety, Organisational Development, HR Delivery and HR Policy & Reward.

A total of 1532 accident reports were entered into PRIME in Quarter 2, of which 46 were RIDDOR reportable to the Health & Safety Executive. The number of RIDDOR reports had increased by 15 between the two Quarters. This increase had been discussed with service managers at various sub forums, with focus on the causes of the accidents. Five of the additional accidents had been adult sporting accidents so particular attention had been paid to leisure centre accidents and their root cause. The Corporate Health and Safety newsletter was used to communicate accident trends and patterns to all levels of staff, with advice on how to reduce them.

To recognise all of the outstanding work that was being done across the Council an aspire4excellence best of the best awards ceremony had been held. Michael Plant, Streetscape Supervisor, had been awarded the Employee of the Year award.

A series of staff roadshows had been held to explain the challenges faced by the Council over the next few years and the likely implications for staff. The roadshows had been well attended with positive feedback.

The requirement for employers to enrol employees into workplace pension schemes had been introduced. The implementation date for Cheshire East Council was 1 March 2013 but a decision had been made to utilise the allowed transitional period up to September 2017 which was when the majority of employments not currently in the scheme would be automatically enrolled in the Cheshire Pension Scheme. The normal opt out arrangements would remain in place. All employees would receive a

letter before 1 March 2013 which would outline how these arrangements would personally affect them.

Two Health and Wellbeing events had take place in order to promote a healthy lifestyle, raise awareness of important health issues and provide support to staff. Both events had received positive feedback from employees and it was intended to put other events on during the year.

## **29 PAY POLICY STATEMENT 2013/14**

The Committee considered a report on the Pay Policy Statement for 2013-14.

The Council was required under section 38 of the Localism Act 2011 to produce a Pay Policy Statement by 31 March on an annual basis.

Council had approved the 2012-13 Statement in February 2012. Subsequent revisions to reflect amendments made to redundancy payments, payments on termination and compromise agreements were approved by Council in July 2012.

The Pay Policy for 2013-14 had been updated to reflect a number of changes – these being:

- the continuation of the increment freeze to 30 November 2013
- changes to the Local Government Pension Scheme to reflect the requirements under the Automatic Enrolment Regulations 2012 and changes to pension bandings effective from 1 April
- updating of Job titles, salary levels and organisation structure to reflect changes
- amended information on pay multiples to reflect updated figures as well as National Minimum Wage rates effective from October 2012.

The Committee recommended the following changes:

- the changes between the 2012-13 version and the updated version be highlighted for ease of reference
- information on the Relocation Expense Policy be included
- the current provision whereby any changes to existing posts or additional posts created with a salary above £100,000 are subject to a vote by full Council be amend to include all officers above JNC Chief Officer conditions reporting directly to the Chief Executive
- the current provision whereby the decision and approval of any termination payment and approval for the terms of compromise agreement for Chief Officers (Statutory, non Statutory and those earning over £100,000) which rest with the Chief Executive in consultation with the Leader of the Council and Chairman of Staffing Committee be amended from above £100,000 to all officers on JNC Chief Officers conditions reporting directly to the Chief Executive

- proposed that Council publish the names of all individuals earning in excess of £56,000 in line with the Government's recommendations, subject to individual agreement where earnings are below £150,000
- the decision making process for recruitment decision be amended to require a vote of full Council for all Officers on JNC Chief Officer conditions reporting directly to the Chief Executive, in addition to those already stated in the Pay Policy Statement.

**RESOLVED:**

That the Pay Policy Statement 2013-14, as amended, be recommended to Council for approval.

**30 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:**

That the press and public be excluded from the meeting during the consideration of the following items pursuant to Section 100 (A)4 of the Local Government Act 1972 as amended on the grounds that they involved the disclosure of exempt information as defined in Paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972 and public interest would not be served in publishing this information.

**31 ITEMS REQUESTED BY TRADE UNIONS**

The Trade Unions representatives raised issues in relation to the following items:

- Cheshire East New Deal
- Directorate/Service Restructures
- TUPE Transfer Formal Consultation

The Trade Union representatives left the meeting before consideration of the following item.

**32 APPOINTMENT OF INTERIM BOROUGH SOLICITOR**

In accordance with Section 100B (4) (b) of the Local Government Act 1972, the Chairman agreed that this item be considered as an item of urgent business as there was a requirement to put an appointment in place as soon as possible to ensure that the Council was able to fulfil its statutory obligation.

The Committee considered the report of Chief Executive which sought ratification and approval for the interim management arrangement that had been proposed to cover the duties and responsibilities of the post of

Borough Solicitor (including the statutory role of Monitoring Officer and acting as Head of Legal and Democratic Services).

**RESOLVED:**

That Michael Rowan be appointed as Interim Borough Solicitor (including the statutory role of Monitoring Officer and acting as Head of Legal and Democratic Services).

The meeting commenced at 2.05 pm and concluded at 4.10 pm

Councillor D Topping (Chairman)