

## Constitution Committee

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**Date of Meeting:** 20 September 2018

**Report Title:** Living Document Changes to the Constitution  
(Appendix 2 – Staffing Committee Terms of Reference)

**Senior Officer:** Daniel Dickinson, Acting Director of Legal Services

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1. This document is the appendix referred to in paragraph 9 (Staffing Committee Terms of Reference) of the appendix to the “Living Document Changes to the Constitution” report before the 20 September 2018 meeting of the Constitution Committee (Agenda Item No.9)
2. The first change referred to in the said paragraph 9 is as follows:-
  - 2.1 Paragraph 47 of the Staffing Committee Terms of Reference (page 54 of the Constitution) reads: *“To make recommendations to Council in relation to decisions affecting the remuneration of any new post whose remuneration is or is proposed to be or would become £100,000 p.a. or more, **unless the remuneration for the post is already included within the Council’s annually approved Pay Policy Statement.**”*
  - 2.2 The reference to the Pay Policy Statement in bold is to be removed because the Pay Policy Statement does not provide the remuneration for each post. Therefore, the proviso set out in bold could not, by definition, arise.
  - 2.3 It should be noted that this change will also be made on page 169 of the Constitution where this anomaly is repeated.
3. The second change referred to in the said paragraph 9 is as follows:-
  - 3.1 Paragraph 44.5 of the Staffing Committee Terms of Reference (page 53 of the Constitution) reads: “The purpose of the Staffing Committee is ... to approve “in year” salary or other benefit increases to the Head of Paid Service provided that this is within the agreed annual Pay Policy”.
  - 3.2 The words “excluding national agreements,” are to be added before the words “to approve...” in paragraph 44.5 to recognise that annual cost of living pay rises are determined by collective agreement, rather than at the discretion of the Staffing Committee.
4. Members are asked to note that these changes rank as matters of clarification, as opposed to substantive changes, and as such will be made by the Monitoring Officer under delegated powers.