



# Agenda

Meeting: **Personnel Committee**  
Date: **15 February 2018**  
Time: **2.00 pm**  
Place: **Boulogne Room - Civic Centre Folkestone**

To: **All members of the Personnel Committee**

The Committee will consider the matters listed below at the date, time and place shown above. The meeting will be open to the press and public.

Members of the Committee who wish to have information on any matter arising on the agenda which is not fully covered in these papers are requested to give notice prior to the meeting to the Chairman or appropriate officer.

1. **Apologies for Absence**

2. **Declarations of Interest**

Members of the Council should declare any interests which fall under the following categories\*:

- a) disclosable pecuniary interests (DPI);
- b) other significant interests (OSI);
- c) voluntary announcements of other interests.

3. **Minutes (Pages 3 - 4)**

To consider and approve, as a correct record, the minutes of the meeting held on 25 January 2018.

4. **Exclusion of the Public**

To exclude the public for the following item of business on the grounds that it is likely to disclose exempt information, as defined in paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972 –

‘Information relating to any consultations or negotiations, or contemplated

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consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.’

## Part 2 – Exempt Information Item

### 5. Pay Award 2018

To receive a verbal update and presentation from the Head of HR.

\*Explanations as to different levels of interest

(a) A member with a discloseable pecuniary interest (DPI) must declare the nature as well as the existence of any such interest and the agenda item(s) to which it relates must be stated. A member who declares a DPI in relation to any item must leave the meeting for that item (unless a relevant dispensation has been granted).

(b) A member with an other significant interest (OSI) under the local code of conduct relating to items on this agenda must declare the nature as well as the existence of any such interest and the agenda item(s) to which it relates must be stated. A member who declares an OSI in relation to any item will need to remove him/herself to the public gallery before the debate and not vote on that item (unless a relevant dispensation has been granted). However, prior to leaving, the member may address the meeting in the same way that a member of the public may do so.

(c) Members may make voluntary announcements of other interests which are not required to be disclosed under (a) and (b). These are announcements made for transparency reasons alone, such as:

- membership of outside bodies that have made representations on agenda items, or
- where a member knows a person involved, but does not have a close association with that person, or
- where an item would affect the well-being of a member, relative, close associate, employer, etc. but not his/her financial position.

Voluntary announcements do not prevent the member from participating or voting on the relevant item



# Minutes

## Personnel Committee

Held at:	Boulogne Room - Civic Centre Folkestone
Date	Thursday, 25 January 2018
Present	Councillors Mrs Mary Lawes (In place of Ian Meyers), David Monk (Chairman), Mrs Rodica Wheeler and Roger Wilkins
Apologies for Absence	Councillor Rory Love and Councillor Ian Meyers
Officers Present:	Tim Madden (Corporate Director - Organisational Change), Andrina Smith (Head of Human Resources) and Jemma West (Senior Committee Services Officer)

### 17. **Declarations of Interest**

There were no declarations of interest at the meeting.

### 18. **Minutes**

The minutes of the meetings held on 14 September and 11 October 2017 were submitted, approved and signed by the Chairman.

### 19. **Annual Pay Policy Statement**

The report presented the pay policy statement for 2018/19 for approval and recommendation to council.

Proposed by Councillor Wilkins,  
Seconded by Councillor Mrs Wheeler; and

#### **RESOLVED:**

1. That Report P/17/07 be received and noted.
2. That the Committee recommend that Council approve under S38(1) Localism Act 2011 the Pay Policy Statement appended to the report for 2018/19.

(Voting figures: 3 for, 0 against, 1 abstention).

### 20. **Market Supplement Policy**

The report presented a new Market Supplement Policy for approval by the Personnel Committee alongside the associated procedures and approval form for information.

Proposed by Councillor Wilkins,  
Seconded by Councillor Mrs Lawes; and

**RESOLVED:**

1. That Report P/17/08 be received and noted.
2. That the Market Supplement Policy be approved.

(Voting figures: 4 for, 0 against, 0 abstentions).

21. **Exclusion of the Public**

Proposed by Councillor Monk,  
Seconded by Councillor Wilkins; and

**RESOLVED:**

That public be excluded for the following item of business on the grounds that it is likely to disclose exempt information, as defined in paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972 –

‘Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.’

(Voting figures: 4 for, 0 against, 0 abstentions).

22. **Pay Award 2018/19**

The Head of HR gave a presentation outlining proposals for the Pay Award 2018/19.

Committee Members commented on various aspects of the presentation, which would inform discussions for negotiating a potential pay award for 2018.

The Committee Members noted the presentation.