



Agenda

Meeting: **Personnel Committee**
Date: **15 November 2019**
Time: **2.30 pm**
Place: **Council Chamber - 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.

This meeting will be webcast live to the council's website at <https://folkestone-hythe.public-i.tv/core/portal/home>. Although unlikely, no guarantee can be made that Members of the public in attendance will not appear in the webcast footage. It is therefore recommended that anyone with an objection to being filmed does not enter the council chamber.

1. **Apologies for Absence**
2. **Declarations of Interest (Pages 3 - 4)**

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. **Pay Award 2020 (Pages 5 - 8)**

This report provides an update to members of the Personnel Committee on the pay negotiations that have taken place for a pay award in April 2020.

Queries about the agenda? Need a different format?

Contact Jemma West – 01303 853369
Email: committee@folkestone-hythe.gov.uk or download from our
website
www.folkestone-hythe.gov.uk

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 1 of Part 1 of Schedule 12A to the Local Government Act 1972 –

‘Information relating to any individual.’

5. **Senior Management Restructure (Pages 9 - 18)**

This report provides details of a senior management restructure at the council. It seeks the committee’s support for the new arrangements for managing the council and approval to move ahead with the recruitment for the proposed Director roles.

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; 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. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

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Agenda Item 3

Folkestone
& Hythe



District Council

This Report will be made public on 7 November 2019

Report Number **P/19/08**

To: Personnel Committee
Date: 15 November 2019
Status: Non-executive Decision
Chief Officer: Andrina Smith, Chief HR Officer

SUBJECT: PAY AWARD 2020

SUMMARY: This report provides an update to members of the Personnel Committee on the pay negotiations that have taken place for a pay award in April 2020.

REASONS FOR RECOMMENDATIONS:

The Joint Staff Consultative Panel (JSCP) reached a point whereby staff were balloted on the proposed pay award and that ballot returned a positive outcome in favour of accepting the award.

RECOMMENDATIONS:

1. To receive and note Report P/19/08.

1. INTRODUCTION

- 1.1 The Unison branch chair formally wrote to the Chief HR Officer requesting that pay negotiations for a pay award in April 2020 be opened earlier than usual due to her impending retirement. As a result, pay negotiations were opened in September 2019 with a view to reaching agreement before the end of October 2019.
- 1.2 At the Personnel Committee held on 5th September, members provided JSCP with a negotiating remit and the first JSCP was confirmed to be taking place on 18th September 2019.

2. PAY NEGOTIATIONS UPDATE

- 2.1 Following representations from the staff side, employers' side and the subsequent negotiations, the employers' side put forward a pay award offer as follows:
- Removal of Grade A from the salary scale to ensure compliance in the future with the national living wage, with those staff currently in grade A being moved to the lowest point of grade B and held there as a spot point salary but receiving pay awards;
 - A 2 year pay deal as follows –
 - o 2020/21 – an increase of 3%
 - o 2021/22 – an increase of 3%;
 - Free parking at the Sandgate Road (Leas Cliff Hall) Car Park for council staff on weekdays;
 - Annual leave reinstated to pre-2014 levels with effect from 1st April 2020;
 - Subject to completing the negotiations before Christmas 2019, those staff currently on 20 days annual leave would be granted an additional 2 extra days annual leave to take over the Christmas period 2019;
 - Providing agreement is reached in a timely manner, this pay award will be applicable from 1st April 2020.
- 2.2 Staff side stated that they were prepared to take this offer forward to a staff ballot. Following the conclusion of the JSCP meeting, the Chief HR Officer sent a letter on behalf of Councillor Monk to the staff side outlining the offer set out above and confirmed that if the staff side were prepared to take this offer to a staff ballot then there would be no requirement to hold a further JSCP meeting. Staff side confirmed that they would go out to ballot staff for their views on the offer.
- 2.3 The ballot was active until 5pm on Wednesday 16th October 2019 and accessible via an online survey tool for the majority of staff with paper ballot forms provided to Grounds Maintenance and Hythe Pool staff along with secured ballot boxes for them to submit their views.
- 2.4 Outcome of ballot:

Based on the total number of staff being 350 –

266 votes were received via surveymonkey and a paper ballot (for grounds and pool staff) giving a turnout of 76%

Of the 76% that voted:
256 voted to accept the pay offer = 96.2%
10 voted to reject the pay offer = 3.8%

Therefore, the majority outcome was clearly in favour of accepting the pay award which can be implemented in the April 2020 payroll.

2.5 This outcome was firstly communicated to members of the Personnel Committee via email on 18 October 2019 and subsequently communicated to staff at the end of October.

3. LEGAL / FINANCIAL AND OTHER CONTROLS / POLICY MATTERS

3.1 Legal Officers Comments (AK)

There are no comments legal comments arising directly from this report.

3.2 Finance Officers Comments (TM)

The budget for 2020/20201 has included a 3% pay increase for staff and this award falls within that cost envelope.

3.3 Diversities and Equalities Implications (ASm)

There are no specific Diversities and Equalities Implications arising from this report.

4. CONTACT OFFICER AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officer prior to the meeting:

Andrina Smith – Chief HR Officer
Tel: 01303 853405
Email: andrina.smith@folkestone-hythe.gov.uk

The following background documents have been relied upon in the preparation of this report:

None

APPENDICES:

None

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Agenda Item 5

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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