

SPECIAL COMMITTEE

TUESDAY, 16th SEPTEMBER, 2003

PRESENT:- Councillor Mike Bawden in the Chair; Councillors Ian Dobie, Mike Every, David Nash and Kevin Small.

Chair -
Councillor MIKE BAWDEN

Vice-Chair -
Councillor IAN DOBIE

MINUTES FOR REPORT

21. Appointment of Chair

Resolved – That in the absence of the Chair and Vice-Chair, Councillor Kevin Small be Chair of this meeting.

(Councillor Kevin Small took the Chair.)

22. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting.

23. Confirmation of Minutes

Resolved – That the minutes of the meeting held on 27th August, 2003, be confirmed and signed.

24. Section 100A(4), Local Government Act 1972

That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to Item 7 of the Notice of Meeting on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 Schedule 12A to the Act. (Minute 26 refers).

25. Public Question Time

No questions were asked in accordance with Standing Order 28.

26. Appointments Commissions, Committees and other Bodies

The Director of Law and Corporate Governance submitted a report dated 11th September, 2003, reviewing appointments to Commissions, Committees and other Bodies made by Annual Council and Council held on 24th July, 2003, following Councillor John Taylor's resignation from the Council's Labour Group.

Resolved – That Councillor Sue Bates replace Councillor John Taylor on the Corporate Performance Commission, and that Councillor John Taylor be appointed to serve on the Health and Social Care Commission in place of Councillor Sue Bates.

(2) That, further to (1) Councillor John Taylor retain his position on the Appeals and Licensing Committee and the Area Panel South.

(Councillor Mike Bawden took the Chair in respect of this item.)

27. Senior Management – Pay and Grading Arrangements

The Chief Executive submitted a report dated 11th September, 2003, setting out proposals for new pay and grading arrangements for Directors and Heads of Service.

Resolved – (1) That the pay and grading structure, set out in Appendix 6 to the report, be adopted and the implications for individual post holders be determined by the Chief Executive and Group Leaders in conjunction with the relevant post holder.

(2) That, subject to annual performance reviews and six monthly appraisals of Chief Officers, the pay and grading arrangements be reviewed every two years with reference to the upper quartile figures contained within the National Employees Organisations, “Salaries and Numbers Survey” and the prevailing pay levels within Unitary Councils in England.

(3) That, the final pay and grading arrangements of other Heads of Service, not listed in Appendix 6 of the report, be determined by Special Committee following the outcome of secondary reviews and service level re-organisations.

(4) That the grading proposals set out in paragraph 5.6 to 5.9 of the report be approved.

(5) That, further to (4) above, the post of Director of Finance be advertised externally.

(6) That, further to (2) above, the Head of Service be authorised, where appropriate to approve up to 3 annual increments.

(7) That the Chief Executive be requested to consider a performance enhancement scheme for those Chief Officers at the top of their grade, and that any such proposals be submitted to this Committee for consideration.

(8) That the Chief Executive’s six monthly reviews be undertaken by the three group leaders and Chief Officer’s six monthly reviews be undertaken by the appropriate group spokespersons together with the Chief Executive.

(9) That further to (7) above, group leaders, group spokespersons, the Chief Executive, Chief Officers and Divisional Heads be provided appraisal training, and that all Officers and Members be required to undertake such training before conducting appraisals.

(10) That the Chief Executive’s appraisal be undertaken by the three group leaders and Mr. Richard Payne (SWPE).