

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 03450 450 500
f: 01954 713149
dx: DX 729500 Cambridge 15
minicom: 01480 376743
www.scambs.gov.uk



14 January 2013

To: Chairman – Councillor David Whiteman-Downes
Vice-Chairman – Councillor Simon Edwards
Members of the Employment Committee – Councillors Val Barrett,
Lynda Harford, Sally Hatton, Caroline Hunt, Sebastian Kindersley and Alex Riley
Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **EMPLOYMENT COMMITTEE**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **TUESDAY, 22 JANUARY 2013 at 4.00 p.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully
JEAN HUNTER
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

AGENDA

| | PAGES |
|--|---------------|
| 1. APOLOGIES FOR ABSENCE To receive apologies for absence from committee members. | |
| 2. DECLARATIONS OF INTEREST | |
| 3. MINUTES OF PREVIOUS MEETING To authorise the Chairman to sign the minutes of the meeting held on 19 February 2012 as a correct record. | 1 - 2 |
| CONFIDENTIAL ITEM - MEMBERS ONLY The press and public will be excluded from the meeting during consideration of the following item in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972 (exempt information as defined in paragraphs 1 & 2 of Schedule 12A of the Act). | |
| 4. PAY POLICY STATEMENT | 3 - 12 |

OUR VISION

South Cambridgeshire will continue to be the best place to live and work in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment. The Council will be recognised as consistently innovative and a high performer with a track record of delivering value for money by focussing on the priorities, needs and aspirations of our residents, parishes and businesses.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

While the District Council endeavours to ensure that visitors come to no harm when visiting South Cambridgeshire Hall, those visitors also have a responsibility to make sure that they do not risk their own or others' safety.

Security

Members of the public attending meetings in non-public areas of the Council offices must report to Reception, sign in, and at all times wear the Visitor badges issued. Before leaving the building, such visitors must sign out and return their Visitor badges to Reception.

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Evacuate the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park.

- **Do not** use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If someone feels unwell or needs first aid, please alert a member of staff.

Access for People with Disabilities

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can obtain both neck loops and earphones from Reception.

Toilets

Public toilets are available on each floor of the building next to the lifts.

Recording of Business and Use of Mobile Phones

The Council is committed to openness and transparency. The Council and all its committees, sub-committees or any other sub-group of the Council or the Executive have the ability to formally suspend Standing Order 21.4 (prohibition of recording of business) upon request to enable the recording of business, including any audio / visual or photographic recording in any format.

Use of social media during meetings is permitted to bring Council issues to a wider audience. To minimise disturbance to others attending the meeting, all attendees and visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings.

Banners, Placards and similar items

No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

Disturbance by Public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

Smoking

Since 1 July 2008, the Council has operated a Smoke Free Policy. Visitors are not allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. Visitors are not allowed to bring food or drink into the meeting room.

This page is left blank intentionally.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Employment Committee held on
Thursday, 9 February 2012 at 1.30 p.m.

| | | |
|--------------|--|--|
| PRESENT: | Councillor Simon Edwards – Chairman Councillor Pippa Corney – Vice-Chairman | |
| Councillors: | John Batchelor Liz Heazell Alex Riley | Lynda Harford Charles Nightingale |
| Officers: | Patrick Adams Susan Gardner Craig Fiona McMillan | Senior Democratic Services Officer Human Resources Manager Legal & Democratic Services Manager and Monitoring Officer |

6. DECLARATIONS OF INTEREST

None.

7. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 24 November 2011 were agreed as a correct record.

8. PAY POLICY STATEMENT

The HR Manager presented this report, which recommended that the attached Pay Policy Statement be submitted to February's Council. This was to ensure that the Council complied with the Localism Act, which became law in November 2011.

Publicising re-employment of Chief Officers

It was noted that the word "to" needed to be added to the last sentence of paragraph 8 of the report but that the sentence was otherwise correct and did refer to publicising the re-employment of Chief Officers by the same local authority.

Decreasing the number of spinal column points

The HR Manager explained that to comply with equality legislation the Council was decreasing the number of spinal column points within each pay grade from 8 to 6.

It was noted that salary scales listed in paragraph 2.1 did not include other forms of remuneration, such as returning officer fees.

Ratio between lowest and highest employees

It was noted that the Hutton Review had suggested a 1:20 ratio between the lowest and highest paid staff but this would have been inappropriate for this Council where the ratio was 1:9.1. It was noted that in paragraph 14.1 of the Policy Statement the words "highest" and "lowest" needed to be swapped in the fourth paragraph and the words "chief executive's salary" and "lowest pay point" needed to be swapped in the sixth paragraph.

Executive Director's pay grade

It was noted that the post of Executive Director had 8 pay grades, whilst all other posts at the Council would have 6. It was understood that by bringing this post in line with the others, a decision would have to be made whether to alter the parameters of the pay

grade. The Chief Executive post currently had a ratio between the lowest and highest pay points of 1:1.14 whilst the Executive Director post had a ratio of 1:1.27.

The Employment Committee

AGREED To review the pay grade for the post of Executive Director during 2012.

RECOMMENDED TO COUNCIL The Pay Policy Statement with the above amendments to paragraph 14.1.

The Meeting ended at 1.55 p.m.

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is left blank intentionally.

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is left blank intentionally.