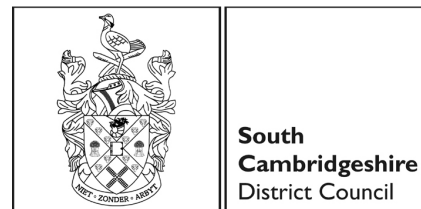


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21 January 2015

To: Chairman – Councillor Alex Riley  
Vice-Chairman – Councillor Peter Topping  
Members of the Employment Committee – Councillors Simon Edwards,  
Lynda Harford, Caroline Hunt, Sebastian Kindersley, Jim Stewart and  
Edd Stonham

Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **EMPLOYMENT COMMITTEE**, which will be held in **SWANSLEY ROOM A, GROUND FLOOR** at South Cambridgeshire Hall on **THURSDAY, 29 JANUARY 2015 at 10.00 a.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

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## AGENDA

	PAGES
<b>1. APOLOGIES FOR ABSENCE</b> To receive any apologies for absence.	
<b>2. DECLARATIONS OF INTEREST</b> To receive any declarations of interest for items on this agenda.	
<b>3. MINUTES OF PREVIOUS MEETING</b> To agree the minutes of the previous meeting held on 13 January 2014 as a correct record.	1 - 2
<b>4. ANNUAL PAY POLICY STATEMENT 2015/16</b> To consider the attached report. Appendix A of the report will follow.	3 - 4

## **OUR LONG-TERM VISION**

South Cambridgeshire will continue to be the best place to live, work and study 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.

## **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**

### **Notes to help those people visiting the South Cambridgeshire District Council offices**

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

#### **Security**

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)

#### **Emergency and Evacuation**

In the event of a fire, a continuous alarm will sound. Leave 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 opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from 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 you feel unwell or need first aid, please alert a member of staff.

#### **Access for People with Disabilities**

We are committed to improving, for all members of the community, access to our 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 get 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**

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

#### **Banners, Placards and similar items**

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

#### **Disturbance by Public**

If a member of the public interrupts proceedings at a meeting, 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. The meeting will be suspended until order has been restored.

#### **Smoking**

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is 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. You are not allowed to bring food or drink into the meeting room.

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# Agenda Item 3

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Employment Committee held on  
Monday, 13 January 2014 at 12.00 p.m.

PRESENT: Councillor Val Barrett – Chairman  
Councillor Simon Edwards – Vice-Chairman

Councillors: Lynda Harford Sebastian Kindersley  
Charles Nightingale Alex Riley  
Jim Stewart Edd Stonham

Officers: Graham Aisthorpe-Watts Democratic Services Team Leader  
Susan Gardner Craig Human Resources Manager  
Fiona McMillan Legal & Democratic Services Manager and  
Monitoring Officer

Apologies for absence were received from Councillor Caroline Hunt and Councillor Charles Nightingale was in attendance as her substitute.

#### 4. DECLARATIONS OF INTEREST

No declarations of interest were reported.

#### 5. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 22 January 2013 were agreed as a correct record and signed by the Chairman.

#### 6. ANNUAL PAY POLICY STATEMENT 2014-15

The Employment Committee considered a report, presented by the Human Resources Manager, which appraised Members of the requirements of the Localism Act 2011 in relation to the Council's Pay Policy Statement.

The Localism Act 2011 required English local authorities to produce a statutory pay policy statement for each financial year. A copy of the Council's draft Pay Policy Statement for 2014/15 was appended to the report for consideration.

In going through the draft Pay Policy Statement document, Members agreed that reference to the Council's position with regard to zero hours contracts should be included.

Discussion ensued on the National Minimum Wage and the Living Wage. Members noted that the statutory National Minimum Wage was currently set at £6.31 per hour, with the Living Wage set at £7.65 per hour outside of London and £8.80 within London. It was emphasised that the Living Wage was set independently by the Centre for Research in Social Policy at Loughborough University and could be applied on a voluntary basis.

The Living Wage was not applied at South Cambridgeshire District Council and a question was put forward as to what impact its introduction would have on the Council's lowest paid staff. The Human Resources Manager reported that only one pay band was currently below the Living Wage rate and would affect 13 cleaning staff and two apprentices. It was noted that apprentices were on a different rate of pay to that of the

National Minimum Wage as part of their apprenticeship scheme, but were paid well above the national rate for apprentices.

The cost of applying the Living Wage equated to just over £1,000 for South Cambridgeshire District Council, plus an additional 33% for National Insurance and pensions contributions. In discussing this proposal it was highlighted that the Living Wage was recalculated annually and could rise with limited notice. It was also suggested that once committed to paying the Living Wage it would be very difficult for the Council to cease paying it should the rate significantly increase. The Committee agreed that a review on this issue would be undertaken with regard to the Council's lowest pay group.

The Employment Committee:

- (a) **RECOMMENDED** the Pay Policy Statement 2014-15 to full Council for approval, subject to:
- the correction of a typographical error in the second column of the salary scale for the Chief Executive on the first page of the Policy Statement, to read 109,080;
  - the inclusion of a paragraph within the Policy Statement to explain the Council's position in relation to zero hours contracts.
- (b) **AGREED** that a review be undertaken of the Council's lowest pay group to take account of the National Minimum Wage and Living Wage and that a report on this issue be presented to the Finance and Staffing Portfolio Holder for consideration.

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**The Meeting ended at 12.22 p.m.**

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# Agenda Item 4



South  
Cambridgeshire  
District Council

**Report To:** Employment Committee  
**Lead Officer:** Executive Director, Corporate Services

21 January 2015

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## PAY POLICY STATEMENT

### Purpose

1. This report appraises Members of the Employment Committee of the requirements of the Localism Act in relation to a pay policy statement.

### Recommendations

2. That the Employment Committee:
  - (a) consider the updated pay policy statement as required by the Localism Act;
  - (b) recommend the pay policy statement to Full Council.

### Reasons for Recommendations

3. The pay policy statement, as drafted for South Cambridgeshire District Council, fulfils the requirements as defined in the Localism Act 2011 sections 38 to 40.

### Background

4. The 2011 Hutton Review of Fair Pay recommended a requirement to openly compare the policies on remuneration for chief officers, and details of how decisions are made about the salaries of the highest paid officers and how that relates to the lowest paid.
5. The Localism Act 2011 requires English local authorities to produce a statutory pay policy statement for each financial year. The pay policy statement must be approved by a resolution of Full Council and must include pay and other remuneration for chief officers and other employees, including the lowest paid. The DCLG statutory guidance on the Localism Act refers to "Openness and accountability in local pay" and covers such matters as pay fairness in the public sector by increasing transparency over pay and tackling disparities between the lowest and the highest paid in public sector organisations.
6. Remuneration is defined widely, to include pay, charges, fees (such as returning officer fees), allowances, and benefits in kind, pension, termination, performance bonus and severance payments. The statement should also refer to the authority's approach to the re-employment of officers and, in particular senior officers who have returned to a local authority into a similar senior officer role.
7. The Council's strategy must be one of balancing between securing and retaining high-quality employees whilst maintaining pay equality and avoiding excessive pay rates. In developing the policy the authority must be satisfied that its policy is workable, affordable and reasonable and, that it will instil public confidence.

## **Considerations**

8. In February 2014, the Council approved the pay policy statement for the authority. This policy has been reviewed and updated, with 2014/2015 pay and organisational structures and job titles, and is attached at **Appendix A**.
9. This report sets out the requirements of the Localism Act 2011 in relation to the development of a Pay Policy Statement for South Cambridgeshire District Council. It appraises Members of the definitions and principles, such as transparency and affordability, to be considered in order to ensure that the Council meets the statutory requirements. In adopting the proposed Pay Policy Statement as set out above, the authority will have fulfilled this requirement.

## **Implications**

10. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

### ***Financial***

11. None at present, salaries referred to in the statement are within current budgets.

### ***Legal***

12. The Localism Act 2011 requires the Council to have a Pay Policy Statement.

### ***Staffing***

13. Pay and benefits for Council employees remains a key element in terms of attracting and retaining talent and therefore delivering first class services. The Council's pay and reward strategy has been developed to ensure that employee pay is based on a fair and transparent evaluation process. When setting salary payscale consideration is given to a variety of factors including the Living Wage, along with other national and market inputs.

### ***Equality and Diversity***

14. The Council's pay grades and evaluation method meets the requirements of the current Equality Act 2010.

## **Consultation responses (including from the Youth Council)**

15. Trade Unions were fully involved in the Job Evaluation project and, as such, have been consulted throughout the process of achieving the Single Status Agreement and pay and grading structures. Employees were consulted and balloted on the Single Status Agreement, which details the Council's approach to pay and benefits.

## **Background Papers**

16. The following background papers were used in the preparation of this report:  
Local Government Association and ALACE guidance dated November 2011  
DCLG Code of recommended practice for Local Authorities on transparency  
September 2011

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