



# Agenda

Meeting: **Personnel Committee**  
Date: **20 January 2022**  
Time: **2.00 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 social distancing rules have been relaxed, for the safety of the public, elected members and staff, we will continue to seat members of the public approximately one metre apart. This means that there will be 13 seats available for members of the public, which will be reserved for those speaking or participating at the meeting. The remaining available seats will be given on a first come, first served basis.

All attendees at meetings are kindly asked to wear face coverings, unless they are addressing the meeting.

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);

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- b) other significant interests (OSI);
- c) voluntary announcements of other interests.

3. **Minutes (Pages 5 - 10)**

To consider and approve, as a correct record, the minutes of the meeting held on 10 June, 11 November and 6 December 2021.

4. **Pay Award 2022 (Pages 11 - 14)**

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 2022.

5. **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.’**

**Part 2 – Exempt Information Item**

6. **Senior Management Restructure Update (Pages 15 - 18)**

This report provides an update on the senior management restructure that took place at the end of 2019 (P/19/09) and provides information on the redundancy and pension costs for the Director of Transformation and Transition which will require approval from council.

A verbal update on this matter will be given at the meeting.

## **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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# Minutes

## Personnel Committee

Held at:	Council Chamber - Civic Centre Folkestone
Date	Thursday, 10 June 2021
Present	Councillors Mrs Ann Berry, Ray Field, Nicola Keen, David Monk (Chairman), Tim Prater and Rebecca Shoob
Apologies for Absence	Councillor Danny Brook Councillor Ray Field also gave apologies for lateness.
Officers Present:	Ritchie Bennett (HR Senior Specialist), Susan Priest (Chief Executive), Andrina Smith (Chief HR Officer) and Jemma West (Committee Service Specialist)

### 1. **Declarations of Interest**

There were no declarations at the meeting.

### 2. **Minutes**

The minutes of the meeting held on 4 February 2021 were submitted, approved and will be electronically signed by the Chairman.

### 3. **Appointment of the Joint Staff Consultative Panel 21/22**

Proposed by Councillor Monk,  
Seconded by Councillor Keen; and

#### **RESOLVED:**

That Councillors Mrs Berry, Field, Keen, Monk, Prater and Shoob be appointed as Members of the Joint Staff Consultative Panel (JSCP) for the municipal year 21/22.

(Voting figures: 5 for, 0 against, 0 abstentions).

### 4. **HR Annual review 2020/21**

The report presented a review of the HR function over the last financial year 2020-2021.

Proposed by Councillor Mrs Berry,  
Seconded by Councillor Keen; and

**RESOLVED:**

- 1. That report P/21/03 be received and noted.**

(Voting figures: 6 for, 0 against, 0 abstentions).

*Councillor Field arrived at the meeting during the consideration of this item. He gave apologies for lateness.*

**5. Gender pay gap reporting**

The report outlined the council's statutory obligations regarding the publication of gender pay gap data and provides the data for the reporting year.

Proposed by Councillor Keen,  
Seconded by Councillor Mrs Berry; and

**RESOLVED:**

- 1. That report P/21/01 be received and noted.**

(Voting figures: 6 for, 0 against, 0 abstentions).

**6. Pay Policy Statement 2021/22**

The report presented a revised pay policy statement for 2021/22 for approval and recommendation to Council.

Proposed by Councillor Shoob,  
Seconded by Councillor Mrs Berry; and

**RESOLVED:**

- 1. That report P/21/02 be received and noted.**
- 2. That the Committee recommend to Full Council that it approve under S38(1) Localism Act 2011 the Pay Policy Statement appended to the report for 2021/22.**

(Voting figures: 6 for, 0 against, 0 abstentions).

**7. Report of the Head of Paid Service**

The report was from the Chief Executive in relation to the adequacy of resources across the Council.

Proposed by Councillor Mrs Berry,  
Seconded by Councillor Keen; and

**RESOLVED:**

- 1. That report P/21/04 be received and noted.**

(Voting figures: 6 for, 0 against, 0 abstentions).

## Personnel Committee

Held at:	Council Chamber - Civic Centre Folkestone
Date	Thursday, 11 November 2021
Present	Councillors Mrs Ann Berry, Gary Fuller (In place of Tim Prater), Nicola Keen, David Monk (Chairman) and Rebecca Shoob
Apologies for Absence	Councillor Danny Brook, Councillor Ray Field and Councillor Tim Prater
Officers Present:	Susan Priest (Chief Executive), Andrina Smith (Chief HR Officer) and Jemma West (Committee Service Specialist)

### 8. **Declarations of Interest**

There were no declarations of interest at the meeting.

### 9. **Exclusion of the Public**

Proposed by Councillor Monk,  
Seconded by Councillor Mrs Berry; and

#### **RESOLVED:**

That the public be excluded 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.'

(Voting figures: 5 for, 0 against, 0 abstentions).

### 10. **Pay negotiations 2022/2023**

The Committee Members received a presentation by the Chief HR officer and agreed negotiating parameters.

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## Personnel Committee

Held at: Council Chamber - Civic Centre Folkestone

Date: Monday, 6 December 2021

Present: Councillors Mrs Ann Berry, Ray Field, Nicola Keen, David Monk (Chairman), Tim Prater and Rebecca Shoob

Apologies for Absence:

Officers Present: Sue Lewis (Committee Services Officer), Susan Priest (Chief Executive) and Andrina Smith (Chief HR Officer)

Others Present:

### 11. **Declarations of Interest**

Councillor Ray Field declared a voluntary announcement in that he is a Unite Union official, he remained in the meeting during discussions and voting.

Councillor Nicola Keen declared a voluntary announcement in that she is a Unison Branch Office and Health and Safety Officer, she remained in the meeting during discussions and voting.

### 12. **Exclusion of the Public**

Proposed by Councillor David Monk  
Seconded by Councillor Mrs Ann Berry and

**Resolved:**

**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.’**

(Voting: For 6; Against 0; Abstentions 0)

### 13. **Pay Negotiations 2022/2023**

Proposed by Councillor David Monk

Seconded by Councillor Nicola Keen and

**The Committee Members received an update on the pay negotiations following the JSCP meeting that took place on 18<sup>th</sup> November and agreed wider negotiating parameters to enable negotiations to continue.**

(Voting: For 6; Against 0; Abstentions 0)

# Agenda Item 4

Folkestone  
& Hythe



District Council

This Report will be made public on 12 January 2022

Report Number **P/21/05**

**To:** Personnel Committee  
**Date:** 20<sup>th</sup> January 2022  
**Status:** Non-executive Decision  
**Chief Officer:** Andrina Smith, Chief HR Officer

**SUBJECT: PAY AWARD 2022**

**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 2022.

**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/21/05.

## 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 2022 be opened before 2021 drew to a close. As a result, pay negotiations were opened in November 2021 with a view to reaching agreement before the end of December 2021.
- 1.2 At the Personnel Committee held on 11<sup>th</sup> November 2021, members provided JSCP with a negotiating remit and the first JSCP was confirmed to be taking place on 18<sup>th</sup> November 2021.

## 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:

### 2022/23

- Removal of Grade B Point 7 from the council pay scales. (Those staff who were held at Point 7 following the removal of Grade A in April 2020 will be held on Point 8 in future as a spot salary subject only to pay awards but not increments). This is to ensure compliance with the National Living Wage in the forthcoming years.
- £500 to be added to the salary points 8 - 10 within Grade B (which is equivalent to 2.6%).
- 2.0% pay award to all salary points within FHDC's Grades C to L and the old EKH Grades D to N.
- Increase in annual leave for those staff in Grades A to J who are currently on 24 days per year, to 25 days per year

### 2023/24

- £500 added to the salary points within Grade B (which is equivalent to 2.5%).
- 2.0% pay award to all salary points within FHDC's Grades C to L and the old EKH Grades D to N.

- 2.2 Staff side stated that they were prepared to take this offer forward to a staff ballot however the percentage pay award of 2.0% was subject to formal ratification by Personnel Committee which was gained at the meeting which took place on 6<sup>th</sup> December 2021. Following the conclusion of the Personnel Committee 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 Tuesday 21<sup>st</sup> December 2021 and accessible via an online survey platform 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 450 –

275 votes were received via surveymonkey and a paper ballot (for grounds and pool staff) giving a turnout of 61%

Of the 61% that voted:

231 voted to accept the pay offer = 84%

44 voted to reject the pay offer = 16%

Therefore, the majority outcome was clearly in favour of accepting the pay award which can be implemented in the April 2022 payroll.

- 2.5 This outcome was firstly communicated to members of the Personnel Committee via email on 22 December 2021.

### **3. LEGAL / FINANCIAL AND OTHER CONTROLS / POLICY MATTERS**

#### **3.1 Legal Officers Comments (NM)**

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

#### **3.2 Finance Officers Comments (CS)**

The budget for 2022/2023 has included a 2% 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](mailto: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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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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