



Agenda

Meeting: **Personnel Committee**
Date: **21 September 2023**
Time: **5.00 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>.

Please note there will be 37 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.

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. **Minutes (Pages 5 - 8)**

Queries about the agenda? Need a different format?

Contact Jemma West – 01303 853495
Email: committee@folkestone-hythe.gov.uk or download from our
website
www.folkestone-hythe.gov.uk

To consider and approve, as a correct record, the minutes of the meeting held on 20 July 2023.

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 paragraphs 1 and 4 of Part 1 of Schedule 12A to the Local Government Act 1972 –

‘Information relating to any individual.’

‘Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.’

Part 2 – Exempt Information Item

5. **Senior Management Restructure (Pages 9 - 20)**

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 proposals.

6. **Review of Senior Management Pay & Grading (Pages 21 - 38)**

This report presents a review of the Council’s current pay and grading arrangements along with a proposal to ensure that the Council is positioned to remain competitive in attracting and retaining talented officers now and in future years.

7. **Pay Award 2024-25**

To receive a verbal update from Chief HR Officer 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, 20 July 2023
Present	Councillors Jennifer Hollingsbee, Nicola Keen, Elaine Martin and Connor McConville (Chair)
Apologies for Absence	Councillor Rich Holgate
Officers Present:	Ritchie Bennett (HR Senior Specialist), Jake Hamilton (Case Officer (Committee)), Susan Priest (Chief Executive) and Andrina Smith (Chief HR Officer)
Others Present:	

1. **Declarations of Interest**

Councillor Nicola Keen advised she was a Unison branch officer, which works with Folkestone branch.

2. **Minutes**

The minutes of the last Personnel Committee were submitted and approved, as a correct record and signed by the Chair of the Personnel Committee.

3. **Appointment of the Joint Staff Consultative Panel**

To appoint Members to the Joint Staff Consultative Panel for the municipal year 23/24. Membership must include the Leader of the Council and 1 member from each political group.

Resolved:

That Councillors, Jim Martin, Nicola Keen, Jennifer Hollingsbee and Elaine Martin be appointed to the Joint Staff Consultative Panel for the Municipal year 2023/24.

4. Gender Pay Gap reporting

The report was introduced by Andrina Smith, Chief HR Officer.

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

The Chief HR Officer summarised the report and councillors were made aware that whilst the figures in the report were correct, the statement on page 11 in section 2.2.1 that the council's bonus gender pay gap as a mean average was significantly less than last year was an administrative error and not in keeping with the figures reported.

Resolved:

1. To receive and note report P/23/03.

(As there was no dissent the recommendation was approved by affirmation of the meeting).

5. Report of the Head of Paid Service

This report is from the Chief Executive in relation to the adequacy of resources across the Council.

Resolved:

1. To receive and note report P/23/01

(As there was no dissent the recommendation was approved by affirmation of the meeting).

6. HR Annual Review 2022/23

This report presents a review of the HR function over the last financial year 2022-2023.

Resolved:

1. To receive and note report P/23/02

Personnel Committee - 20 July 2023

(As there was no dissent the recommendation was approved by affirmation of the meeting).

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of the Local Government Act 1972.

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