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6 February 2008

S U M M O N S

MEETING: Personnel Sub Board
DATE: 14 February 2008
TIME: 6.00pm
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Catherine McDonald

LINDA EDWARDS
BOROUGH SOLICITOR

MEMBERS OF THE BOARD

Councillor Wright (Chairman)
Councillor Chegwyn (Vice Chairman)
Councillor Carter Councillor Hook
Councillor Clinton Councillor Smith

The Mayor (Councillor Gill) (ex officio)
Chairman of Policy and Organisation Board (Councillor Cully) (ex-officio)

FIRE PRECAUTIONS

(To be read from the Chair if members of the public are present)

In the event of the fire alarm (continuous ringing) or controlled evacuation alarm (intermittent ringing) sounding, please leave the room immediately.
Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

IMPORTANT NOTICE:

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

NOTE:

- i. Members are requested to note that if any member wishes to speak at the Sub Board meeting then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off for the duration of the meeting.

AGENDA

PART A ITEMS

1. APOLOGIES FOR NON-ATTENDANCE

2. DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any personal or personal and prejudicial interest in any item(s) being considered at this meeting.

3. MINUTES

To confirm the Minutes of the Sub Board meeting held on 28 November 2007 (copy attached)

4. DEPUTATIONS – STANDING ORDER 3.5

(NOTE: The Sub Board is required to receive a deputation(s) on a matter which is before the meeting of the Sub Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Tuesday 12 February 2008. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).

5. PUBLIC QUESTIONS – STANDING ORDER 3.6

(NOTE: The Sub Board is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Sub Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Tuesday 12 February 2008).

6. PAY REVIEW – APRIL 2008

To advise the Sub-Board of the pay claim expected for 2008.

PART II
Contact Officer:
Kathy Inch
Ext 5224

7. MANAGERS – REVIEW OF REMUNERATION

To recommend that the Sub Board consider the grading structure for Managers.

PART II
Contact Officer:
Ian Lycett
Ext 5201

8. ANY OTHER ITEMS

-which the Chairman determines should be considered, by reason of special circumstances, as a matter of urgency.

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9. EXCLUSION OF PUBLIC

To consider the following motion:

That in relation to the following items the public be excluded from the meeting, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items there would be disclosure to them of exempt information within Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all circumstances of the cases, the public interest in maintaining the exemptions outweighs the public interest in disclosing the information, for the reasons set out in the reports.

PART B ITEM
FOLLOWING THE EXCLUSION OF THE PRESS AND PUBLIC

Item No.	Item	Paragraph no. of Part I of Schedule 12A of the Act	
10.	COMMUNITY SAFETY	Paragraphs 1, 2 and 3 Reason: The report contains personal and financial information which is not considered appropriate to be released to the public.	PART II Contact Officer: Peter Wilson Ext 5301
11.	EARLY RETIREMENT	Paragraphs 1, 2 and 3 Reason: The report contains personal and financial information which is not considered appropriate to be released to the public.	Part II Contact Officer: Julian Bowcher Ext 5551

**A MEETING OF THE PERSONNEL SUB BOARD
WAS HELD ON 28 NOVEMBER 2007**

The Mayor (Councillor Gill) (ex-officio), Chairman of Policy and Organisation Board (Councillor Cully) (ex-officio), Councillors Carter (P), Chegwyn (P), Clinton (P), Hook (P), Smith (P) and Wright (P)

26. APOLOGIES

Apologies for inability to attend the meeting were received on behalf of The Mayor (Councillor Gill) and Councillor Cully.

27. DECLARATIONS OF INTEREST

There were no declarations of interest.

28. MINUTES

RESOLVED: That the Minutes of the meeting of the Sub Board held on 5 September 2007 be approved and signed as a true and correct record.

29. DEPUTATIONS

There were no deputations received.

30. PUBLIC QUESTIONS

There were no public questions received.

PART II

31. REVIEW INTERVIEWS – CHIEF EXECUTIVE AND BOROUGH TREASURER

Consideration was given to a report of the Head of Personnel (a copy of which is affixed in the Minute Book at Appendix 'A') which advised that, in accordance with the National Conditions of Service for Chief Executives of Local Authorities, there should be an annual performance appraisal, conducted by senior representatives of the Council. It further advised that the Personnel Sub-Board had authority to appoint a Review Sub-Group for this purpose, together with a similar interview for the Borough Treasurer.

RESOLVED: That a Review Sub-Group comprising Councillors Chegwyn, Hook and Wright be appointed to carry out performance appraisals for the Chief Executive and Borough Treasurer in the first quarter of 2008.

32. PAY AWARD 2007

Consideration was given to a report of the Head of Personnel (a copy of which is affixed in the Minute Book at Appendix 'B') which advised the Sub-Board of the national pay award, effective from 1 April 2007.

RESOLVED: That the national pay award, effective from 1 April 2007, be noted.

33. ANY OTHER ITEMS

There were no other items to be raised as a matter of urgency under the Chairman's special circumstances discretion.

34. EXCLUSION OF THE PUBLIC

RESOLVED: That, in relation to the following item, the public be excluded from the meeting, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item there would be disclosure to them of exempt information within Paragraphs 1,2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the report.

35. PROPOSED REDUNDANCY – ADMINISTRATIVE OFFICER

Consideration was given to an exempt report of the Corporate Services Manager (a copy of which is affixed in the Minute Book at Appendix 'C') regarding proposals for the redundancy of Post CS44, Administrative Officer, with effect from 29 November 2007.

The report was exempt from publication as the public interest in maintaining the exemption outweighed the public interest in disclosing the information by reason that it contained personal and financial information that was not considered appropriate to be released to the public.

RESOLVED: That:

- i) approval be given to the redundancy of Post CS44, Administrative Officer, Central Services, with effect from 29 November 2007.
- ii) the redundancy cost detailed in the report be met from the Revenue Financing Reserve Fund; and
- iii) the weekly hours of Post CS14B be increased from 15 to 22 on a temporary basis, initially for 6 months (to be extended if necessary).

The meeting commenced at 5.00pm and concluded at 5.05 pm

CHAIRMAN

AGENDA ITEM NO. 6

Board/Committee:	Personnel Sub-Board
Date of Meeting:	14 th February 2008
Title:	Pay Review – April 2008
Author:	Head of Personnel
Status:	FOR NOTING

Purpose

To advise the Sub-Board of the pay claim expected for 2008.

Recommendation

That the Sub-Board note the information.

1 Background

- 1.1 Members will recall that the pay claim for 2007 was settled in November, with back pay applied to April.
- 1.2 The increase agreed was 2.475% on most points, with a slightly higher increase on the lowest spinal column point.
- 1.3 The lowest pay point in local government is now £6.00 per hour (the current national minimum wage rate for those aged 22 and over is £5.52 per hour).

2 Report

- 2.1 UNISON consulted its branches in relation to the April 2008 review on:
 - 2.1.1 a percentage increase of 6%,
 - 2.1.2 a substantial increase in pay at the lowest rate, with a view to making progress towards a minimum hourly rate of £6.75, and
 - 2.1.3 to de-couple terms and conditions elements from the 2008 claim for a pay increase, i.e. negotiating separately about terms and conditions,in consequence of which UNISON, GMB and TGWU-Unite have agreed to make a claim for 6% or 50p an hour, whichever is the greater, giving a minimum wage of £6.50 an hour.
- 2.2 UNISON asserts this is a claim to recoup losses from below inflation pay awards since 2004, and to keep up with inflation over the coming year.

- 2.3 It is expected to be a difficult year since there is continuing pressure from Central Government to confine public sector pay increases to 2%, and a change in pension contributions is effective from April 2008 which means an increase in employee contributions for a significant proportion of local government staff (and the majority of the Council's staff).
- 2.4 Local Joint Staff Committee discussed the claim at their meeting on 16th January, when it was noted that balloting for industrial action was expected to be undertaken, if necessary, in March. UNISON indicated that a three year pay deal would be considered providing it was favourable to their membership.

3 Financial implications

- 3.1 The Council's draft budget for 2008/09 has provided for a 2.5% pay award. Each 0.1% in excess of that would impact on the General Fund by approximately £8,450, an additional 1% representing a cost of around £84,500.

4 Legal Implications

- 4.1 The nationally negotiated pay increase applies contractually to all the Council's staff.

5 Conclusion

- 5.1 UNISON are currently consulting with their branches on a pay claim of 6% or 50p per hour, whichever is the greater, effective from April 2008, and on separating any claims for terms and conditions from pay.

Financial Services comments:	Contained in report
Legal Services comments:	Contained in report
Service Improvement Plan implications:	
Corporate Plan:	
Risk Assessment:	Not applicable
Background papers:	None
Appendices/Enclosures:	None
Report author/Lead Officer:	Kathy Inch

AGENDA ITEM NO. 7

Board/Committee:	PERSONNEL BOARD
Date of Meeting:	14 th FEBRUARY 2008
Title:	MANAGERS - REVIEW OF REMUNERATION
Author:	CHIEF EXECUTIVE
Status:	FOR APPROVAL

Purpose

To recommend that the Sub Board consider the grading structure for Managers.

Recommendation

That the Sub Board approves the revision of the Managers grading structure as outlined in Section 3.0 of this report.

1 Background

- 1.1 Over the past decade or so, Council Management Team has been gradually reduced in number and consequently the areas of control and workload of each Manager has increased. Managers regularly work long hours.
- 1.2 The financial package offered to Managers has fallen behind that of neighbouring and equivalent Authorities. The following figures are provided by Local Government Employers and are based on the 2006 salaries:

	Districts	
Population Band	Median Population	Median Actual Salary
0 - 99,999	82,000	64,847
100,000 – 249,999	121,000	70,353

- 1.3 Personnel Sub Board on the 7th January 2004 agreed that an annual review of Manager's remuneration should be undertaken.

2 Current Position

- 2.1 The Managers grade currently consists of 6 increments of £1,230 plus an additional two performance increments, again of £1,230.

1. £51,795
2. £53,025
3. £54,255
4. £55,485
5. £56,715
6. £57,945
7. £59,175
8. £60,405

The Borough Solicitor receives an added 10% on her salary to recognise her duties as Monitoring Officer.

- 2.2 Currently 3 Managers are on point 7, 2 on point 6 and 1 on point 3. 1 post is vacant.

3 Proposal

- 3.1 The Managers have all accepted an increased corporate role and have been leading successful cross-cutting corporate groups.
- 3.2 Council Management Team has been working very hard this year to produce efficiencies and to cut costs. The medium term budget projections make it essential that this work continues and we will need strong and committed Managers to deal with the difficult decisions that we will certainly face.
- 3.3 I propose that the Managers grades be revised from 1st April 2008 by the deletion of the bottom two increments and the addition of two further increments. I also propose that the performance element be removed.
- 3.4 The proposed grade would be as follows with the Borough Solicitor retaining the Monitoring Officer supplement:

1. £54,255
2. £55,485
3. £56,715
4. £57,945
5. £59,175
6. £60,405
7. £61,635
8. £62,865

4 Financial Implications

- 4.1 The cost of the proposed changes to the grading structure for 2008/09 would be £7,800 including on-costs. Provision for this has been made in the proposed 2008/09 budget.

5 Conclusion

- 5.1 The financial package offered to Managers at Gosport is below that offered by our neighbours and equivalent Authorities.
- 5.2 Currently only one Manager will receive an automatic increment in April 2008.
- 5.3 The proposal will help to motivate Managers and will recognise their hard work.

Financial Services comments:	As Section 4.0
Legal Services comments:	N/A
Service Improvement Plan implications:	N/A
Corporate Plan:	N/A
Risk Assessment:	N/A
Background papers:	Nil
Appendices/Enclosures:	Nil
Report author/ Lead Officer:	Ian Lycett