



## NOTICE OF MEETING

<b>Meeting:</b>	<b>'Virtual' Staffing Committee</b>
<b>Date and Time:</b>	<b>Thursday, 17 December 2020 at 7 pm</b>
<b>Place:</b>	<b>Council Chamber, Council Offices, Fleet</b>
<b>Enquiries to:</b>	<b>Committeeservices@hart.gov.uk</b>
<b>Members:</b>	<b>Butler, Crampton, Drage, Kennett, Kinnell, Neighbour, Radley, Wildsmith (Chairman), Worlock</b>

Joint Chief Executive

CIVIC OFFICES, HARLINGTON WAY  
FLEET, HAMPSHIRE GU51 4AE

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### AGENDA

**This meeting is being administered under the provisioning of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. The provision made in this regulation applies notwithstanding any prohibition or other restriction contained in the standing orders or any other rules of the Council governing the meeting and any such prohibition or restriction has no effect.**

**This Agenda and associated appendices are provided in electronic form only and are published at <https://www.hart.gov.uk/council-meetings>**

**1 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 11 February 2020 are attached to be confirmed and signed as a correct record. **Paper A**

**2 APOLOGIES FOR ABSENCE**

**3 CHAIRMAN'S ANNOUNCEMENTS**

**4 DECLARATIONS OF INTEREST**

To declare disclosable pecuniary, and any other interests.

**5 ELECTION OF VICE CHAIRMAN**

**6 EXCLUSION OF THE PUBLIC**

The following item contains exempt information.

**RECOMMENDATION**

Members must decide whether the public interest in maintaining an exemption outweighs the public interest in disclosing the information.

It is suggested that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to, on the grounds that they involve the likely disclosure of exempt information, as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**7 FUTURE MANAGEMENT OF JOINT WASTE CLIENT TEAM – STAFFING IMPLICATIONS**

To provide Staffing Committee with the background context relating to the management of the Joint Waste Client team, and to seek approval for the project plan and next steps in this regard. **Paper B**

*This report and its appendices is exempt from publication.*

**Date of Publication: 8 December 2020**

## STAFFING COMMITTEE

**Date and Time:** Tuesday, 11 February 2020 at 7pm

**Place:** Council Chamber, Civic Offices, Fleet

**Present:**

## COUNCILLORS

Crampton, Drage, Kennett (Chairman), Kinnell, Radley, Worlock

### Officers:

Patricia Hughes      Joint Chief Executive  
Martina Duffin      Committee Services

## 1 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 29 April 2019 were confirmed and signed as a correct record.

## 2 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor Butler, Councillor Neighbour and Councillor Wildsmith.

## 3 CHAIRMAN'S ANNOUNCEMENTS

None.

## 4 ELECTION OF VICE CHAIRMAN

Councillor Radley was elected as Vice Chairman.

## 5 DECLARATIONS OF INTEREST

The Joint Chief Executive declared an interest in Item 7 and offered to leave during that item if Members required.

## 6 PAY POLICY STATEMENT FINANCIAL YEAR 2020-21

Members received the Council's Pay Policy for 2020-21.

The Members had queries regarding some wording in the report. The Joint Chief Executive clarified points and advised Members with regards to current overtime pay policy and the potential for performance related pay. The Joint Chief Executive will research the need for payment of overtime as well as the overtime payment policy generally and report back to the Staffing Committee.

**RECOMMENDATION to Council**

That the Pay Policy 2020/2021 be recommended to Council for approval.

**7 REVIEW OF CHIEF EXECUTIVES' PERFORMANCE OBJECTIVES**

The Committee reviewed the 2019/20 performance objectives for the Joint Chief Executives and the proposed performance objectives for the Joint Chief Executives for 2020/21. The objectives would be used as a basis of evaluation of the Joint Chief Executives' performance.

Members asked if a yearly review is often enough. Members were advised that reviews were carried out throughout the year by the Leader in the form of monthly one on ones but only officially reported on annually. The Joint Chief Executive referenced Peer Review action plans as another way of reporting performance. Members suggested a quarterly review to Staffing Committee. Councillor Radley pointed out that performance is represented by Objectives on Paper C and therefore available and published therein. Members queried if the objectives change regularly or stay true to what is set in the paper. Members were advised that Hart DC is more transparent than most other councils.

**DECISION**

Subject to any comments of the Staffing Committee, the performance objectives as set out in Appendix 2 be confirmed for the Joint Chief Executives for the coming year.

**8 EXCLUSION OF THE PUBLIC**

The following items contained exempt information.

**DECISION**

Members decided whether the public interest in maintaining an exemption outweighs the public interest in disclosing the information.

It was agreed that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to, on the grounds that they involve the likely disclosure of exempt information, as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

**9 REVIEW OF SUPPLEMENTS FOR STAFF (EXCLUDING HEADS OF SERVICE)**

To seek Staffing Committee's views and endorsement of the approach to be taken towards review salary supplements including market, recruitment and specialist supplements.

Members asked for verification with regards to market supplements and agreed the Joint Chief Executive would have market reviews carried out. The Joint Chief Executive requested that if agreed then the market review be completed by June.

## **DECISION**

That the approach to reviewing salary supplements for staff be endorsed.

*This report was Confidential*

## **10 REVIEW OF MARKET SUPPLEMENTS FOR HEADS OF SERVICE**

To seek Staffing Committee's views and endorsement of the recommendations associated with the recent review of Heads of Service pay, inclusive of consideration of market supplements.

Members requested explanation of Heads of Service Appendix A.

The Joint Chief Executive stated a conflict of interest with regards to Solace. After queries Members discussed the importance of job titles with regards to furthering Heads of Services careers and the benefits of having a flat structure for staff.

The externally commissioned review of pay for Heads of Service be noted.

## **RECOMMENDATION TO COUNCIL**

That the creation of 'spot pay points' for Heads of Service be approved. Subject to any job descriptions being altered.

*This report was Confidential.*

The meeting closed at 20.32pm

## **STAFFING COMMITTEE**

**Date and Time:** Thursday, 17 December 2020 at 7pm

**Place:** Council Chamber, Civic Offices, Fleet

**Present:**

Butler, Crampton, Drage, Kennett, Kinnell, Neighbour, Radley, Wildsmith (Chairman), Worlock

**In attendance:** Forster, Oliver

**Officers:**

Patricia Hughes	Joint Chief Executive
John Elson	Head of Environment and Technical Services
Brijesh Mehta	HR & Customer Service Client Officer
Gill Chapman	Committee Services

### **1 MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting held on 11 February 2020 were confirmed and signed as a correct record.

After a query the Joint Chief Executive agreed to update Members on overtime, as Minute 6, at the next meeting.

### **2 APOLOGIES FOR ABSENCE**

None received.

### **3 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced that after item 6, subject to Members vote, the public part of the meeting would close.

### **4 DECLARATIONS OF INTEREST**

None.

### **5 ELECTION OF VICE CHAIRMAN**

Councillor Butler was elected as Vice Chairman.

### **6 EXCLUSION OF THE PUBLIC**

The following item contained exempt information.

Members decided that the public interest in maintaining an exemption outweighed the public interest in disclosing the information.

## **DECISION**

In accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to, on the grounds that they involve the likely disclosure of exempt information, as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **7 FUTURE MANAGEMENT OF JOINT WASTE CLIENT TEAM – STAFFING IMPLICATIONS**

To provide Staffing Committee with the background context relating to the management of the Joint Waste Client team, and to seek approval for the project plan and next steps in this regard.

*This report and its appendices was exempt from publication.*

Members considered the report and agreed the Officer Recommendations.

The meeting closed at 7.42 pm