



**Committee:** Joint Personnel Committee  
**Date:** Monday 23 March 2015  
**Time:** 6.30 pm  
**Venue:** Springfields, Towcester, Northants NN12 6AE

### **Membership**

<b>Councillor Barry Wood (Chairman)</b>	<b>Councillor Mary Clarke (Vice-Chairman)</b>
<b>Councillor Ken Atack</b>	<b>Councillor Caryl Billingham</b>
<b>Councillor Rebecca Breese</b>	<b>Councillor Surinder Dhesi</b>
<b>Councillor Rupert Fordham</b>	<b>Councillor Rosie Herring</b>
<b>Councillor Lynn Pratt</b>	<b>Councillor G A Reynolds</b>

### **Substitutes**

<b>Councillor Ann Addison</b>	<b>Councillor Norman Bolster</b>
<b>Councillor Stephen Clarke</b>	<b>Councillor Blake Stimpson</b>
<b>Councillor Lawrie Stratford</b>	

## **AGENDA**

- 1. Apologies for Absence**
- 2. Declarations of Interest**

Members are asked to declare any interest and the nature of that interest that they may have in any of the items under consideration at this meeting.

**3. Petitions and Requests to Address the Meeting**

The Chairman to report on any requests to submit petitions or to address the meeting.

**4. Urgent Business**

The Chairman to advise whether they have agreed to any item or urgent business being admitted to the agenda.

**5. Minutes** (Pages 1 - 4)

To confirm as a correct record the Minutes of the meeting held on 31 July 2014.

**6. Chairman's Announcements**

To receive communications from the Chairman.

**7. 2015 Cost of living pay award for the Joint Management Team and Shared Service Managers** (Pages 5 - 12)

Report of Human Resources Business Partner

**Purpose of Report**

The purpose of this report is to consider a cost of living pay award for the Chief Executive, Directors, Heads of Service and shared service managers who are outside of the mainstream pay negotiating framework for employees of Cherwell District Council (CDC) and South Northamptonshire Council (SNC).

**Recommendations**

The meeting is recommended to:

- (1) Consider awarding an annual cost of living pay award to the Chief Executive, Directors, Heads of Service and other shared service managers pay grades in line with that proposed for the mainstream local government workforce for 2014 and 2015 as used for SNC staff, as well as the agreed local pay award for CDC staff, and if minded to do so, to also;
- (2) Consider an implementation date of 1<sup>st</sup> April 2015, and delegate authority to the Director of Resources /Section 151 Officer to implement the decision of this Committee.

## **Information about this Meeting**

The agenda, reports and associated documents for the above meeting are available at Bodicote House, Bodicote, Banbury, Oxfordshire OX15 4AA at [www.cherwell.gov.uk](http://www.cherwell.gov.uk)

### **Apologies for Absence**

Apologies for absence should be notified to

[democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@cherwellandsouthnorthants.gov.uk) or 01295 221589 prior to the start of the meeting.

### **Declarations of Interest**

Members are asked to declare interests and conflicts at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

### **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

### **Evacuation Procedure**

When the alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the assembly point as directed by Democratic Services staff and await further instructions.

### **Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

### **Mobile Phones**

Please ensure that any device is switched to silent operation or switched off.

### **Queries Regarding this Agenda**

Please contact Natasha Clark, Democratic and Elections  
[natasha.clark@cherwellandsouthnorthants.gov.uk](mailto:natasha.clark@cherwellandsouthnorthants.gov.uk), 01295 221589

**Sue Smith**  
**Chief Executive**

Published on Friday 13 March 2015

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# Agenda Item 5

## Cherwell District Council and South Northamptonshire Council

### Joint Personnel Committee

Minutes of a meeting of the Joint Personnel Committee held at Springfields, Towcester, Northants NN12 6AE, on 31 July 2014 at 2.00 pm

Present: Councillor Ken Atack  
Councillor Caryl Billingham  
Councillor Rebecca Breese  
Councillor Mary Clarke  
Councillor Rosie Herring  
Councillor Lynn Pratt  
Councillor Barry Wood

Apologies for absence: Councillor Surinder Dhesi  
Councillor Rupert Fordham  
Councillor G A Reynolds

Officers: Sue Smith, Chief Executive  
Martin Henry, Director of Resources / Section 151 Officer  
Angela Chisholm, Human Resources Business Partner - Development and Bicester (for agenda item 19)  
James Doble, Democratic and Elections Manager

#### 1 Appointment of Chairman for the Municipal Year 2014/15

##### Resolved

- (1) That Councillor Barry Wood be appointed Chairman of the Joint Personnel Committee for the Municipal year 2014/15.
- (2) That in future years the convention be adopted that the office of Chairman and Vice-Chairman of the Joint Personnel Committee and Joint Arrangements Steering Group be rotated as set out below:

Municipal Year	Joint Personnel Committee Chairman	Joint Personnel Committee Vice-Chairman	Joint Arrangements Steering Group Chairman	Joint Arrangements Steering Group Vice-Chairman
2014/15	Cherwell	South Northants	South Northants	Cherwell
2015/16	South Northants	Cherwell	Cherwell	South Northants
2016/17	Cherwell	South Northants	South Northants	Cherwell
2017/18	South Northants	Cherwell	Cherwell	South Northants

2        **Appointment of Vice-Chairman for the Municipal Year 2014/15**

**Resolved**

- (1)      That Councillor Mary Clarke be appointed Vice-Chairman of the Joint Personnel Committee for the Municipal year 2014/15.

3        **Declarations of Interest**

There were no declarations of interest.

4        **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

5        **Urgent Business**

There was no urgent business.

6        **Minutes**

The minutes of the meeting held on 23 January 2014 were agreed as a correct record and signed by the Chairman.

7        **Exclusion of the Public and Press**

**Resolved**

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act.

8        **Short-Listing of Applications for the Post of Shared Head of Service**

The Committee considered an exempt report regarding long listed applications for the post of Head of Finance and Resources at Cherwell District Council and South Northamptonshire Council.

The Committee considered the applications in detail and the analysis provided by West Midlands Employers organisation.

**Resolved**

That candidate 5 be shortlisted and invited for interview by the Joint Personnel Committee.

**The meeting adjourned at 3.30pm**

**The meeting reconvened at 4.30pm**

**9 Interview for Shared Head of Service**

The committee considered the applications that had been received for the post of Head of Finance and Procurement. The committee interviewed the short listed applicant and asked a number of questions.

Following the interviews the committee evaluated the applications and considered the supporting information from the assessment centre.

**Resolved**

- (1) That Cherwell District Council and South Northamptonshire Council appoint Paul Sutton as Head of Finance and Procurement on a 12 month fixed term contract.

**(Martin Henry left the meeting at the conclusion of this item)**

**10 Joint Management Team**

The Chief Executive provided an update on the review of the Joint Management Team (JMT) arrangements requested by the Committee in January.

**Resolved**

That the report be noted.

**11 Readmittance of the Press and Public**

**Resolved**

That the press and public be readmitted.

**12 Joint Appraisal Sub-Committee - Appointment of Members 2014/15**

The Committee noted that the meeting dates of the Joint Appraisal Sub-Committee were scheduled for 9 October 2014 (Springfields, Towcester) and 5 March 2015 (Bodicote House, Bodicote).

**Resolved**

That the membership of the Joint Appraisal Sub-Committee for 2014/15 be comprised of Councillors Atack, Billingham, Breese, Mary Clarke, Dhesi, Fordham, Pratt, Wood with Councillors Reynolds and Herring as substitutes for Cherwell and South Northants respectively.

**(Sue Smith and James Doble left the meeting at the conclusion of this item)**

13

**2014 Cost of Living Pay Award for the Joint Management Team and Shared Service Managers**

The committee considered a report which sought consideration of a cost of living pay award for the Chief Executive, Directors, Heads of Service and joint managers who were outside of the mainstream pay negotiating framework for employees of Cherwell District Council (CDC) and South Northamptonshire Council (SNC).

**Resolved**

- (1) That a 1% annual cost of living pay award be awarded to the Chief Executive, Directors, Heads of Service and other shared service managers pay grades in line with that proposed for the mainstream local government workforce for 2014.
- (2) That the pay award as set out above have an implementation date of 1 April 2014, with the associated arrears payments, with the implementation of this decision delegated to the Director of Resources /Section 151 Officer.

The meeting ended at 6.30 pm

Chairman:

Date:



**Cherwell District Council  
And  
South Northamptonshire Council**

**Joint Personnel Committee**

**23 March 2015**

**2015 Cost of living pay award for the  
Joint Management Team and Shared Service  
Managers**

**Report of Human Resources Business Partner**

This report is public

## **Purpose of report**

The purpose of this report is to consider a cost of living pay award for the Chief Executive, Directors, Heads of Service and shared service managers who are outside of the mainstream pay negotiating framework for employees of Cherwell District Council (CDC) and South Northamptonshire Council (SNC).

## **1.0 Recommendations**

The meeting is recommended to:

- (1) Consider awarding an annual cost of living pay award to the Chief Executive, Directors, Heads of Service and other shared service managers pay grades in line with that proposed for the mainstream local government workforce for 2014 and 2015 as used for SNC staff, as well as the agreed local pay award for CDC staff, and if minded to do so, to also;
- (2) Consider an implementation date of 1<sup>st</sup> April 2015, and delegate authority to the Director of Resources /Section 151 Officer to implement the decision of this Committee.

## **2.0 Introduction**

This report has been completed on behalf of a Human Resources Business Partner, to ensure independence from those employees impacted by this proposal. The report will provide information to support the recommendation that a 1.75% pay increase should be provided to the Joint Management Team (JMT) and Shared Service Managers at CDC and SNC.

### 3.0 Report Details

- 3.1 Upon the creation of the JMT in 2011, a common pay grade was established across CDC and SNC which was applicable to posts that have senior management responsibility for shared services across both Councils.
- 3.2 JMT and shared service managers received a 1% pay increase in 2013, and a further 1% in 2014, but prior to this had not received an annual cost of living increase since the JMT and the shared service manager structure was founded in 2011.
- 3.3 The current pay structure for JMT and Shared Service Managers as used by both Councils are shown at **Appendix 1**. A further column has been added to show the 1.75% pay award added to these proposed grades.
- 3.4 Cost of Living Pay Award - National and Local Context  
Across the two councils different pay bargaining arrangements currently apply for employees below Chief Executive, Chief Officer (i.e. Director and Heads of Service) and shared service manager grades.
- 3.5 CDC employees on grades below the joint manager and shared service manager grades were given a locally negotiated pay award and received an increase of 1.25% in April 2014, and it will be 1.85% from the 1 April 2015.
- 3.6 Conversely SNC tracks the National Joint Council (NJC) pay award. For 2014, the last and final pay offer of 1% was rejected by the NJC which resulted in a ballot for strike action. The strike took place on 10 July 2014 and following this a further offer was made by the NJC. This included a variety of small lump sum payments as at the 1 December 2014, and a further lump sum payment that would have been paid in January 2015, but SNC paid this in one lump sum on the 1 December 2014. This was not consolidated into basic pay and was not seen as backdated pay for a pay award that would normally have been backdated to the 1 April 2014. On top of this 2.2% was agreed to be implemented from the 1 January 2015, but with no further award being paid until the 1 April 2016. In effect, a 15 month pay award rather than the normal 12 months, which would equate to a 1.77% award if pay for 12 months, was made. Further details of the NJC pay award as applied to SNC staff is attached at Appendix 2.
- 3.7 The employers' side of the equivalent body covering the Joint Negotiating Committee (JNC) for Chief Executive and JNC Chief Officer grades decided not to make any offer to the trade unions side for 2014, and the same position applies for 2015. There has been no nationally agreed cost of living award for senior management posts since 2008.
- 3.8 With regard to the JNC Chief Executive and JNC Chief Officer posts, and in the absence of a national award, it remains open to Councils to decide locally what pay award to offer their senior management posts (up to and including the Chief Executive, as locally determined). In the case of SNC and CDC the JPC must also extend their consideration to include the shared service managers who are appointed to the shared service pay grade that was created at the time of creating the new joint management team as they sit outside of both the mainstream pay negotiating framework for SNC and CDC employees.

### 3.9 Factors of influence when considering a pay award

A number of factors are influences in this respect:

#### **Date of last pay award**

A 1% pay increase was awarded in 2013 and again in 2014 but prior to this pay increases had not been awarded since pre-2011. Primarily this pay award will aid the prevention of a continuing decline in pay in real terms where post responsibilities have not been subject to change and salary of individual posts reviewed arising therefrom).

#### **Consistency of treatment with the mainstream workforce**

Secondly, the question of equity in comparison with the mainstream workforce these posts are responsible for managing.

#### **Morale, recruitment and retention**

Thirdly, how the continuing freeze will impact both on morale, the ability to retain key staff upon the anticipated change in labour market conditions and the ability to recruit to key posts at such time as they may become vacant.

## **4.0 Conclusion and Reasons for Recommendations**

4.1 A suggested pay award of 1.75% is made based on an average pay award of 1.77% for SNC staff and 1.85% for CDC staff from the 1 April 2015.

4.2 If 1.75% pay award is agreed, the cost of the award on the actual current salary bill for the group of staff within scope is £40,042.10 per annum, an increase from £2,228,120 to £2,328,162 including on costs. This already includes an element for increments which have yet to be paid in April 2015 for JMT and shared service managers.

4.3 The combined effect of the outlined factors leads to the recommendation within this report that the JPC consider offering a 1.75% cost of living award to the Chief Executive, Chief Officer and shared service manager grades with effect from the 1<sup>st</sup> April 2015 (the date applicable to the mainstream workforce at CDC), with the associated arrears payment if the award is not processed in April 2015.

## **5.0 Consultation**

Pay awards are not negotiated and require a decision by the JPC.

## **6.0 Alternative Options and Reasons for Rejection**

6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: Not agree with the recommendations made in this report.

Option 2: Agree to the recommendations in this report.

Option 3: Propose an alternative pay increase to the recommendation made.

## 7.0 Implications

### Financial and Resource Implications

- 7.1 The 2015-16 budget was prepared with sufficient provision for the proposed JMT and shared service managers pay award. This was costed at 1.85% for CDC from April 2015 to March 2016 and 2.2% for SNC (per the National Joint Council (NJC) pay award).from January 2015 to March 2016, equivalent to 1.77% for 12 months instead of 15 months.

Comments checked by: Denise Taylor, Denise Taylor, Corporate Accountant  
Cherwell District Council and South Northamptonshire Council  
Telephone 01295 221982 Mobile 07805849283  
[denise.taylor@cherwellandsouthnorthants.gov.uk](mailto:denise.taylor@cherwellandsouthnorthants.gov.uk)

### Legal Implications

- 7.2 There are no specific legal implications arising from this report.

Comments checked by: Ross Chambers, Solicitor, Shared Legal Team.  
Cherwell, South Northamptonshire and Stratford on Avon District Councils  
Tel 01295 221690  
Mob 07875 276978  
[ross.chambers@cherwellandsouthnorthants.gov.uk](mailto:ross.chambers@cherwellandsouthnorthants.gov.uk)

## 8.0 Decision Information

### Wards Affected

All

### Links to Corporate Plan and Policy Framework

None

### Lead Councillor

Cllr Barry Wood, Lead Councillor, CDC  
Cllr Mary Clarke, Lead Councillor, SNC

### Document Information

Appendix No	Title
Appendix 1	Current and Future Proposed JMT and Shared Manager Pay Structure
Appendix 2	NJC Pay Award As Used For SNC
Background Papers	
None	
Report Author	Lana Holman, Interim HR Business Partner
Contact Information	01295 227959 <a href="mailto:Lana.holman@cherwellandsouthnorthants.gov.uk">Lana.holman@cherwellandsouthnorthants.gov.uk</a>

## Appendix 1

### Current JMT and Shared Manager Pay Structure plus Proposed Pay from the 1 April 2015

GRADE	Current Salary	Salary plus 1.75%
MNR001	£35,703.50	£36,328.31
MNR002	£36,723.60	£37,366.26
MNR003	£37,743.70	£38,403.51
MNR004	£38,763.80	£39,442.17
MNR005	£39,783.90	£40,480.12
MNR006	£40,804.00	£41,518.07
MNR007	£41,824.10	£42,556.02
MNR008	£42,844.20	£43,593.97
MNR009	£43,864.30	£44,631.93
MNR010	£44,884.40	£45,669.88
MNR011	£45,904.50	£46,707.83
MNR012	£46,924.60	£47,745.78
MNR013	£47,944.70	£48,783.73
HS009	£61,206.00	£62,277.11
HS010	£62,226.10	£63,315.06
HS011	£63,246.20	£64,353.01
HS012	£64,266.30	£65,390.96
HS013	£65,286.40	£66,428.91
HS014	£66,306.50	£67,466.86
HS015	£67,326.60	£68,504.82
HS016	£68,346.70	£69,542.77
HS017	£69,366.80	£70,580.72
HS018	£70,386.90	£71,618.67
HS019	£71,407.00	£72,656.62
HS020	£72,427.10	£73,694.57
HS021	£73,447.20	£74,732.53
HS022	£74,467.30	£75,770.48
DIR001	£80,587.90	£81,998.19
DIR002	£83,138.15	£84,593.07
DIR003	£85,688.40	£87,187.95
DIR004	£88,238.65	£89,782.83
DIR005	£89,768.80	£91,339.75
LS0009	£127,512.50	£129,743.96

## Appendix 2

### SNC Pay Award Based on NJC Award for December 2015 and January 2015

Grade	Grade Point	April 2013 Annual Salary	Non-Consolidated Payment (Paid in December 2014)	Pay Award 1 Jan 2015 to 31 March 2016 %
12	pt 1	£13,464	£150	4.13
12	pt 2	£13,992	£150	2.55
12	pt 3	£14,472	£150	2.32
12	pt 4	£15,003	£100	2.20
12	pt 5	£15,519	£100	2.20
11	pt 1	£15,147	£100	2.20
11	pt 2	£15,741	£100	2.20
11	pt 3	£16,338	£100	2.20
11	pt 4	£16,938	£100	2.20
11	pt 5	£17,532	£100	2.20
10	pt 1	£17,259	£100	2.20
10	pt 2	£17,952	£100	2.20
10	pt 3	£18,630	£100	2.20
10	pt 4	£19,314	£100	2.20
10	pt 5	£19,980	£100	2.20
9	pt 1	£19,881	£100	2.20
9	pt 2	£20,673	£100	2.20
9	pt 3	£21,456	£100	2.20
9	pt 4	£22,233	£100	2.20
9	pt 5	£23,013	£103	2.20
8	pt 1	£21,786	£100	2.20
8	pt 2	£22,659	£103	2.20
8	pt 3	£23,520	£107	2.20
8	pt 4	£24,378	£110	2.20
8	pt 5	£25,230	£114	2.20
7	pt 1	£23,868	£107	2.20
7	pt 2	£24,813	£110	2.20
7	pt 3	£25,752	£118	2.20
7	pt 4	£26,700	£122	2.20
7	pt 5	£27,633	£126	2.20
6	pt 1	£26,340	£118	2.20
6	pt 2	£27,384	£126	2.20
6	pt 3	£28,416	£129	2.20
6	pt 4	£29,451	£133	2.20
6	pt 5	£30,489	£139	2.20
5	pt 1	£29,040	£133	2.20
5	pt 2	£30,198	£136	2.20
5	pt 3	£31,341	£143	2.20
5	pt 4	£32,478	£147	2.20
5	pt 5	£33,615	£152	2.20
4	pt 1	£35,364	£160	2.20
4	pt 2	£36,642	£165	2.20
4	pt 3	£37,908	£173	2.20
4	pt 4	£39,162	£177	2.20
4	pt 5	£40,425	£185	2.20

Appendix 2 continued

<b>Grade</b>	<b>Grade Point</b>	<b>April 2013 Annual Salary</b>	<b>Non-Consolidated Payment (Paid in December 2014)</b>	<b>Pay Award 1 Jan 2015 to 31 March 2016</b>
<b>3</b>	<b>pt 1</b>	£39,168	£177	<b>2.20</b>
<b>3</b>	<b>pt 2</b>	£40,593	£185	<b>2.20</b>
<b>3</b>	<b>pt 3</b>	£42,015	£189	<b>2.20</b>
<b>3</b>	<b>pt 4</b>	£43,419	£197	<b>2.20</b>
<b>3</b>	<b>pt 5</b>	£44,832	£206	<b>2.20</b>
<b>2</b>	<b>pt 1</b>	£42,981	£197	<b>2.20</b>
<b>2</b>	<b>pt 2</b>	£44,295	£202	<b>2.20</b>
<b>2</b>	<b>pt 3</b>	£45,606	£206	<b>2.20</b>
<b>2</b>	<b>pt 4</b>	£46,917	£214	<b>2.20</b>
<b>2</b>	<b>pt 5</b>	£48,228	£219	<b>2.20</b>
<b>1</b>	<b>pt 1</b>	£52,521	£241	<b>2.20</b>
<b>1</b>	<b>pt 2</b>	£53,532	£246	<b>2.20</b>
<b>1</b>	<b>pt 3</b>	£54,542	£250	<b>2.20</b>
<b>1</b>	<b>pt 4</b>	£55,551	£254	<b>2.20</b>
<b>1</b>	<b>pt 5</b>	£56,562	£259	<b>2.20</b>
<b>RR1</b>	<b>Point 3</b>	£21,024	£100	<b>2.20</b>
	<b>Point 2</b>	£19,974	£100	<b>2.20</b>
	<b>Point 1</b>	£18,927	£100	<b>2.20</b>
<b>RR2</b>	<b>Point 3</b>	£18,855	£100	<b>2.20</b>
	<b>Point 2</b>	£17,913	£100	<b>2.20</b>
	<b>Point 1</b>	£16,974	£100	<b>2.20</b>
<b>RC1</b>	<b>Point 3</b>	£19,911	£100	<b>2.20</b>
	<b>Point 2</b>	£18,921	£100	<b>2.20</b>
	<b>Point 1</b>	£17,922	£100	<b>2.20</b>
<b>RC2</b>	<b>Point 3</b>	£17,580	£100	<b>2.20</b>
	<b>Point 2</b>	£16,698	£100	<b>2.20</b>
	<b>Point 1</b>	£15,825	£100	<b>2.20</b>
<b>RS1</b>		£17,532	£100	<b>2.20</b>
		£16,560	£100	<b>2.20</b>

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