



# Agenda

Meeting: **Personnel Committee**  
Date: **26 September 2019**  
Time: **10.30 am**  
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 unlikely, no guarantee can be made that Members of the public in attendance will not appear in the webcast footage. It is therefore recommended that anyone with an objection to being filmed does not enter the council chamber.

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 - 6)**

To consider and approve, as a correct record, the minutes of the meeting held on 5 September 2019.

## Queries about the agenda? Need a different format?

Contact Jemma West – 01303 853495  
Email: [committee@folkestone-hythe.gov.uk](mailto:committee@folkestone-hythe.gov.uk) or download from our  
website  
[www.folkestone-hythe.gov.uk](http://www.folkestone-hythe.gov.uk)

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 paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972 –**

**‘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. **Pay Award 2020**

To discuss the pay award for 2020.

## **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, 5 September 2019
Present	Councillors Mrs Ann Berry, Nicola Keen, David Monk (Chairman), Terence Mullard and Rebecca Shoob.
Officers Present:	Sue Lewis (Committee Services Officer), Susan Priest (Head of Paid Service) and Andrina Smith (Chief HR Officer).
Others Present:	Councillor McConville.

### 9. **Declarations of Interest**

There were no declarations of interest.

### 10. **Minutes**

The minutes of the meeting held on 13 June 2019 were submitted, approved and signed by the Chairman.

### 11. **Transformation update**

The Head of Paid Service and Chief HR Officer gave a presentation updating committee members on the progress of the Transformation programme in relation to staffing matters.

*(A copy of the presentation is appended to these minutes for information).*

### 12. **Performance framework for the Corporate Leadership Team**

This report presents a suggested performance framework for the members of the Corporate Leadership Team (CLT).

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

#### **RESOLVED:**

- 1. That Report P/19/06 be received and noted.**

2. **That the introduction of the performance framework for members of the Corporate Leadership Team from April 2020 be approved.**
3. **That Councillor Rebecca Shoob be appointed to the Panel with Councillor Nicola Keen as her substitute.**

(Voting: For 4; Against 0; Abstentions 0).

13. **Implications of raising the minimum hourly rate to £10 per hour**

The report provided the Committee with information relating to the item raised as opposition business at a recent council meeting, namely that the FHDC minimum hourly rate be increased to £10 per hour, in order for the Committee to give appropriate consideration to the proposal.

Proposed by Councillor David Monk,  
Seconded by Councillor Terence Mullard; and

**RESOLVED:**

1. **That Report P/19/05 be received and noted.**

(Voting: For 5; Against 0; Abstentions 0)

14. **Exclusion of the Public**

Proposed by Councillor David Monk,  
Seconded by Councillor Mrs Ann 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: For 5; Against 0; Abstentions 0).

15. **Pay negotiations 2020/21**

The Committee Members received a presentation by the Chief HR officer.