



Agenda

Meeting: **Personnel Committee**
Date: **17 September 2020**
Time: **2.00 pm**
Place: **Zoom – remote meeting**

To: **All members of the Personnel Committee**

The committee will consider the matters, listed below, at the date and time shown above. The meeting will be open to the press and public and streamed live at bit.ly/YouTubeMeetings

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

At the last meeting of the Committee on 4 June 2020, Councillors Monk, Brook and Shoob were appointed as members of the Joint Staff Consultative Panel for the municipal year 20/21. The constitution requires that the Panel be formed of the Leader of the Council, plus one Member from each political party.

It is therefore proposed that in addition to the appointments made at the last meeting, Councillors Keen and Prater also be appointed to the Panel.

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

To consider and approve, as a correct record, the minutes of the meeting

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held on 4 June 2020.

5. **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 1 of Part 1 of Schedule 12A to the Local Government Act 1972 –

‘Information relating to any individual.’

Part 2 – Exempt Information Item

6. **Removal of the Essential User Allowance (Pages 9 - 18)**

This report provides the committee with a proposal which removes the essential car user allowance and associated mileage rates for all staff (as per the commitment reached in the 2016/17 pay settlement), but also ensures that the few members of staff who do travel extensively across the district on council business are not heavily impacted in a negative way.

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:	Zoom – remote meeting
Date	Thursday, 4 June 2020
Present	Councillors Mrs Ann Berry, Danny Brook (Vice-Chair), David Monk (Chairman), Tim Prater and Rebecca Shoob
Officers Present:	Sue Lewis (Committee Services Officer), Susan Priest (Chief Executive) and Jemma West (Committee Service Specialist)

1. **Declarations of Interest**

There were no declarations of interest at the meeting.

2. **Minutes**

The minutes of the meeting held on 4 February 2020 were submitted, approved and signed by the Chairman.

3. **Appointment of the Joint Staff Consultative Panel 20/21**

It was agreed that Councillors Shoob, Monk and Brook be appointed as Members of the Joint Staff Consultative Panel (JSCP) for the municipal year 20/21.

4. **HR Annual Review (2019/20)**

The report presented a review of the HR function over the last financial year 2019-2020.

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

RESOLVED:
That Report P/20/01 be received and noted.

(Voting figures: 5 for, 0 against, 0 abstentions).

5. **Gender Pay Gap reporting**

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

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

RESOLVED:
That report P/20/02 be received and noted.

(Voting figures: 5 for, 0 against, 0 abstentions)

6. **Senior Management Restructure update**

The report provided the committee with an update on the senior management restructure at the council. It sought the committee's support for an amendment to the current performance arrangements for the Corporate Leadership Team and an amendment to the contractual job title relating to the Head of Paid Service.

Proposed by Councillor Monk,
Seconded by Councillor Brook; and

RESOLVED:

1. **That Report P/20/03 be received and noted;**
2. **That the proposals to update the Corporate Director (Strategy) job title to become Chief Executive be agreed; and**
3. **That the amendment to the performance framework for the Corporate Leadership Team for the 2020/2021 financial year be agreed.**

(Voting figures: 6 for, 0 against, 0 abstentions).

7. **Head of Paid Service report**

The report from the Head of the Paid Service related to the adequacy of resources across the Council.

The Head of Paid Service gave an update regarding reopening council owned assets in light of restrictions being lifted following the pandemic situation.

Proposed by Councillor Monk,
Seconded by Councillor Prater;

RESOLVED:
That Report P/20/04 be received and noted.

(Voting figures: 5 for, 0 against, 0 abstentions)

8. **Removal of the Essential User allowance**

The report provided the committee with a proposal to remove the essential car user allowance and associated mileage rates but also ensure that the few members of staff who travel extensively across the district are not heavily impacted in a negative way.

Committee Members raised concerns about the costings in the report.

The Committee agreed that the report be deferred until further information could be provided with regard to the cost comparison figures.

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of the Local Government Act 1972.

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