

**Minutes of a Meeting of the
Employment Committee held at
Council Chamber, Surrey Heath
House, Knoll Road, Camberley, GU15
3HD on 7 January 2020**

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|-------------------------|--------------------------|
| + Cllr Rodney Bates | + Cllr Josephine Hawkins |
| + Cllr Richard Brooks | - Cllr Sam Kay |
| + Cllr Paul Deach | + Cllr Charlotte Morley |
| + Cllr Colin Dougan | + Cllr Sashi Mylvaganam |
| + Cllr Sharon Galliford | |
- + Present
- Apologies for absence presented

Substitutes: Cllr Graham Tapper (In place of Cllr Sam Kay)

Members in Attendance: Cllr Robin Perry and Cllr Victoria Wheeler

1/EC Election of Chairman and Vice Chairman

It was proposed by Councillor Richard Brooks, seconded by Councillor Paul Deach, and

RESOLVED that Councillor Colin Dougan be elected as Chairman of the Employment Committee for the remainder of the 2019/20 municipal year.

It was proposed by Councillor Richard Brooks, seconded by Councillor Colin Dougan, and

RESOLVED that Councillor Rodney Bates be elected as Vice Chairman of the Employment Committee for the remainder of the 2019/20 municipal year.

2/EC Remuneration of the Interim Deputy Chief Executive

The Committee considered a report on proposed remuneration for the Interim Deputy Chief Executive. It was advised that the report should have recommended a period of remuneration between 9 October and 31 March 2020, in line with the duration of the appointment made by the Council at its meeting on 9 October 2019.

Members were informed that, as the role of Deputy Chief Executive was not part of the Council's structure, the proposed figure of £95,000 (pro-rata) had been recommended based on benchmarking with other Surrey and neighbouring authorities, taking into account the size of the authority. It was agreed that, in future, when considering such items the relevant benchmarking information would be annexed to the report.

It was clarified that the proposed remuneration would not be in addition to Mr Pashen's existing salary as an Executive Head of Service and, if agreed, would reflect the differential between his existing salary and the proposed salary.

RESOLVED that Mr Tim Pashen be remunerated in the role of Interim Deputy Chief Executive from 9th October to 31st March 2020 at £95,000 pa (pro rata).

3/EC Pay Award update - verbal report

The Committee received a verbal update on pay negotiations with staff for a 2020/21 pay award.

The proposed award would be considered at the Joint Staff Consultative Group meeting on 16 January 2020 and thereafter reported to this Committee for recommendation to the Full Council.

RESOLVED to note the report.

4/EC Training update - verbal report

The Committee was informed that training on Employee Relations matters was being arranged for February 2020.

Members stressed the importance of training on grievance and disciplinary matters, in particular for the conduct of and decision making at hearings. It was also recognised that, as hearings were expected to be a rare event, written aide memoirs from any training would be valuable.

The Committee was advised that the training would be carried out by South East Employers. It was noted that the Council was no longer a member of this organisation. Members considered the benefits of membership and indicated support for re-joining the organisation. It was agreed that a report on the membership of South East Employers would be considered at the next meeting.

RESOLVED that

- (i) the verbal update be noted; and**
- (ii) a report be submitted to the next meeting on membership of South East Employers.**

5/EC Update on the Adoption of Grievance and Disciplinary Policies for Statutory and Senior Officers - Verbal Report

The Committee was informed that new Grievance and Disciplinary policies for senior officers had been drafted and had been subject to a period of consultation with affected staff. The policies would be considered at the meeting of the Joint Staff Consultative Group on 16 January 2020 and thereafter submitted to this committee for adoption.

RESOLVED to note the report.

6/EC Work Programme

The Committee considered the proposed work programme for the remainder of the municipal year.

Dates for meetings for the remainder of the municipal year had been proposed as follows:

- 30 January 2020
- 26 March 2020

RESOLVED that the work programme for the 2019/20 municipal year, as set out at Annex A to the agenda report, be approved.

7/EC Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act as set out below:

Minute	Paragraph(s)
8/EC	1
9/EC	1

Note: Minutes 8/EC is a summary of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

Note: Non-members of the Committee in attendance left the Chamber in accordance with Part 4, Section D of the Constitution. Councillor Victoria Wheeler recorded her objection to this decision as she was a substitute member of the committee.

8/EC Update on the Independent Investigation - Verbal Report

The Committee received a verbal report on the Independent Investigation into the decision to award the Chief Executive a backdated Additional Duties Allowance.

The independent investigation had now concluded and has been received by the Council. Browne Jacobson, the legal firm appointed to carry out the investigation, had advised the Council that its final report should be considered alongside other matters that were still ongoing.

9/EC Review of Exempt Items

The Committee reviewed the items which had been considered at the meeting following the exclusion of members of the press and public, as it involved the likely disclosure of exempt information.

RESOLVED that minute 8/EC remains exempt for the present time.

Chairman