

Public Document Pack
**HR POLICY COMMITTEE (ADVISORY
BOARD MEETING ONLY FROM 19
JANUARY 2022 ONWARDS)**
**Tuesday 5 April 2022 Virtually via
Microsoft Teams at 14.00pm**



THIS IS AN ADVISORY BOARD MEETING ONLY

To: The members of the Advisory Board of HR Policy Committee

Cllr M Chilcott (Chair), Cllr A Groskop, Cllr P Ham, Cllr W Wallace, Cllr A Kendall and Cllr L Redman

All Somerset County Council Members are invited to attend.

Issued By Scott Wooldridge, Strategic Manager - Governance and Democratic Services - 28 March 2022

For further information about the meeting, please contact Neil Milne on 01823 359045 or ndmilne@somerset.gov.uk or Laura Rose (Democratic Service Officer) on 01823 356151 or lxrose@somerset.gov.uk

Guidance about procedures at the meeting follows the printed agenda

This Advisory meeting will be open to the public and press.

This agenda and the attached reports and background papers are available on the council's website on www.somerset.gov.uk/agendasandpapers

Are you considering how your conversation today and the actions you propose to take contribute towards making Somerset Carbon Neutral by 2030?



RNID typetalk

AGENDA

Item HR Policy Committee - 2.00 pm Tuesday 5 April 2022

*** Public Guidance notes contained in agenda annexe ***

1 Apologies for Absence

To receive apologies for absence.

2 Declarations of Interest

Details of all Members' interests in District, Town and Parish Councils can be viewed on the Council Website at [County Councillors membership of Town, City, Parish or District Councils](#) and this will be displayed in the meeting room (Where relevant).

The Statutory Register of Member's Interests can be inspected via request to the Democratic Service Team.

3 Notes from the Advisory Board Workshop on 18th January 2022 (Pages 7 - 8)

The Committee as an Advisory Board is asked to note and comment on the notes from the previous workshop.

4 Public Question Time

The Chair will allow members of the public to present a petition on any matter within the Committee's remit. Questions or statements about any matter on the agenda for this meeting will be taken at the time when each matter is considered.

5 Chief Officers Pay Award- To Follow

To comment and consider the report and make a recommendation to Full Council.

6 Any other urgent items of business

The Chair may raise any items of urgent business.

General Guidance notes for Somerset County Council advisory virtual meetings

1. Advisory Virtual Council Public Meetings

Please be advised that this is an Advisory Board meeting and as a consultative meeting without any decisions to be made. It is not a meeting as defined under the Local Government Act 1972 or Local Government Act 2000 and therefore can take place virtually.

2. Inspection of Papers

Any person wishing to inspect minutes, reports, or the background papers for any item on the agenda should contact Democratic Services at democraticservices@somerset.gov.uk or telephone 01823 357628. They can also be accessed via the council's website on www.somerset.gov.uk/agendasandpapers.

3. Members' Code of Conduct requirements

When considering the declaration of interests and their actions as a councillor, Members are reminded of the requirements of the Members' Code of Conduct and the underpinning Principles of Public Life: Honesty; Integrity; Selflessness; Objectivity; Accountability; Openness; Leadership. The Code of Conduct can be viewed on the council website at [Code of Conduct](#).

4. Minutes of the Meeting

Details of the issues discussed, and recommendations made at the meeting will be set out in the minutes, which the Advisory Board will be asked to approve as a correct record at its next meeting.

5. Public Question Time

If you wish to speak, please contact Democratic Services by 5pm 3 clear working days before the meeting. Email democraticservices@somerset.gov.uk or telephone 01823 357628.

A slot for Public Question Time is set aside near the beginning of the meeting, after the minutes of the previous meeting have been agreed. However, questions or statements about any matter on the agenda for this meeting may be taken at the time when each matter is considered.

At the Chair's invitation you may ask questions and/or make statements or comments about any matter on the Board's agenda – providing you have given the required notice. You may also present a petition on any matter within the Board's remit. The length of public question time will be no more than 20 minutes in total.

You must direct your questions and comments through the Chair. You may not take a direct part in the debate. The Chair will decide when public participation is to finish.

If there are many people present at the meeting for one particular item, the Chair may adjourn the meeting to allow views to be expressed more freely. If an item on the agenda is contentious, with a large number of people attending the meeting, a representative should be nominated to present the views of a group.

An issue will not be deferred just because you cannot be present for the meeting. Remember that the amount of time you speak will be restricted to three minutes only.

In line with the council's procedural rules, if any member of the public interrupts a meeting the Chair will warn them accordingly.

If that person continues to interrupt or disrupt proceedings the Chair can ask the Democratic Services Officer to remove them as a participant from the meeting.

6. **Meeting Etiquette**

- Mute your microphone when you are not talking.
- Switch off video if you are not speaking.
- Only speak when invited to do so by the Chair.
- Speak clearly (if you are not using video then please state your name)
- If you're referring to a specific page, mention the page number.
- Switch off your video and microphone after you have spoken.
- There is a facility in Microsoft Teams under the ellipsis button called turn on live captions which provides subtitles on the screen.

7. **Recording of meetings**

The Council supports the principles of openness and transparency. It allows filming, recording and taking photographs at its meetings that are open to the public - providing this is done in a non-disruptive manner. Members of the public may use Facebook and Twitter or other forms of social media to report on proceedings. No filming or recording may take place when the press and public are excluded for that part of the meeting. As a matter of courtesy to the public, anyone wishing to film or record proceedings is asked to provide reasonable notice to the Meeting Administrator so that the relevant Chair can inform those present at the start of the meeting.

We would ask that, as far as possible, members of the public aren't filmed unless they are playing an active role such as speaking within a meeting and there may be occasions when speaking members of the public request not to be filmed.

Advisory Board meetings are not recorded by the Council as they are not formal meetings.

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**Minutes of a virtual workshop for members of the HR Policy Committee held at
2pm on**

Tuesday 18th January 2022

PRESENT

CLlr M Chilcott (in the Chair)

CLlr A Kendall

CLlr D Loveridge substituting for CLlr L Redman

CLlr W Wallace

CLlr P Ham

Officers Present:

Chris Squire - Director of Customers, Digital and Workforce

Cherry Russell- Strategic Manager, HR Business Relations

50 Apologies for Absence - Agenda item 1

CLlr A Groskop, CLlr L Redman

51 Declarations of Interest - Agenda item 2

Reference was made to the following personal interests of the Members of the HR Policy Committee, published in the Register of Members' Interests, which was available for public inspection via the Committee Clerk:

CLlr A Kendall – declared a personal interest by virtue of pensions.

52 Minutes - Agenda item 3

The Minutes of the meeting held on 20 April 2021 were noted.

53 Public Question Time (PQT) - Agenda item 4

There were no public questions, statements or petitions.

54 Pay Policy Statement - Agenda item 5

Cherry Russell, the Strategic Manager - HR Business Relations, presented the report, that acknowledged that there may need to be an extraordinary meeting to review pay for members of the Senior Leadership Team (SLT) in line with any decisions regarding pay for those on Green Book terms and conditions given that these negotiations had not commenced.

The following was highlighted:

- The report sets out proposed amendments to the Pay Policy Statement (PPS) for 2022/23. The amendments are very minor and mainly relate to date changes and change in job titles.
- The new link embedded in the document was for the current pay policy.
- The recent figure update in December 2021 to the chief executives pay and other council employees.

Members asked for clarification about advice for employees about if the combined pension and salary of their new post should not exceed the salary of their previous post. Once left employment would they start claiming your pension then.

Cherry advised that regarding the pension if individuals were re-employed at the same salary they previously were on, or a higher salary it could impact their pensions depending on personal circumstances however individuals can seek advice from the initial pensions in the Local Government Pension Scheme. Also they could claim pension prior to leaving through the flexible retirement scheme.

Chris Squire the Director of Customer, Digital and Workforce updated members regarding the pay award highlighting the voting procedures for potential strike action and the next steps to be taken.

Members requested:

That the Chief Executive to submit the Pay Policy Statement for 2022-23, to Full Council for approval.

55 Any other urgent items of business - Agenda item 7

There was no other business.

(The meeting ended at 2.32pm)