

## Overview & Scrutiny Committee

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Minutes of a meeting of the **Overview & Scrutiny Committee – Review of Cabinet Agenda** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 4 June 2019** at **10.00 am** when there were present:

Mr S Riley – Chairman

Mr A D Adams  
Mr S C Beadle  
Mr N J Brennan  
Ms S J Catchpole  
Ms N J Harpley

Ms S I Holland  
Mr K S Kelly  
Mr D King  
Mr M L Murrell  
Mr G K Nurden

Mrs S M Prutton  
Mrs C E Ryman-Tubb  
Mr N C Shaw

Mr Emsell and Mrs Hemsall also attended the meeting for its duration.

Also in attendance were the Assistant Director Governance and Business Support, Spatial Planning Manager, UNISON Branch Secretary, HR Officer (JB) and the Committee Officer (JO).

### 1 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Officer	Minute No & Heading	Nature of Interest
Assistant Director of Governance and Business Support	7 - Performance Related Pay 2019	Personal interest on behalf of all staff present as beneficiaries of the Pay Scheme

### 2 APOLOGY FOR ABSENCE

An apology for absence was received from Mr Bulman.

### 3 MINUTES

The Minutes of the meeting held on 2 April 2019 were confirmed and signed by the Chairman as a correct record.

*Minute no: 137 – Minutes - Minute no. 133 – Overview and Scrutiny Committee Work Programme*

The Chairman requested that Members be updated regarding progress with the provision of officer support for the Committee.

In response, the Assistant Director of Governance and Business Support informed the meeting that work was being undertaken to align staff structures and resources across a single workforce. An assessment of the needs of the

Committee and how it could be developed into a more Member-led body would be part of this process. It was intended to consult upon this in September.

Members expressed disappointment that a resource was not going to be put in place sooner for the Committee and it was

### **RESOLVED:**

to agree that a meeting would be arranged for the Chairman and Vice-Chairman to meet with the Leader, the Managing Director and the Assistant Director of Governance and Business Support to discuss this matter further.

The Committee was also advised that the EcoCube Time and Task Limited Panel report would be deferred to the 27 August 2019 meeting.

## **4 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reminded the Committee that scrutiny training had been arranged for Monday 8 July 2019 at 6.00pm in the Council Chamber.

The Committee was also informed that Members' iPads were being prepared and would soon be available for collection.

## **5 APPOINTMENT OF THE PERFORMANCE MANAGEMENT SUB-COMMITTEE**

The following Members were appointed to the Sub-Committee:

Mr Beadle, Ms Catchpole, Ms Holland, Mr Murrell, Mr Nurden and Mr Riley.

## **CABINET REPORTS**

### **6 UPDATE TO LOCAL DEVELOPMENT SCHEME**

The report proposed that amendments be made to the current Local Development Scheme (LDS).

The changes were in respect of the relationship of the LDS to other Local Plans and if the Greater Norwich Local Plan (GNLP) would supersede other development plan documents. Whilst the GNLP would supersede the Joint Core Strategy and the Broadland Site Allocations DPD, it had been concluded that it would be premature to supersede the Growth Triangle Area Action Plan

and the Development Management DPD at this stage although some elements might be added, amended or replaced.

### **RECOMMENDED TO CABINET**

to recommend Council to approve the proposed amendments to the current Local Development Scheme (August 2018).

## **7 PERFORMANCE RELATED PAY 2019**

The report asked Cabinet to determine the value of the Standard Merit Unit (SMU) for Performance Related Pay (PRP) for 2019. An SMU of 1.33 was proposed, which was in line with the budget agreed at Council in February 2019 and was approximately one percent of the payroll budget.

In February 2019, Council agreed a two percent growth in salary budgets, valued at £155,300, to provide funding for both the cost of living and PRP awards. In April 2019 a cost of living award of one percent was made to all staff. Therefore, one percent of the growth agreed in salary budgets was available for PRP.

The payment of PRP would recognise staff performance over the last year and the value of the SMU at 1.33 would keep payments within the budget agreed by Council in February 2019.

The Committee was informed that a new pay scheme was to be developed as a single staff structure was rolled out across Broadland and South Norfolk. Officers were looking at best practice at other local authorities to ensure that it met the needs of both authorities.

Members suggested that the PRP scheme was out of date and not fit for purpose, especially for those at the top of their band who would not be eligible for any PRP however good their performance.

The Assistant Director of Governance and Business Support emphasised that it was intended that the new scheme would be fair and equitable for all staff and Members' concerns would be taken into consideration when it was developed. She added that employment at Broadland and South Norfolk should not be compared on remuneration alone, as there were other benefits in both schemes and one was not necessarily better than the other.

The UNISON Branch Secretary advised the meeting that the union would be involved in the development of the new pay scheme. In respect of the report before the Committee, the union's primary concern was that staff at South Norfolk Council received a better pay award than Broadland staff. This was due to South Norfolk determining pay awards through a national scheme and

Broadland operating a local scheme.

UNISON, therefore, requested that in this interim period an additional one percent pay award for all staff, backdated to 1 April 2019 should be made on top of the 1.33 SMU. It was also requested that the local pay scales be amended to commence at the same level as those used by South Norfolk Council. The additional one percent would cost £75,500, but would be a significant boost to morale at a time of great uncertainty for staff.

In response to a query, the UNISON Branch Secretary confirmed that the Branch Committee did have a preference for determining pay through the National Joint Council, rather than through a local scheme.

In answer to concerns expressed about the decision making process in respect of the pay scheme, the Assistant Director of Governance and Business Support confirmed that the design of the scheme would be an officer decision, but it would have input from UNISON and staff and the Joint Lead Members' Group would receive progress updates. It was emphasised, however, that the budget for pay would continue to be determined by Council, as part of the budget setting process.

The Chairman also noted that the Feasibility Study stated that the joint structure, terms and conditions and implementation was intended to be agreed by September 2019.

### **RECOMMENDED TO CABINET**

- (1) That Cabinet approve the Standard Merit Unit (SMU) of 1.33 for the Performance Related Payment scheme in recognition of staff's performance during 2018/19; and
- (2) To make an additional one percent pay award for all staff backdated to 1 April 2019; and
- (3) Consider using the National Joint Council to determine pay awards in future.

## **8 APPOINTMENTS TO OUTSIDE ORGANISATIONS (EXECUTIVE FUNCTIONS)**

### **RECOMMENDED TO CABINET**

To note and approve the appointments to outside organisations.

*The meeting closed at 11.25 am*