

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 9 April 2019** at **6.00 pm** when there were present:

Mr S A Vincent – Policy (Chairman)

Portfolio holders:

Mrs J K Copplestone	Economic Development
Mr J F Fisher	Environmental Excellence
Mr R R Foulger	Housing and Wellbeing
Mrs T M Mancini-Boyle	Finance
Mr G Peck	Transformation and Organisational Development

Also in attendance were the Director of Resources, Head of Democratic Services and Monitoring Officer, HR and Customer Services Manager, UNISON Branch Secretary and the Committee Officer (JO).

114 DECLARATIONS OF INTEREST UNDER PROCEDURAL RULE NO 8

Officer	Minute No & Heading	Nature of Interest
Head of Democratic Services and Monitoring Officer	118 - Pay Policy Statement	Personal interest on behalf of all staff who were beneficiaries of the 2019/20 Pay Policy.

115 APOLOGY FOR ABSENCE

An apology for absence was received from Mr Moncur.

116 MINUTES

The Minutes of the meeting held on Wednesday 13 March 2019 were confirmed as a correct record and signed by the Chairman.

117 OVERVIEW AND SCRUTINY COMMITTEE

Cabinet received the Minutes of the meeting of the Overview and Scrutiny Committee held on 26 March 2019.

Cabinet received the draft Minutes from the 2 April 2019 meeting of the

Overview and Scrutiny Committee, which had reviewed today's Cabinet Agenda.

118 PAY POLICY STATEMENT

The report presented the annual Pay Policy Statement, which the Council was required to publish under the Localism Act 2011.

The main proposed amendments for 2019/20 were the inclusion of new pay principles for Chief Officers (Directors and Assistant Directors) in line with those to which the Managing Director was appointed. These principles were:

- (1) To appoint on a salary point within a salary range, rather than within a Local Grade;
- (2) The salary range to be market attractive;
- (3) The salary to be an all-inclusive salary (no other cash benefits will apply);
- (4) The terms and conditions of employment for Chief Officers, except those relating to rate of pay, were covered by the National Scheme for the Joint Negotiating Committee (JNC) for Chief Executives and Chief Officers;
- (5) Salary progression would be assessed annually as a minimum;
- (6) Annual cost of living increases, where applicable, would be applied in line with NJC increases;
- (7) Payment for membership of professional bodies would be paid where there was demonstrable benefit to the Council.

Members noted that the Overview and Scrutiny Committee had proposed an amendment to paragraph 3.3 (4) of the Pay Policy Statement (removing the requirement for the Managing Director to approve re-employment of staff following redundancy). However, Cabinet considered that the paragraph should remain unchanged, as it was in line with the current arrangements and there was a legal requirement to have reference to this principle in the Pay Policy Statement.

In response to a query from the Portfolio Holder for Finance, the HR and Customer Services Manager confirmed that a review of the Performance Related Pay scheme would be looked at shortly, as part of the revised terms and conditions for the new single workforce.

RECOMMENDED TO COUNCIL

to agree the 2019/20 Pay Policy Statement, as appended to the report (attached at Appendix 1 to the signed copy of these Minutes).

Reasons for decision

To meet legislative requirements.

119 UNISON TIME OFF AND FACILITIES AGREEMENT

The report proposed a formal arrangement for the treatment of facilities time to allow accredited union representatives carry out their recognised duties.

Broadland currently had an informal arrangement for union representatives to have paid time off to carry out trade union duties. As South Norfolk Council had an existing formal agreement and on 1 January 2019 the UNISON branches of Broadland and South Norfolk merged to become the Yare Valley UNISON Branch, it was considered an opportune time to formalise the arrangements at Broadland.

The Agreement, which had been drafted in consultation with the Managing Director, recommended that the Branch Secretary of UNISON be allowed to spend up to 15 hours per week, with pay, on trade union duties. Costs would be shared equally by Broadland and South Norfolk.

The Branch Secretary advised Members that the proposed arrangements would also provide for cover and backfill for her substantive work, when carrying out her union duties.

Cabinet was also informed that elected non-union staff representatives were already formally given time off to carry out their duties in representing staff. Members were asked to note that the Agreement would allow UNISON a greater opportunity to work with non-union representatives in supporting all staff.

RECOMMENDED TO COUNCIL

to agree the UNISON Time Off and Facilities Agreement, as appended to the report (attached at Appendix 2 to the signed copy of these Minutes).

Reasons for decision

To formalise an agreement between UNISON and the Council.

The meeting closed at 6.18 pm