

Minutes of a meeting of the **Cabinet** held at Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich on **Tuesday 11 June 2019** at **6.00pm** when there were present:

Mr S A Vincent – Policy (Chairman)

Portfolio holders:

Mr J J Emsell	Transformation and Organisational Development
Mrs L H Hempsall	Planning
Mrs J Leggett	Environmental Excellence
Mrs T M Mancini-Boyle	Finance
Mr F Whymark	Housing and Wellbeing

Mr Adams, Mr Murrell, Mr Riley and Mrs Vincent also attended the meeting for its duration.

Also in attendance were the Managing Director, Director of Place, Director of Resources, Director of People and Communities, Assistant Director Governance and Business Support (Monitoring Officer), Chief of Staff, HR and Customer Services Manager, Interim Communications and Engagement Manager 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 (Monitoring Officer)	6 – 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 Mrs Copplestone.

3 MINUTES

The Minutes of the meeting held on 9 April 2019 were confirmed as a correct record and signed by the Chairman.

4 OVERVIEW AND SCRUTINY COMMITTEE

The Chairman and the Vice-Chairman of the Overview and Scrutiny Committee advised Members on the views expressed by the Committee when it reviewed the Cabinet Agenda on 4 June 2019, as each item was considered.

5 UPDATE TO LOCAL DEVELOPMENT SCHEME

The report proposed that minor 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 to address what Development Plan Documents the Greater Norwich Local Plan (GNLP) would supersede.

It was proposed that whilst the GNLP would supersede the Joint Core Strategy and the Broadland Site Allocations DPD, 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.

The Leader noted that the LDS was a dynamic document that would be subject to amendment as it progressed.

RECOMMENDED TO COUNCIL

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

Reasons for decision

To maintain an up-to-date Local Development Scheme and meet legislative requirements.

6 PERFORMANCE RELATED PAY 2019

The report asked Cabinet to determine the value of the Standard Merit Unit (SMU) for Performance Related Pay 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 Performance Related Pay 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 remained available for Performance Related Payments.

The payment of Performance Related Pay 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, as not all staff would receive an award.

The Chairman of the Overview and Scrutiny Committee advised the meeting UNISON had raised concerns that staff at South Norfolk received a better pay award than Broadland staff; as South Norfolk determined pay awards through the National Joint Council scheme and Broadland operated a local scheme.

UNISON had, 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.

The Vice-Chairman of the Overview and Scrutiny Committee added that the current Performance Related Pay scheme was not fit for purpose, as staff at the top of their grade could not receive an additional reward however well they performed.

The Portfolio Holder for Transformation and Organisational Development advised the meeting that a review of the staff structure to create a single set of terms and conditions across both Council's would be completed and ready for consultation by September. He also emphasised that the report before Cabinet only requested the determination of the SMU, not the wider Performance Related Pay scheme.

The Portfolio Holder for Finance added that the budget for Performance Related Pay had been agreed in February 2019 and should not be subject to change. She agreed, however, that the Performance Related Pay scheme was no longer fit for purpose and welcomed its review.

The Managing Director advised the meeting that the intention of the review was to design an organisation that was an employer of choice in Norfolk and to have the plans in place for this by September.

RESOLVED

To approve the Standard Merit Unit (SMU) of 1.33 for the Performance Related Payment scheme in recognition of staff's performance during 2018/19.

Reasons for decision

To determine the Performance Related Pay award for 2019.

7 APPOINTMENTS TO OUTSIDE ORGANISATIONS (EXECUTIVE FUNCTIONS)

Cabinet received the proposed appointments to outside organisations.

RESOLVED

To note and approve the appointments to outside organisations for 2019/20 (attached at Appendix 1 to the signed copy of these Minutes).

Reasons for decision

To appoint Member representatives to outside organisations.

The meeting closed at 6.24 pm