

**PERSONNEL COMMITTEE**

**Minutes of a meeting of the Personnel Committee held on  
Thursday, 11 February 2016 at 4.30pm in Meeting Room G3/G4,  
Addenbrooke House, Ironmasters Way, Telford, TF3 4NT**

**PRESENT:** Councillors K S Sahota (Chair), S Bentley, S Davies,  
N A Dugmore, A J Eade, W L Tomlinson and P R Watling

**PEB-6      APOLOGIES FOR ABSENCE**

Councillors S Bentley and K R Guy.

**PEB-7      DECLARATIONS OF INTEREST**

None.

**PEB-8      MINUTES**

**RESOLVED** – that the minutes of the meeting of the Personnel Committee held on 7 January 2016 be confirmed and signed by the Chairman.

**PEB-9      PUBLICATION OF THE COUNCIL'S PAY POLICY STATEMENT**

The Human Resources Manager presented the report on the Council's updated Pay Policy Statement for 2016/17 which was required to be published on the Council's website on 1<sup>st</sup> April 2016 in accordance with the Localism Act 2011.

The Policy remained similar that of to the previous year except that a restructure had recently been completed which reduced the Senior Management Team. Pay negotiations on NJC Terms were ongoing at present and there was currently an offer of 1% rise from 1<sup>st</sup> April 2016 with a further 1% rise on 1<sup>st</sup> April 2017 and this offer would take the lowest paid Council employees (over 25 years of age) over the National Living Wage of £7.20 per hour if accepted. Whilst the negotiations continued, the Council had a responsibility to its employees in order to raise their pay to the National Living Wage on 1<sup>st</sup> April 2016. With this in mind the Council proposed to raise the pay to the National Living Wage for those effected which equated to 9 FTEs (18 staff under 25 years of age). This had been budgeted for within the pay award and would equate to approximately £3000 during 2016/17. Members were asked to agree the Council's Pay Policy Statement.

A discussion took place regarding the Council's Policy and included:

- Single Status
- Returning Officer Fees

**RESOLVED –**

- (a) the content of the Council’s Pay Policy Statement for publication on the Council’s website on 1<sup>st</sup> April 2016 and recommendation to acceptance at Full Council on 3<sup>rd</sup> March 2016 be agreed;**
  
- (b) that delegated authority be granted to the Assistant Director: Finance & Human Resources, in consultation with the Leader of the Council, to amend the Statement as necessary in line with any statute or further national guidance that may be issued following the meeting of the Committee or changes to negotiated pay rates during the period of the Policy Statement**
  
- (c) that the payment of the equivalent of the statutory National Living Wage with effect from 1<sup>st</sup> April 2016 to all employees, regardless of age, except those employed under an apprentice training contract, if the national pay award is not settled by this date be authorised.**

The meeting ended at 4.46 pm

**Chair.....**

**Date.....**