

**PERSONNEL COMMITTEE  
19TH DECEMBER 2023**

PRESENT: The Chair (Councillor Miah)  
The Vice Chair (Councillor Snartt)  
Councillors Bokor, Braker, Hamilton and Haynes

Chief Executive  
Director Finance, Governance and Contracts  
Head of Transformation, Strategy and  
Performance  
Charnwood HR Manager  
HR Advisor  
GMB Regional Organiser  
Democratic Services Officer (NC)

APOLOGIES: none

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

13. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 10th October 2023 was confirmed as a correct record and signed.

14. DISCLOSURES OF PECUNIARY INTERESTS, AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

No disclosures were made.

15. QUESTIONS UNDER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

16. GRADING STRUCTURE

Considered a report of the Chief Executive seeking the Committee's approval of the proposed changes to the grading structure (item 5 on the agenda filed with these minutes).

The Chief Executive and Jim Clarke from GMB attended the meeting to assist with the Committee's consideration of the item.

Members wished to understand the current staffing levels and mechanisms in place to recruit and retain staff. The report recently considered by the Finance and

Performance Scrutiny Committee would be circulated to the Committee after the meeting.

Noted that engagement between Trade Unions and Management regarding a review of the job evaluation process could take place in the New Year.

## **RESOLVED**

1. that the Personnel Committee agrees the proposed changes to the Grading Structure.
2. That the Personnel Committee agree to the removal of spinal column point 74 which was used for a previous Deputy Chief Executive post but has remained unused since 2009.
3. That the Pay Policy Statement 2024/25 be amended to reflect the revised grading structure.

## Reasons

1-3 to gain agreement on the revised grading structure and the associated change to the Pay Policy Statement 2024/25. The proposed changes to the grading structure were first discussed with the trade unions at the Joint Management Trade Union Meeting (JMTUM) on 19th July 2023. A paper was submitted by UNISON and GMB for further discussion at the following JMTUM meeting on 4th October 2023. A meeting of the Joint Negotiating and Consultative Committee (JNCC) was held on 15th November 2023. Agreement to the grading structure and this aspect of the Pay Policy Statement 2-24/25 was not reached at JMTUM or JNCC.

## 17. PAY POLICY STATEMENT 2024/25

Considered a report of the Director, Finance, Governance and Contracts seeking approval of the Council's Pay Policy Statement covering 1st April 2024 to 31st March 2025, ( item 6 on the agenda filed with these minutes).

Further details regarding the uptake of apprenticeships within the Council and drawdown of the Apprenticeship Levy would be circulated to the Committee after the meeting.

**RESOLVED** that the Pay Policy Statement 2024/25 attached at Appendix A, be agreed and proceed to full Council for formal approval and adoption.

## Reason

To ensure that the Council meets its obligations under Section 38 of the Localism Act 2011.

18. GENDER PAY GAP

Considered a report of the Director, Finance, Governance and Contracts regarding the Council's Gender Pay Gap based on a snapshot date of 31st March 2023, (item 7 on the agenda filed with these minutes).

Members received further information regarding mechanisms in place to reduce the gap between genders and noted that the Equalities Working Group were monitoring the Gender Pay Gap Action Plan.

**RESOLVED** that the Personnel Committee note the details of the Gender Pay Gap report.

Reason

To note the information outlined within the Gender Pay Gap report as required under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. The Act requires public sector employers with 250 or more employees on the snapshot date of 31st March 2023 each year to carry out gender pay analysis and reporting.

19. EXEMPT INFORMATION

**RESOLVED** that members of the public be excluded from the meeting during the consideration of the following item on the grounds that it will involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 and it is considered that the public interest in maintaining the information outweighs the public interest in disclosing the information.

*The Democratic Services Officer stopped the sound recording of the meeting.*

20. EARLY RETIREMENT ON COMPASSIONATE GROUNDS

Considered an Exempt report of the Director, Finance, Governance and Contracts to consider early retirement on compassionate grounds (item 9 on the agenda filed with these minutes).

**RESOLVED** that the request for early retirement for an ex-employee on compassionate grounds be declined.

Reason

As set out in Exempt minute 20E.

NOTES:

1. No reference may be made to these minutes at the next available Council meeting unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of

these minutes.

2. These minutes are subject to confirmation as a correct record at the next meeting of the Personnel Committee.