

Personnel Appeals Committee

Minutes of a meeting held at County Hall,
Colliton Park, Dorchester on 22 July 2013.

Present:

Peter Richardson (Chairman),
Deborah Croney (Vice-Chairman),
Paul Kimber, Pauline Batstone and Beryl Ezzard.

Officers attending:

Chris Matthews (HR Business Partner - Children's Services and Dorset Waste Partnership),
Natalie Adam (HR Manager - Central Services), and Jason Quinn (Democratic Services
Officer).

(Note: These minutes have been prepared by officers as a record of the meeting and of any
decisions reached. They are to be considered and confirmed at the next meeting of the
Personnel Appeals Committee to be held on 19 August 2013.)

An Apology for Absence

36. An apology for absence was received from David Harris. Beryl Ezzard attended
as a reserve member of the Committee.

Code of Conduct

37. There were no declarations by members of any disclosable pecuniary interests
under the Code of Conduct.

Minutes

38. The minutes of the meeting held on 17 June 2013 were confirmed and signed.

Exclusion of the Public

Resolved

39. That, under Section 100(A)(4) of the Local Government Act 1972 the public be
excluded from the meeting for the item of business specified in minutes 40 - 43 because
it was likely that if members of the public were present there would be a disclosure to
them of exempt information as defined in Paragraphs 1, 2 and 4, of Part 1 of Schedule
12A to the Act and the public interest in withholding the information outweighed the
public interest in disclosing that information.

Review of Labour Market Increments (Schools Posts) (Paragraphs 2 & 4)

40.1 The Committee considered a joint report by the Director for Corporate Resources
in relation to a review of Labour Market Increments for nine schools posts.

40.2 It was explained that the Labour Market Adjustment Scheme was introduced
alongside the Job Evaluation Scheme, and all Labour Market Increments awarded had to be
review every three years. Members were reminded that part of their role was to determine if
there was a continued justification for keeping the labour market increments attached to these
particular schools posts, based on various forms of data provided in the report.

40.3 The first post related to an Administration Officer post that had two labour market
increments attached to it. Members were informed that the median Croner salary was slightly
higher than the salary attached to the post. It was also recognised that the post sat at the mid-

way point in relation to comparative data from neighbouring councils. It was suggested that the data provided supported the retention of the labour market increments attached to the post.

40.4 A member asked when the salary grades for posts were reviewed. It was explained that salary grades were rarely reviewed as the grades were established within the County Council based on responsibilities of the role and grades were normally reviewed when additional duties were attached to the post using the job evaluation scheme. It was further explained that increments were attached to the post regardless of whether it was a full time or part time position, and that increments were attached to the top of the grade.

40.5 A member asked that as there had been no difficulties recruiting for the post, were the increments justified. It was explained that the Croner data supported the retention of the increments, which was the most compelling piece of data provided. It was also pointed out that the increments may be a reason behind the successful recruitment of the post and that removing them may effect this.

40.6 It was explained that if the increments of any post were removed, the individual post holder would be pay protected for three years.

40.7 Members agreed to retain the labour market increments attached to this post for a further three years.

40.8 The second post related to a Finance Officer/Clerk post that had one labour market increment attached to it. Members were informed that the Croner data provided was slightly higher than the salary attached to the post and the comparative data showed that the salary was at the mid-way point of the scale. The evidence supported the retention of the increment. It was agreed to retain the labour market increments attached to this post for a further three years.

40.9 The third post related to a Finance Officer role. Members were informed that both the Croner data and comparative data for this post supported the retention of the increments as recruitment to the post had been difficult, and the removal of the increment may hinder this further in the future.

40.10 A member asked about the qualifications that were required for this role. It was explained that any necessary qualifications and experience would have been taken into consideration during the initial job evaluation for the post.

40.11 Members agreed to retain the labour market increments attached to this post for a further three years.

40.12 The fourth post related to the consideration of retention of three increments attached to a Reprographics Assistant post. The Croner data provided for this post was similar to the salary attached to it and the comparative data showed that the salary was fixed at the mid-way point of the scale. The evidence supported the retention of the increments.

40.13 A member asked why the response from schools regarding information on the post had been poor. It was explained that there may be a range of reasons for the low response rates including the level of priority they place on the work. It was agreed to retain the labour market increments attached to this post for a further three years.

40.14 The fifth case related to a School Secretary post that had one labour market increment attached to it. It was explained that the Croner data was higher than the salary attached to the post, and the comparative data showed that the salary was at the lower end of

the scale. The report supported the retention of the increment. Members agreed to retain the labour market increment attached to this post for a further three years.

40.15 The sixth case to be considered related to four labour market increments that were attached to a Senior ICT Systems Technician post. The Croner data provided showed a similar salary and the comparative data showed the salary was at the mid-way point of the scale, and the report supported the retention of the increments. Members agreed to retain the labour market increments attached to this post for a further three years.

40.16 The seventh case related to a Senior Midday Supervisor post that had three labour market increments attached to it. It was explained that both the Croner data and comparative data provided were at a similar level of the salary attached to the post, which supported the retention of the increments. There had also been some issues with recruitment to this post. Members agreed to retain the labour market increments attached to this post for a further three years.

40.17 The next case related to a Support Services Manager post that had one labour market increment attached to it. Members were informed that both the Croner data and comparative data provided were at a similar level, and therefore both supported the retention of the increment. It was agreed to retain the labour market increment attached to this post for a further three years.

40.18 The next case related to a Technician post which had one labour market increment attached to it. It was explained that the Croner data for this post was much higher than the salary attached to it, strongly supporting the retention of the increment.

40.19 Members were informed that the comparative data showed that the salary for the post was in-line with neighbouring councils.

40.20 A member asked if the number of increments attached to a post could be reviewed. The Committee were informed that labour market increments could not be increased during the review meetings but that they could be reduced in some cases if the evidence warranted such a change. The data for this post suggested that the increment attached was at the correct level. Members agreed to retain the labour market increment attached to this post for a further three years.

40.21 The Committee were informed that Dorset County Council schools would retain the increments for each post once agreed by members. However, academy schools were not obliged to. It was explained that a recommendation to retain the increments would be made to academies, but the decision would ultimately be their own.

Resolved

41.1 That, the Labour Market Increments be retained in respect of the Administration Officer post (as detailed in the Director's report).

41.2 That, the Labour Market Increments be retained in respect of the Finance Assistant/Clerk post (as detailed in the Director's report).

41.3 That, the Labour Market Increments be retained in respect of the Finance Officer post (as detailed in the Director's report).

41.4 That, the Labour Market Increments be retained in respect of the Reprographics Assistant post (as detailed in the Director's report).

41.5 That, the Labour Market Increments be retained in respect of the School Secretary post (as detailed in the Director's report).

41.6 That, the Labour Market Increments be retained in respect of the Senior ICT Systems Technician post (as detailed in the Director's report).

41.7 That, the Labour Market Increments be retained in respect of the Senior Midday Supervisor post (as detailed in the Director's report).

41.8 That, the Labour Market Increments be retained in respect of the Support Services Manager post (as detailed in the Director's report).

41.9 That, the Labour Market Increments be retained in respect of the Technician post (as detailed in the Director's report).

Redundancy Case (Paragraphs 1, 2 & 4)

42.1 It was explained that the redundancy case for consideration had been the result of a review of the business support function within the Environment Directorate.

42.2 Members were informed that a single support function for the Directorate had been introduced in 2011, and there had since been a review to look at the support provided. Work had been done to try and achieve savings, and a consultation had suggested multiple redundancies would need to be made, but due to the management of posts and individuals leaving their roles, the necessary redundancies had been limited to the one case in the report.

42.3 The HR Business Partner explained that after looking at the services provided, it was difficult to justify keeping the post, as this role was not present in any other directorate across the Council. It was explained that the work from this post would be taken up by various managers across the Directorate.

42.4 Members were informed that an alternative post for the individual had not been found as similar work did not feature anywhere else in the structure and other available posts were at a lower grade.

42.5 It was explained that upon the notice of dismissal, the individual would be placed on the redeployment register for thirteen weeks and during this period an alternative post would be actively sought.

42.6 Members were informed that the cost implications involving this redundancy would be recovered within nine months.

42.7 A member asked how the Environment Directorate was performing in their attempt to deliver savings. It was explained that they were on track to deliver full savings, although it had been a challenge to deliver full savings in a part year, as the new structure would not be in effect until October 2013.

42.8 Members agreed to approve the financial implications of the case submitted for consideration.

Resolved

43. That, the early introduction of pension consequent upon the dismissal of the post holder on the grounds of redundancy, in respect of post number 60006130, with effect from 27 October 2013, be approved.

Meeting Duration: 10.00am – 11.10am