



Appointments Committee

Thursday, 28 February 2008 at 2.30 p.m.
(or at the rise of the Executive Board pre-agenda meeting), Conference Room 2,
Municipal Building

A handwritten signature in blue ink that reads 'David W R'.

Chief Executive

COMMITTEE MEMBERSHIP

| | |
|---|-------------------------|
| Councillor Tony McDermott (Chairman) | Labour |
| Councillor David Findon | Conservative |
| Councillor Robert Gilligan | Labour |
| Councillor Rob Polhill | Labour |
| Councillor Linda Redhead | Liberal Democrat |
| Councillor Mike Wharton | Labour |

Please contact Lynn Cairns, Committee Services Manager - Tel (0151) 471 7529, e-mail lynn.cairns@halton.gov.uk for further information.

**ITEMS TO BE DEALT WITH
IN THE PRESENCE OF THE PRESS AND PUBLIC**

Part I

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| 1. MINUTES | 1 - 2 |
| 2. JOB EVALUATION UPDATE | 3 - 7 |

PART II

**ITEMS CONTAINING "EXEMPT" INFORMATION FALLING
WITHIN SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT
1972 AND THE LOCAL GOVERNMENT (ACCESS TO
INFORMATION) ACT 1985**

In this case the Committee has a discretion to exclude the press and public but, in view of the nature of the business to be transacted, it is RECOMMENDED that under Section 100(A)(4) of the Local Government Act 1972, having been satisfied that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Part 1 of Schedule 12A to the Act.

| | |
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| 3. RESTRUCTURING PROPOSALS | 8 - 11 |
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In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

APPOINTMENTS COMMITTEE

At a meeting of the Appointments Committee held on Wednesday, 27 June 2007 at the Council Box, Halton Stadium

Present: Councillors Polhill (Vice-Chair, in the Chair), Dennett, Findon, Gilligan, McInerney and Redhead

Apologies for Absence: None

Absence declared on Council business: Councillor McDermott

Officers present: G. Meehan and J. McCollom

In attendance: D. Charnock of Gatenby Sanderson

**ITEMS DEALT WITH
UNDER DUTIES
EXERCISABLE BY THE COMMITTEE**

APC1 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Action

The Committee considered:

- (1) whether Members of the press and public should be excluded from the meeting of the Committee during consideration of the following items of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 1, 2 and 3 of Schedule 12A of the Local Government Act 1972; and
- (2) whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it is likely that, in view of the nature of the business, exempt information will be disclosed, being information defined in Section 100 (1) and paragraphs 1, 2 and 3 of Schedule 12A of the Local Government Act 1972.

APC2 APPOINTMENT OF OPERATIONAL DIRECTOR -
SPECIALIST SERVICES

The Committee interviewed two candidates for the post of Operational Director (Specialist Services) in the Children and Young People Directorate.

RESOLVED: That Mr Paul Boyce be appointed to the post of Operational Director (Specialist Services), on Spinal Point 150, from a date to be agreed.

APC3 APPOINTMENT OF OPERATIONAL DIRECTOR -
UNIVERSAL AND LEARNING SERVICES

The Committee interviewed one candidate for the post of Operational Director (Universal and Learning Services) in the Children and Young People Directorate.

RESOLVED: That Ms Judith Kirk be appointed to the post of Operational Director (Universal and Learning Services), on Spinal Point 151, from a date to be agreed.

Meeting ended at 3.10 p.m.

REPORT TO: Appointments Committee
DATE: 28th February 2008
REPORTING OFFICER: Strategic Director – Corporate and Policy
SUBJECT: Job Evaluation – Update
WARDS: Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To report on the implementation of the National Job Evaluation Scheme.

2.0 RECOMMENDED: That

- (1) the content of this report be noted;**
- (2) the Appeals process be noted and endorsed; and**
- (3) Council be recommended to endorse the process.**

3.0 SUPPORTING INFORMATION

- 3.1 The Council has recently implemented the outcomes for the pay and grading review. This process has analysed and allocated a basic grade to all posts on Green Book terms and conditions. All such staff have received a letter explaining their new grade and what happens from here on in.
- 3.2 A joint union/management work group was established which met on a weekly basis to determine various agreements in connection with the pay and grading review such as the new pay structure, the Appeals Procedure and pay protection.
- 3.3 Whilst the Joint Working Group was considering these matters, a team of Job Analysts interviewed all postholders, with their managers, for every job on Green Book terms and conditions to analyse the job using the National Local Government Job Evaluation computerised scheme, which then allocated a score based on set criteria. Once agreement had been reached on the pay to point's line, these scores equate to a new HBC grade as detailed at Appendix A.
- 3.4 Agreement was reached on all the matters as detailed in paragraph 3.2 and the Unions have consulted with both their regional and national offices regarding the outcomes of the evaluations and balloted their membership to agree to the adoption of the new pay structure, the joint appeals process and the pay protection and other arrangements. UNISON and GMB received a positive Yes vote of 78% and 73%

accordingly, to adopting the new pay structures. A Pay and Grading Framework Agreement was drafted and has been signed by all parties.

- 3.5 The letters that were sent to staff were accompanied by an information pack telling staff the full details of the Pay Agreement, how their job was assessed, what they should do if they wish to exercise their right of appeal, etc. It is important to understand that the appeals process is very different to that of traditional grading appeal. It is more of a technical process with a job analyst inputting information provided by the appellant and their manager into the NJC system. Due to this and the potential number of appeals, it has been agreed with the Trade Unions that appeals will be heard by a management representative, a Trade Union representative and a job analyst. Given this is a variation to the traditional grading appeals process, it is recommended that the Committee endorse these arrangements.
- 3.6 Non-teaching jobs in schools have been dealt with in a slightly different way. A number of generic job descriptions for administrative and technical jobs, together with Mid-day Assistants, Kitchen Assistants/Cooks, etc., have been evaluated and will be recommended to schools for adoption. Schools will be strongly advised to adopt these grades, or if they have jobs which do not fit these generic job descriptions, then to request a separate evaluation be completed. Some schools have already started this process and the JE Team have briefed staff and evaluated jobs accordingly.
- 3.7 As the Pay and Grading review can only evaluate the basic grades for jobs, management and Unions need to now consider how premium payments and local agreements such as consolidated rates will be dealt with and a separate negotiation has now commenced to address such issues and ensure corporate consistency.

4.0 POLICY IMPLICATIONS

- 4.1 The implications on the pay policy are set out in detail in this report.

5.0 FINANCIAL IMPLICATIONS

- 5.1 The Council has made provision over recent years through the medium term financial planning process to deal with the eventualities of the Pay and Grading Review.

6.0 OTHER IMPLICATIONS

- 6.1 Now that letters have been issued to all staff, the implications for a large number of equal pay claims that have been lodged over recent months are now being considered.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children and Young People in Halton

Whilst there are no direct implications for the Council's priorities, close attention will need to be kept on any consequential recruitment and retention issues that arise from implementing the Job Evaluation outcomes.

7.2 Employment, Learning and Skills in Halton

Whilst there are no direct implications for the Council's priorities, close attention will need to be kept on any consequential recruitment and retention issues that arise from implementing the Job Evaluation outcomes.

7.3 A Healthy Halton

Whilst there are no direct implications for the Council's priorities, close attention will need to be kept on any consequential recruitment and retention issues that arise from implementing the Job Evaluation outcomes.

7.4 A Safer Halton

Whilst there are no direct implications for the Council's priorities, close attention will need to be kept on any consequential recruitment and retention issues that arise from implementing the Job Evaluation outcomes.

7.5 Halton's Urban Renewal

Whilst there are no direct implications for the Council's priorities, close attention will need to be kept on any consequential recruitment and retention issues that arise from implementing the Job Evaluation outcomes.

8.0 RISK ANALYSIS

8.1 The undertaking of the Pay and Grading Review will reduce the potential financial implications of the failure to eradicate any discriminatory pay practices from the Council's current pay arrangements.

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 The Pay and Grading Review was undertaken to eradicate, as far as is possible, any bias in pay, related to gender and to best protect the Council from any tribunal claims. It reflects the Council's approach to

the payment of its male and female employees and the eradication of any discriminatory practices.

**10.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D
OF THE LOCAL GOVERNMENT ACT 1972**

There are no background papers under the meaning of the Act.

APPENDIX A

THE NEW PAY STRUCTURE

| Grade | JE Score | Min SCP | Max SCP |
|--------------|-----------------|----------------|----------------|
| HBC 1 | Up to 280 | 4 | 8 |
| HBC 2 | 281 – 325 | 9 | 13 |
| HBC 3 | 326 – 370 | 14 | 17 |
| HBC 4 | 371 – 414 | 18 | 21 |
| HBC 5 | 415 – 458 | 22 | 25 |
| HBC 6 | 459 – 502 | 26 | 29 |
| HBC 7 | 503 – 546 | 30 | 33 |
| HBC 8 | 547 – 590 | 34 | 37 |
| HBC 9 | 591 – 635 | 38 | 41 |
| HBC 10 | 636 – 679 | 42 | 45 |
| HBC11 | 680+ | 46 | 49 |

By virtue of paragraph(s) 1, 2, 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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