

CHANGE BOARD

MINUTES of a meeting held on 14th September, 2004.

Present: Councillor H.J.W. James; Councillor A.J. Williams (Vice-Chairman);
Councillors A.D. Dobbinson, A.D. Hampton and G.C. Kemp.

Also present: Mr. D. Artess.

(a) Apology for absence -

An apology for absence was received from Councillor C.P. Franks.

(b) Minutes -

AGREED - T H A T the minutes of the meeting of the Change Board held on 9th March, 2004 be approved as a correct record.

(c) Matters Arising from the Minutes of the meeting held on 9th March, 2004 -

Attention was drawn to the final bullet point on page M.8 of the minutes: 'and subject to a further report on the implications being supplied before any agreements are approved by Council'. It was noted that this reflected an individual Member's views, and that the issue of Senior Management Performance Contracts was a matter for the Executive (Cabinet) to determine.

EXCLUSION OF PRESS AND PUBLIC

AGREED - T H A T under Section 100A(4) of the local government Act 1972, 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 Part I of Schedule 12A of the Act, the relevant paragraph(s) of the Schedule being referred to in brackets after each minute heading.

(d) Senior Management Performance Contracts (DLD) – (Exempt Information - Paragraph 1) -

Prior to consideration of this item, all Officers left the room.

The Council had agreed an HR Strategy for 2003/2006, which addressed eleven key themes including recruitment and retention. The Strategy was developed as part of the Change Plan endorsed by the Change Board.

No.

Recruitment and Retention elements of the HR Strategy had been considered by Cabinet on 4th June 2003 and by the Scrutiny Committee (Corporate Resources) on 8th July 2003. The report addressed a number of pay issues for particular groups of staff. For Directors and Heads of Service, it was considered that an external report should be commissioned and that an independent person should be identified to advise on the commissioning of that external review and for advising Members on the outcome. This approach was taken in recognition of the fact that Senior Managers within the Council would have a direct and personal interest in the matter. The approach proposed was welcomed by recognised Trade Unions. The independent person was Mr. John Picking, an ex-Chief Executive and the Council's adviser on Senior Management appraisals.

Following a tendering exercise and on the advice on the independent person, Hay were selected to undertake the review. As the review was completed Mr. Picking had to cease work as a result of ill health and his business partner Mr. Dennis Artess completed the task. In March 2004, the Change Board considered the conclusions of the Hay review, which were developed following evaluation of data and interviews with managers and agreed that a further report be brought before the Change Board prior to consideration by the Cabinet. Elected Members had indicated that although a review of Senior Management pay was necessary, this had to be underpinned by the introduction of performance contracts for individuals involved.

The Change Board had previously agreed a number of recommendations on the substantive issue of revised salaries on 9th March 2004. Mr. Artess had prepared a further report in respect of those matters on which Members had requested further details:

- A revised appraisal process linked to the review of senior management contracts
- Changes to contracts
- Financial implications

Members agreed the content of the report by Mr. Artess subject to the following additions:

- p. 9 Wording to be amended to “ The **Appraisal Panel and an Appeal** Panel would be advised by an independent person”
- p.10 4th increment point – “a ‘good’ or above rating is required to achieve **and maintain** the fourth point”

Members considered the report of the Director of Learning and Development and it was approved that recommendation 1 be amended to read ‘initial satisfactory appraisal’ and a further recommendation be added to formalise reporting arrangements for outcomes of appraisals.

A G R E E D –

No.

- (1) That a five-point salary scale be adopted for all Senior Management posts subject to this report with progression to the minimum point being subject to initial satisfactory appraisal and progress within the scale, subject to appraisal outcomes which are “good” or “excellent”.
- (2) That progress to the third point of the scale, if achieved, be consolidated and payments above point 3 be non-consolidated.
- (3) That where a poor rating is achieved, an action plan be developed for review at the next appraisal and where two consecutive poor ratings are achieved, the Council’s formal capability procedure be invoked.
- (4) That the appraisal of the Chief Executive, Directors and Heads of Service be undertaken by the following:

Chief Executive	Leader (Councillor H.J.W. James), Deputy Leader (Councillor A.J. Williams) and Leaders of the Labour (Councillor N. Moore) and Plaid Cymru (Councillor C. P. Franks) Groups
Director of Finance, ICT and Property	Leader (Councillor H.J.W. James) and Deputy Leader (Councillor A.J. Williams)
Director of Legal and Regulatory Services	Leader (Councillor H.J.W. James) and Executive Member for Legal and Regulatory Services (Councillor T.H. Jarvie)
Director of Learning and Development	Leader (Councillor H.J.W. James) and Executive Member for Lifelong Learning (Councillor A. D. Hampton)
Director of Community Services	Leader (Councillor H.J.W. James), Executive Member for Social Care (Councillor A. Clive Williams), Executive Member for Housing, Building Services and Community Safety (Councillor J. W. Thomas)
Director of Environmental and Economic Regeneration	Leader (Councillor H.J.W. James), Deputy Leader and Executive Member for Planning and Transportation (Councillor A.J. Williams), Executive Member for Visible Services (Councillors G. A. Cox), Executive Member for Economic Development and Leisure (Councillor M. R. Harvey)
Heads of Service	Director in conjunction with the Portfolio Member(s)

No.

- (5) That an Appraisal Appeals Panel be established comprising the Executive (Cabinet) Members for Human Resources and Equalities and Improvement and the Scrutiny Committee Chair for Corporate Resources.
- (6) That implementation of the new arrangements be undertaken as detailed in accordance with the proposed timescales set out in Appendix B to the report with officers progressing to the first point of the new scales, subject to satisfactory appraisal, with effect from 1st September, 2004.
- (7) That the outcomes of the appraisal process be reported to the Executive under Part II arrangements.

(e) Thanks -

Members of the Change Board expressed their thanks to Mr. Dennis Artess for his advice and comprehensive report, which had aided the good progress that had been achieved.