



Essex County Council

# Committee to Determine the Terms and Conditions of Employment of Chief and Deputy Chief Officers

13:15	Friday, 17 April 2020	Online Meeting Online
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Part of this meeting will be open to the public via telephone or online. Details about this are on the next page. Please do not attend County Hall as no one connected with this meeting will be present.

**For information about the meeting please ask for:**

Emma Tombs, Democratic Services Manager

**Telephone:** 03330 322709

**Email:** [democratic.services@essex.gov.uk](mailto:democratic.services@essex.gov.uk)

## Essex County Council and Committees Information

All Council and Committee Meetings are held in public unless the business is exempt in accordance with the requirements of the Local Government Act 1972.

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting will be held via online video conferencing.

Members of the public will be able to view and listen to any items on the agenda unless the Committee has resolved to exclude the press and public from the meeting as a result of the likely disclosure of exempt information as defined by Schedule 12A to the Local Government Act 1972.

### How to take part in/watch the meeting:

**Participants:** (Officers and Members) will have received a personal email with their login details for the meeting. Contact the Democratic Services Officer if you have not received your login.

### Members of the public:

**Online:**

You will need the Zoom app which is available from your app store or from [www.zoom.us](http://www.zoom.us). The details you need to join the meeting can be found on the next page, above the list of Agenda items.

**By phone**

Telephone from the United Kingdom: 0203 481 5237 or 0203 481 5240 or 0208 080 6591 or 0208 080 6592 or +44 330 088 5830

You will be asked for a Webinar ID and Password, these can be found on the next page, above the list of Agenda items.

**Accessing Documents**

If you have a need for documents in, large print, Braille, on disk or in alternative languages and easy read please contact the Democratic Services Officer before the meeting takes place. For further information about how you can access this meeting, contact the Democratic Services Officer.

The agenda is also available on the Essex County Council website, [www.essex.gov.uk](http://www.essex.gov.uk). From the Home Page, click on 'Running the council', then on 'How decisions are made', then 'council meetings calendar'. Finally, select the relevant committee from the calendar of meetings.

Please note that an audio recording may be made of the meeting – at the start of the meeting the Chairman will confirm if all or part of the meeting is being recorded.

- \* To access this meeting online please go to  
<https://zoom.us/j/455052702?pwd=QWo0aUpiK2xDUIVwN1h0czkyNy9qUT09>  
 (Password: 631582) or for access by phone call the number(s) on  
 the previous page using the following access code: Webinar ID:  
 455 052 702 (Password: 631582)

- |   |              |
|---|--------------|
| <b>1 Election of Chairman</b>   |              |
| To elect a Chairman for the meeting.  |              |
| <b>2 Membership, Apologies, Substitutions and Declarations of Interest</b>  | <b>5 - 5</b> |
| <b>3 Minutes 25 September 2019</b>  | <b>6 - 8</b> |
| <b>4 Uplift to pay ranges and salaries for Grades A and B (CO/04/20)</b>  | <b>9 - 9</b> |
| <b>5 Urgent Business</b>  |              |
| To consider any matter which in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified) as a matter of urgency. |              |

### Exempt Items

(During consideration of these items the meeting is not likely to be open to the press and public)

The following items of business have not been published on the grounds that they involve the likely disclosure of exempt information falling within Part I of Schedule 12A of the Local Government Act 1972. Members are asked to consider whether or not the press and public should be excluded during the consideration of these items. If so it will be necessary for the meeting to pass a formal resolution:

**That the press and public are excluded from the meeting during the consideration of the remaining items of business on the grounds that they involve the likely disclosure of exempt information falling within Schedule 12A to the Local Government Act 1972, the specific paragraph(s) of Schedule 12A engaged being set out in the report or appendix relating to that item of business.**

**6 Appointment to the role of Executive Director,  
Finance and Technology (CO/05/20)**

- Information relating to any individual;
- Information which is likely to reveal the identify of an individual;

**7 Urgent Exempt Business**

To consider in private any other matter which in the opinion of the Chairman should be considered by reason of special circumstances (to be specified) as a matter of urgency.

## **Agenda item 2**

**Committee:** Committee to Determine the Terms and Conditions of Employment of Chief and Deputy Chief Officers

**Enquiries to:** Judith Dignum, Democratic Services Officer  
Lisa Siggins, Democratic Services Officer

### **Membership, Apologies, Substitutions and Declarations of Interest**

#### **Recommendations:**

To note

1. Membership as shown below
2. Apologies and substitutions
3. Declarations of interest to be made by Members in accordance with the Members' Code of Conduct

#### **Membership**

(Quorum: 3)

Councillor D Finch  
Councillor T Ball  
Councillor S Barker\*  
Councillor D Madden  
Councillor A Turrell

\* Councillor G Mohindra is expected to attend as substitute for Councillor Barker

**Minutes of a meeting of the Committee to Determine the Terms and Conditions of Employment of Chief and Deputy Chief Officers held in Committee Room 3, County Hall, Chelmsford, CM1 1QH on Wednesday 25 September 2019 at 9.30am**

**Present:**

**Members**

Councillor D Finch (Chairman)  
Councillor T Ball  
Councillor D Madden  
Councillor A Turrell

The following officers were present in support:

Mark Carroll	Mark Carroll, Executive Director, Place & Public Health
Pam Parkes	Director, Organisational Development and People
Lisa Siggins	Democratic Services Officer

**1. Election of Chairman**

Having been nominated by Councillor Madden and seconded by Councillor Turrell, and there being no other nominations it was

**Resolved:**

That Councillor Finch be elected as Chairman for the meeting.

**2. Membership, Apologies, Substitutions and Declarations of Interest.**

The report of Membership, Apologies and Declarations of Interest was received.

Apologies were received from Councillor Walsh.

**3. Minutes of the meeting held on 24 July 2019**

The minutes of the meeting held on 24 July 2019 were approved as a correct record and signed by the Chairman.

**4. Urgent Business**

None

**5. Exclusion of the Press and Public**

Having been moved by Councillor Madden and seconded by Councillor Ball it was

**Resolved:**

That, having reached the view that the public interest in maintaining the exemption (and discussing the matter in private) outweighed the public interest in disclosing the information, the public (including the press) be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as specified in paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972 - information relating to any individual or which is likely to reveal the identity of any individual).

**6. Review of Place and Public Health Senior Leadership Team**  
(Press and public excluded)

The Committee considered a report (CO/05/19) by the Chief Executive concerning proposed changes to Senior Leadership roles in Place and Public Health.

Mark Carroll explained the changes involved and clarified issues raised by members in respect thereof.

It having been moved by Councillor Finch and seconded by Councillor Ball it was

**Resolved:**

- (1) To delete the role of Director, Economic Growth and Localities.
- (2) To delete the role of Director, Strategic Commissioning and Policy.
- (3) To create two new roles of Director, Sustainable Growth.
- (4) That the temporary acting up arrangements for Steve Evison in the role of Director, Strategic Commissioning be extended until the end of March 2020 to provide the capacity at Director level throughout the consultation/selection process required as a result of the proposed changes.
- (5) That the temporary acting up arrangements for Ian Doyle in the role of Director, Waste and Environment be extended until the end of January 2020 to provide the ongoing capacity required whilst the selection process is completed.
- (6) To note the proposed impact of the recommendations and consultation, including adjustments to the portfolios of other Directors within Place and Public Health.

**7. Urgent Exempt Business**

None

The meeting closed at 9.50am

.....  
Chairman

.....  
Date



CO/04/20

<b>Report title:</b> Uplift to pay ranges and salaries for Grades A and B	
<b>Report to:</b> Committee to Determine the Terms & Conditions of Chief and Deputy Chief Officers	
<b>Report author:</b> Gavin Jones, Chief Executive	
<b>Date:</b> 24 March 2020	<b>For:</b> Decision
<b>Enquiries to:</b> Pam Parkes, Director, Organisation Development or Alison Woods, Head of People Business Partnering & Employment Practice	
<b>County Divisions affected:</b> All Essex	

## 1. Introduction

- 1.1 The purpose of this report is to make recommendations to the Chief and Deputy Chief Officer Panel (CDCOP) in relation to the application of a 2% increase to Grade A and B pay range and salaries

## 2 Recommendations

- 2.1 Agree to apply a 2% increase to Grade A and B pay range and salaries.

## 3. Report Detail

### 3.1 **Increase the salary range of Grade A by 2% and apply a 2% increase to the salaries of those in Grades A and B**

- 3.1.2 Analysis and salary benchmarking of movement in the public and not for profit and regional markets of roles in Grades A and B suggests that we should increase the pay for these roles.
- 3.1.3 The application of a 2% increase will ensure that we keep pace with the market and are able to attract and retain key talent.
- 3.1.4 The Chief Executive recommends increasing the salaries of those on Grade A by and B 2%, with effect from 1 April 2020.

## 4. Financial Implications

## 5. List of Background Papers

Pay analysis except insofar as it includes exempt information.