



Essex County Council

Senior Management Employment Committee

12:00	Friday, 17 March 2023	E3A, County Hall
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For information about the meeting please ask for:

- Freddey Ayres, Democratic Services Officer,
- Gemma Bint, Democratic Services Officer,
- Michael Hayes, Democratic Services Assistant **or**
- Emma Hunter, Democratic Services Officer

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5	Urgent Business 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 Regrading of Deputy Chief Officer Role**
 - Information which is likely to reveal the identify of an individual;
- 7 Recognition Payment for a Chief Officer**
 - Information which is likely to reveal the identify of an individual;
- 8 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.

Committee: Senior Management Employment Committee

Enquiries to: Emma Hunter, Democratic Services Officer
Gemma Bint, 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 K Bentley
Councillor L McKinlay
Councillor C Whitbread
Councillor C Pond
Councillor M Mackrory

Minutes of a meeting of the Senior Management Employment Sub-Committee held in E4MR1, County Hall, Chelmsford on Monday, 21 March 2022 at 10.00 am.

Present:

Members

Councillor L McKinlay Chairman
Councillor B Egan
Councillor M Mackrory

The following officers were present in support:

Richard Puleston Director, Policy
Alison Woods Director, People BP and Employment Practice
Emma Hunter Democratic Services Officer (items 1 – 4 only)

1. Election of Chairman

Nominations having been duly received, it was

Resolved:

That Councillor L McKinlay be elected as Chairman for the meeting.

2. Membership, Apologies, Substitutions and Declarations of Interest

Apologies were received from Cllr T Ball, for whom Cllr B Egan substituted.

Cllr B Egan declared a code interest in that she had a meeting scheduled with one of the candidates on a matter unrelated to the appointment. Cllr Egan participated fully throughout the meeting.

3. Minutes of this meeting

Resolved:

That authority be delegated to the Chairman to confirm as a correct record and sign the minutes of this meeting, of which the outcome will be reported to a future meeting of the Senior Management Employment Committee.

4. Urgent Business

None.

Exclusion of the Press and Public

Having been moved by Councillor McKinlay and seconded by Councillor Egan 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).

5. Appointment of Head of Levelling Up Coordination
(Press and public excluded)

The Sub-Committee agreed an appointment to the position of Head of Levelling Up Coordination based on the outcome of an interview.

Resolved:

That the post of Head of Levelling Up Coordination be offered to Rebecca Gipp.

6. Urgent Exempt Business

None.

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Chairman

.....
Date

Minutes of a meeting of the Senior Management Employee Committee held in Room E2A, County Hall, Chelmsford, CM1 1QH on Thursday 31 March 2022 at 5:00 p.m.

Present:

Members

Councillor L McKinlay
Councillor M Mackrory
Councillor C Whitbread

The following officers were present in support:

Pam Parkes	Executive Director, People and Transformation
Emma Tombs	Democratic Services Manager
Alison Woods	Director, People BP and Employment Practice (via Teams)
Ellen Clark	Lead People Business Partner (via Teams)

1. Election of Chairman

Having been nominated by Councillor C Whitbread and seconded by Councillor M Mackrory, and there being no other nominations it was

Resolved:

That Councillor L McKinlay 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 K Bentley and Councillor M Hoy. There were no substitutions or declarations of interest.

3. Minutes of Previous Meetings

The minutes of the meeting held on 14 March 2022 were approved as a correct record and signed by the Chairman.

4. Uplift to Grade A and B salary ranges and salaries

The Committee considered a report by Gavin Jones, Chief Executive in relation to an uplift to Grade A and B salary ranges and salaries. The recommendation was supported and agreed by the Committee and the following was

Resolved:

To apply a 1.5% increase to Grade A and B pay ranges and salaries with effect from 1 April 2022.

5. Urgent Business

There were no matters of urgent business.

The meeting closed at 17:03pm.

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Chairman

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Date

Minutes of a meeting of the Senior Management Employment Sub-Committee held in Committee Room 1, County Hall, Chelmsford on Monday, 10 October 2022 at 11:30am.

Present:

Members

Councillor L Scott	Chairman
Councillor L Wagland	
Councillor M Mackrory	

The following officers were present in support:

Mark Ash	Executive Director, Climate, Environment and Customer
Alison Woods	Director, People BP and Employment Practice
Emma Hunter	Democratic Services Officer (items 1 – 4 only)

1. Election of Chairman

Nominations having been duly received, it was

Resolved:

That Councillor L Scott be elected as Chairman for the meeting.

2. Membership, Apologies, Substitutions and Declarations of Interest

No apologies were received.

There were no declarations of interest.

3. Minutes of this meeting

Resolved:

That authority be delegated to the Chairman to confirm as a correct record and sign the minutes of this meeting, of which the outcome will be reported to a future meeting of the Senior Management Employment Committee.

4. Urgent Business

None.

Exclusion of the Press and Public

Having been moved by Councillor Scott and seconded by Councillor Wagland 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).

5. Appointment of Director, Highways and Transportation.

(Press and public excluded)

The Sub-Committee agreed an appointment to the position of Director, Highways and Transportation based on the outcome of an interview.

Resolved:

That the post of Director, Highways and Transportation be offered to Paul Crick, and that the Executive Director and Director of Organisation Development and People and Service Transformation be given delegated authority to determine an uplift to the existing 'rate for the job'.

6. Urgent Exempt Business

None.

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Chairman

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Date

Minutes of a meeting of the Senior Management Employment Sub-Committee held in Committee Room 1, County Hall, Chelmsford on Monday, 30 November 2022 at 10:30am.

Present:

Members

Cllr Christopher Whitbread Chairman
Cllr Lesley Wagland
Cllr Mike Mackrory

The following officers were present in support:

Tom Walker	Executive Director: Economy Investment & Public Health
Alison Woods	Director, People BP and Employment Practice
Freddey Ayres	Democratic Services Officer (items 1 – 4 only)
Michael Hayes	Democratic Services Assistant (items 1 – 4 only)

1. Election of Chairman

Nominations having been duly received, it was

Resolved:

That Christopher Whitbread be elected as Chairman for the meeting.

2. Membership, Apologies, Substitutions and Declarations of Interest

No apologies were received.

There were no declarations of interest.

3. Minutes of this meeting

Resolved:

That authority be delegated to the Chairman to confirm as a correct record and sign the minutes of this meeting, of which the outcome will be reported to a future meeting of the Senior Management Employment Committee.

4. Urgent Business

None.

Exclusion of the Press and Public

Having been moved by Councillor Whitbread and agreed unanimously 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).

5. Appointment of Director, Performance, Investment & Delivery
(Press and public excluded)

The Sub-Committee agreed an appointment to the position of Director, Performance, Investment & Delivery based on the outcome of an interview.

Resolved:

That the post of Director, Performance, Investment & Delivery be offered to Ben Finlayson.

6. Urgent Exempt Business

None.

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Chairman

.....
Date

Report title: Uplift to Grade A and B salary ranges and salaries	
Report to: Senior Management Employment Committee (SMEC)	
Report author: Gavin Jones, Chief Executive	
Date: 17 March 2023	For: Decision
Enquiries to: Gavin Jones, Chief Executive	
County Divisions affected: All Essex	

1. Request uplift to Grades A and B grades and salaries with effect from 1 April 2023

The purpose of this report is to make recommendations to the Senior Management Employment Committee (SMEC) in relation to a review of the salaries paid at Grade A and B pay ranges.

2 Recommendations

- 2.1 Apply a 4.0% increase to Grade A and B pay ranges and salaries with effect from 1 April 2023.

3 Background and Proposal

3.1 Increase the salary ranges of Grade A and B by 4.0% and apply a 4.0% increase to the salaries of those in Grades A and B

- 3.1.1 The budget includes a 5.0% allowance to deal with an increase in pay. Pay for officers at grades C or below is decided by the Chief Executive, acting within the budget agreed at Full Council in February 2023
- 3.1.2 Although the overall investment of 5% is not sufficient to ensure that our salaries keep pace with the market in all cases and will be outstripped by inflation, it does enable us to support employees to offset some elements of the increasing cost of living. On 23 February the National Joint Council (Local Government Services) made a pay offer for 2023/24 increasing pay rates by £1,925 or 3.88%, whichever is higher. The % cost of this will depend on the demographics of the council. Applying this to Essex County Council would result in an overall increase of around 5.8% compared to the 5% allowed for within the budget.
- 3.1.3 It should be remembered that those on Grades A and B did not benefit from any salary increase in 2021/22 and received a lower increase (1.5% compared to 2%/2.25% for all employees) in 2022/23.

- 3.1.4 There is continued pressure on recruitment at all levels in the council and as such we need to ensure our Grade A and B roles remain competitive so that we are able to attract and retain key talent. Data from Korn Ferry indicates that senior manager jobs at Director level and above have increased by, on average, 11% in the past two years compared to jobs below this level where the average increase has been around 8%. In addition, the Government has reduced the additional rate income tax threshold from £150,000 to £125,140. This increases the number of senior managers paying income tax at 45% (from 7 to 14) and reduces their net pay. The recommended 4% increase will help mitigate that loss although will not remove it completely in some circumstances.
- 3.1.5 The Chief Executive recommends that the salaries of those on Grades A and B be increased by 4.0% with effect from 1 April 2023. A table showing the previous and proposed salaries is shown below:

Grade	Current			Proposed		
	Lowest point	Mid-point	Top of grade	Lowest point	Mid-point	Top of grade
A	£147,479	£162,600	£177,762	£153,379	£169,104	£184,873
B1	£126,566	£136,505	£146,392	£131,629	£141,966	£152,248
B2	£104,566	£115,022	£125,479	£108,749	£119,623	£130,499
B3	£84,714	£94,109	£103,520	£88,103	£97,874	£107,661

4 Issues for consideration

4.1 Financial implications

- 4.1.1 The approved budget for 2023/24 includes an assumed uplift of 5% for pay (c£15.5m).
- 4.1.2 The recommended uplift for grades A and B (4%) is therefore clearly within the resource envelope assumed. However, this decision cannot be taken in isolation without acknowledgement of the financial impact of the overall recommendations for pay in 2023/24, which could be c£500,000 in excess of the budget (including an allowance for uplifts to non-Essex pay groups which have yet to be agreed).
- 4.1.3 There are planned mitigations for the pressure in 2023/24 however there will be base pressure of c£500,000 from 2024/25 that will need to be managed through the MTRS.

4.2 Legal implications

- 4.2.1 Under our constitution this decision is reserved to this Committee.

5 Equality and Diversity Considerations

- 5.1 The Public Sector Equality Duty applies to the Council when it makes decisions. The duty requires us to have regard to the need to:
- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act. In summary, the Act makes discrimination etc. on the grounds of a protected characteristic unlawful
 - (b) Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
- 5.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, gender, and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).
- 5.3 The equality impact assessment indicates that the proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic.

6 List of Appendices

Equality impact assessment

7 List of Background papers

None

Equalities Comprehensive Impact Assessment

Reference: ECIA492793718

Submitted: 02 March 2023 18:03 PM

Executive summary

Title of policy / decision: Essex County Council 2023/24 Pay Review

Policy / decision type: Executive Director Decision (EDD)

Overview of policy / decision:

Annual salary review

Following CLT agreement and budget approval by Full Council on 9th February 2023 the following salary increases are proposed:

- Raise the minimum level of pay for employees to £11.59 per hour (excludes apprentices on apprenticeship schemes where national pay rate apply)
- Increase the rate of pay for employees on the SCCF by £1,925 per annum
- Identify and increase where appropriate 'hard to fill' roles between 4% to 8% depending on market data
- Increase all other roles by 4%
- Increase Grades A-B by 4% (SMEC decision)

What outcome(s) are you hoping to achieve?:

The annual salary review aims to ensure that the Council's rate of pay keep aligned to the market. In the differential way the proposals have been made we are targeting greater increases for employees on lower rates of pay. This helps with increased cost of living expenses and helps with the Council's Levelling up agenda.

Executive Director responsible for policy / decision: Gavin Jones (Chief Executive)

Cabinet Member responsible for policy / decision: Kevin Bentley (Leader of the Council)

Is this a new policy / decision or a change to an existing one?: Change to an existing policy / decision

How will the impact of the policy / decision be monitored and evaluated?: Through pay benchmarking and annual statutory gender pay gap reporting mechanisms

Will this policy / decision impact on:

Service users: No

Employees: Yes

Wider community or groups of people: No

What strategic priorities will this policy / decision support?: Strong, Inclusive and Sustainable Economy, Health, Independence and Wellbeing for All Ages

Which strategic priorities does this support? - Economy?: Good jobs, Levelling up the economy

Which strategic priorities does this support? - Health: Promoting independence, Levelling up health

What geographical areas of Essex will the policy / decision affect?: All Essex

Digital accessibility

Is the new or revised policy linked to a digital service (website, system or application)?: No

Equalities - Groups with protected characteristics

Age

Nature of impact: Positive

Extent of impact: Medium

Disability - learning disability

Nature of impact: None

Disability - mental health issues

Nature of impact: None

Disability - physical impairment

Nature of impact: None

Disability - sensory impairment

Nature of impact: None

Sex

Nature of impact: None

Gender reassignment

Nature of impact: None

Marriage / civil partnership

Nature of impact: None

Pregnancy / maternity

Nature of impact: None

Race

Nature of impact: None

Religion / belief

Nature of impact: None

Sexual orientation

Nature of impact: None

Rationale for assessment, including data used to assess the impact: Proposed rates of pay have been compared to current rates of pay and analysed by protected characteristic. All employees will receive a pay increase of at least 4%, with some employees receiving more through either market conditions (a limited number of employees) or an increase in the minimum rate of pay applied. Where the council holds data it shows that for example the impact on male and female workers is equally positive to both genders. This is the same for all protected characteristics, where the Council holds data, with the exception of age. Younger employees, on average, will receive higher increases than older employees. This is due to younger employees being on lower rates of pay and a higher proportion of them are being uplifted due the increase in the minimum proposed rate of pay. The same is happening with part time employees compared to fulltime. Again, this is due to a higher proportion of part time employees being uplifted by the increase in the minimum rate of pay being applied.

What actions have already been taken to mitigate any negative impacts: There are no negative impacts

Levelling up - Priority areas & cohorts

Children and adults with SEND, learning disabilities or mental health conditions (taking an all-age approach)

Nature of impact: None

Children on Free School Meals

Nature of impact: None

Working families

Nature of impact: None

Young adults (16-25 who have not been in education, training or employment for around 6-12 months)

Nature of impact: None

Harlow

Nature of impact: None

Jaywick and Clacton

Nature of impact: None

Harwich

Nature of impact: None

Basildon (Town) housing estates

Nature of impact: None

Canvey Island

Nature of impact: None

Colchester (Town) - Housing Estates

Nature of impact: None

Rural North of the Braintree District

Nature of impact: None

Rationale for assessment, including data used to assess the impact: The proposal is concerned with employees. If there is any impact on the above areas then it will be positive in that employees living in the areas will have an increased salary

What actions have already been taken to mitigate any negative impacts: Not applicable

Equalities - Inclusion health groups and other priority groups

Refugees / asylum seekers

Nature of impact: None

Homeless / rough sleepers

Nature of impact: None

Offenders / ex-offenders

Nature of impact: None

Carers

Nature of impact: None

Looked after children

Nature of impact: None

Veterans

Nature of impact: None

People who are unemployed / economically inactive

Nature of impact: None

People on low income

Nature of impact: Positive

Extent of impact: Medium

Working families

Nature of impact: Positive

Extent of impact: Medium

Rationale for assessment, including data used to assess the impact: This proposal concerns employees. Where ECC has employees on lower incomes we are proposing to increase salary to above the Real Living Wage which will make a big impact on their take home pay. Pay increases supports working families

What actions have already been taken to mitigate any negative impacts: Not applicable

Equalities - Geographical Groups

People living in areas of high deprivation

Nature of impact: None

People living in rural or isolated areas

Nature of impact: None

People living in coastal areas

Nature of impact: None

People living in urban or over-populated areas

Nature of impact: None

Rationale for assessment, including data used to assess the impact: Assessed as none - if there any impacts then they will be positive as people (employees) from the above groups will have higher salaries

What actions have already been taken to mitigate any negative impacts: Not applicable

Families

Family formation (e.g. to become or live as a couple, the ability to live with or apart from children)

Nature of impact: None

Families going through key transitions e.g. becoming parents, getting married, fostering or adopting, bereavement, redundancy, new caring responsibilities, onset of a long-term health condition

Nature of impact: None

Family members' ability to play a full role in family life, including with respect to parenting and other caring responsibilities

Nature of impact: None

Families before, during and after couple separation

Nature of impact: None

Families most at risk of deterioration of relationship quality and breakdown

Nature of impact: None

Rationale for assessment, including data used to assess the impact: Assessed as none. If there are any impacts they will positive as people (employees) will have higher salaries

What actions have already been taken to mitigate any negative impacts: Not applicable

Climate

Does your decision / policy involve elements connected to the built environment / energy?: No

Does your decision / policy involve designing service provision and procurement to minimise freight and staff travel and enable use of active and public transport options?: No

Does your decision / policy involve elements connected to waste?: No

Action plan to address and monitor adverse impacts

Does your ECIA indicate that the policy or decision would have a medium or high adverse impact on one or more of the groups / areas identified?: No

Details of person completing the form

I confirm that this has been completed based on the best information available and in following ECC guidance: I confirm that this has been completed based on the best information available and in following ECC guidance

Date ECIA completed: 02/03/2023

Name of person completing the ECIA: Graham Thurston

Email address of person completing the ECIA: graham.thurston@essex.gov.uk

Your function: People and Transformation

Your service area: Reward

Your team: Reward

Are you submitting this ECIA on behalf of another function, service area or team?: No

Email address of Head of Service: alison.woods@essex.gov.uk