

PUBLIC

**MINUTES** of a meeting of the **APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE** held on Tuesday, 24 May 2022 at Committee Room 3, County Hall, Matlock.

**PRESENT**

Councillor B Lewis (in the Chair)

Councillors S Spencer, J Dixon, R George, S Hobson, T Kemp and S Swann.

Apologies for absence were submitted for Councillor R Flatley.

**1/22 TO RECEIVE DECLARATIONS OF INTEREST (IF ANY)**

There were no declarations of interest.

**2/22 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 3 NOVEMBER 2021**

RESOLVED:

That the minutes of the meeting held on 3 November 2021 be confirmed as a correct record and signed by the Chairman.

**3/22 CHIEF EXECUTIVE, CHIEF OFFICER, LOCAL GOVERNMENT SERVICE, SOULBURY, DEGREE AND HIGHER APPRENTICE 2021-22 PAY AGREEMENT**

The Committee was asked to note the implementation of a one year pay agreement as follows:

The national pay agreement for Local Government Service employees:

- A one year pay deal effective from 1 April 2021
- 2.75% pay award on pay grade 1/2 at to achieve a minimum pay rate of £9.50 per hour
- 1.75% pay award on grade 3 to grade 16

The national pay agreement for Chief Executives and Chief Officers:

- A one year pay deal effective from 1 April 2021
- 1.5% pay award on all pay points for chief executives and chief officers (grade 17 and above)

The national pay agreement for Soulbury employees:

- A one year pay deal effective from 1 September 2021
- 1.75% pay award on all pay points

RESOLVED:

That the Committee notes the pay agreement applied as outlined within the report.

**4/22 APPLICATION FOR THE DERBYSHIRE ADULT COMMUNITY EDUCATION SERVICE (DACES) PAY OFFER 2021-22 TO BE AWARDED AT 1.75%**

The Committee was asked to consider and approve a one year pay agreement at 1.75% for Derbyshire Adult Community Education Service (DACES) employees for 2021-22.

RESOLVED:

In line with the pay agreement for Local Government Services, it was agreed that the DACES staff on different pay terms are given a pay agreement of 1.75% from 1 September 2021 – 31 August 2022.

**5/22 REVISED EMPLOYMENT PROCEDURE: ATTENDANCE MANAGEMENT AND ILL HEALTH CAPABILITY**

The Committee was asked to approve the revised Attendance Management and Ill Health Capability procedure.

The updated procedure was aligned to the Council's Wellbeing Strategy as a supportive measure to both managers and employees. Similarly, the Council's approach to Modern Ways of Working had also been considered when making amendments to the procedure. The procedure had now been revised and developed in line with ACAS guidance and the Equality Act 2010 and took account of operational experience and requirements.

The revised procedure which was attached at Appendix 2 to the report included detailed manager guidance to assist implementation. Following feedback from the recognised trade unions, further work would be undertaken to develop employee guidance, including employee responsibilities, signposting to relevant resources and support they could expect from their manager. The main changes to the procedures were detailed in the report.

RESOLVED:

That the Committee approves the revised Attendance Management and Ill Health Capability Procedure which will be implemented with effect from 1 June 2022.

**6/22 INTERIM PERFORMANCE DEVELOPMENT REVIEW (PDR)**

## **FRAMEWORK 2022-23**

A report was received outlining the performance management process for senior leaders in the form of a Performance Development Review (PDR) framework for roles at grade 14 and above.

Aligned to the Council's People Strategy and following a review of the current My Plan process, a trial of a revised approach for senior leaders was launched. The approach aimed to address some of the key feedback from stakeholders with regard to the My Plan process.

The trial of the PDR framework had commenced in 2021-22 and would continue into 2022-23 for colleagues at grade 14 and above (including Executive Directors). The PDR framework aimed to enable everyone to understand how they contributed to the organisation's success and link their individual objectives to the Council and service plans.

RESOLVED:

That the Committee note the interim PDR framework currently being trialled by all senior leaders at grade 14 and above and the intention to review the approach for 2023-24.

## **7/22 MANAGING DIRECTOR PERFORMANCE APPRAISAL**

In June 2019, the ACOS committee was presented with an Executive Director appraisal process which set how the Leader of the Council would undertake the performance appraisal of the four Executive Directors at that time. Following the approval of the revised Senior Officer leadership in September 2021 and the introduction of the Managing Director role to the Council's structure with effect from 1 January 2022, it had therefore been necessary to develop a new Managing Director Appraisal Policy. The Managing Director would now assume responsibility for undertaking Performance Appraisal for the four Executive Directors.

RESOLVED:

That the Committee:

- a) approves the Managing Director Appraisal Process;
- b) notes the performance appraisal of the Executive Directors be undertaken by the Managing Director with effect from 1 June 2022; and
- c) proposes that the terms of reference for ACOS be amended as detailed in the report and referred to the Governance, Ethics and Standards Committee and then full Council for approval.

## **8/22 DERBYSHIRE COUNTY COUNCIL'S SENIOR OFFICER**

## **ACCOUNTABILITY FRAMEWORK**

A report had been submitted to Full Council in September 2021 relating to the proposal to introduce a permanent senior officer reporting model. Full Council had approved the Director of Organisation Development and Policy to commission an independent review of the council's senior pay and grading framework which was undertaken by Korn Ferry.

An ACOS working group and trade union workstream had considered information relating to the senior accountability framework taking into account the independent report from Korn Ferry.

Korn Ferry supported the Council to develop level descriptors providing a high-level description and more detailed descriptors. The level descriptors would provide the Council with a framework to enable clarity on role boundaries and to ensure accountability levels were clearly defined between the Managing Director, Executive Directors, Directors and Assistant Directors.

Korn Ferry's remit included the provision of market pay data and development of a grading structure. The level descriptors and pay benchmarking data were provided to enable an effective pay and grading structure to be created, however, the ACOS working group was of the view that the pay and grading structure should not be reviewed for senior roles in isolation to the remainder of the workforce.

All roles evaluated had standardised collective leadership responsibilities within the job and person profile to ensure synergy and consistency across the profiles. The job evaluation outcomes undertaken by Korn Ferry demonstrated that reference levels remained appropriate based on the current role portfolios.

RESOLVED:

That the Committee:

- a) approves the adoption of the level descriptors for future use in job design to provide a consistent basis and framework for accountabilities;
- b) supports the development of clear service level agreement with Korn Ferry for future evaluations;
- c) approves that the standardised collective leadership responsibilities within job and person profiles used in this review be utilised for future roles developed, evaluated and advertised to ensure consistency;
- d) agrees that the review of the senior pay and grading framework is complete and that no changes to the pay and grading structure will be made at this time for the reasons set out in the report; and

e) agrees that an update report will be submitted to Full Council at its meeting on 13 July 2022.

**9/22 EXCLUSION OF THE PUBLIC**

To move that under Section 100(a)(4) of the Local Government Act 1972 that the public be excluded from the meeting for the following items of business on the grounds that in view of the nature of the business, that if members of the public were present exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 would be disclosed to them and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**10/22 TO RECEIVE DECLARATIONS OF INTEREST (IF ANY)**

There were no declarations of interest.

**11/22 TO CONFIRM THE EXEMPT MINUTES OF THE MEETING HELD ON 3 NOVEMBER 2021**

RESOLVED:

That the exempt minutes of the meeting held on 3 November 2021 be confirmed as a correct record and signed by the Chairman.