



AGENDA

GENERAL PURPOSES COMMITTEE MEETING

Date: Wednesday, 8 July 2020
Time: 5.15pm
Venue: Virtual Meeting via Skype

Membership:

Councillors Mike Baldock (Vice-Chairman), Mike Dendor, Angela Harrison, Alan Horton, Denise Knights, Richard Palmer, Roger Truelove (Chairman), Mike Whiting and Corrie Woodford.

Quorum = 3

INFORMATION FOR THE PUBLIC

Details of how to join the meeting will be added the website after 4pm on Tuesday 7 July 2020.

Privacy Statement

Swale Borough Council (SBC) is committed to protecting the privacy and security of your personal information. As data controller we ensure that processing is carried out in accordance with the Data Protection Act 2018 and the General Data Protection Regulations. In calling to join the meeting your telephone number may be viewed solely by those Members and Officers in attendance at the Skype meeting and will not be shared further. No other identifying information will be made available through your joining to the meeting. In joining the meeting you are providing the Council with your consent to process your telephone number for the duration of the meeting. Your telephone number will not be retained after the meeting is finished.

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1. Apologies for Absence and Confirmation of Substitutes
 2. Minutes

To approve the [Minutes](#) of the Meeting held on 18 March 2020 (Minute Nos. 630 - 633) as a correct record.

3. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

Part A for Recommendation to Council

4. Amendments to Council Procedure Rules - Leader's Statement 3 - 6

Part B for Information

5. Salary review of the Chief Executive post 7 - 12

Issued on Tuesday, 30 June 2020

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of this Committee, please visit www.swale.gov.uk

General Purposes Committee	
Meeting Date	8 July 2020
Report Title	Amendments to council procedure rules: Leader's statement
Cabinet Member	Cllr Roger Truelove – Council Leader
SMT Lead	David Clifford – as Monitoring Officer
Head of Service	
Lead Officer	
Key Decision	No
Classification	Open
Recommendations	1. General purposes committee is asked to recommend the revised wording in paragraph 3.1 to council for incorporation into the constitution.

1 Purpose of Report and Executive Summary

- 1.1 This report proposes a change to the council procedure rules to allow more members than the leader of the opposition to respond to the leader's statement.

2 Background

- 2.1 The administration which took office in May 2019 wanted to change the format of the leader's statement to make it shorter than had previously been the case, primarily in order to create more time on council agendas for debating motions.
- 2.2 This approach has essentially worked well, with at least one and often two motions now being debated at a typical council meeting. However, in order to provide members with more opportunities to express themselves on more general matters affecting the borough, it is now felt that some loosening of the restrictions on who can speak in response to the leader's statement would be beneficial.
- 2.3 Prior to 2019 the rule was that members could ask questions – but by implication not make general comments – about the statement. This led to the situation in which members would make frequently long orations concluded by a simple, "Does the leader agree?". It should probably be accepted that members will want to make statements of their own and should not be restricted to questions.
- 2.4 Given the ongoing desire to have time for debating motions, there should be a time limit for the discussion of the leader's statement. In order to create time for more members to speak, the proposal is that this should be extended from the current 15 minutes to 30 minutes.

3 Proposals

- 3.1 The proposal is to insert the words in bold italics into what the council procedure rules currently say about the leader's statement, as follows:

At ordinary meetings of the Council (except the Annual Meeting) the Leader shall give an update report on the main areas of work of the Executive. ~~This will not be subject to debate but~~ The leader of any group which is not represented on the Executive may make a statement in response to the Leader's statement, ***following which any other member may also make a statement, subject to there being sufficient time.*** The Leader will then be given an opportunity to respond to any such statements.

The Leader's statement will be a maximum of seven minutes. Any group leader who wishes to respond will have a maximum of five minutes. ***Any other member who wishes to speak will have a maximum of three minutes.*** The Leader will have a final right of reply at the end of the statement(s) of three minutes. ***The whole agenda item will have a time limit of 30 minutes.***

4 Alternative Options

- 4.1 There are a wide range of options for how the procedure rules should deal with the leader's statement. The current proposal is an evolution based on experience of how different formats have worked to date.

5 Consultation Undertaken or Proposed

- 5.1 The administration's desire to provide more members with the ability to make statements in response to the leader's statement was first mentioned at council in June, where it received a positive response from the leader of the opposition.

6 Implications

Issue	Implications
Corporate Plan	This change would support the priority 'Renewing local democracy and making the council fit for the future' in the emerging corporate plan.
Financial, Resource and Property	No specific implications identified at this stage.
Legal, Statutory and Procurement	Given that the leader's statement is not a decision-making agenda item, there is wide legal flexibility over how it should be structured.
Crime and Disorder	No specific implications identified at this stage.

Environment and Sustainability	No specific implications identified at this stage.
Health and Wellbeing	No specific implications identified at this stage.
Risk Management and Health and Safety	No specific implications identified at this stage.
Equality and Diversity	No specific implications identified at this stage.
Privacy and Data Protection	No specific implications identified at this stage.

7 Appendices

7.1 None.

8 Background Papers

8.1 There are no relevant background papers.

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General Purposes Committee	
Meeting Date	8 July 2020
Report Title	Salary Review of Chief Executive Post
Cabinet Member	Leader of the Council, Roger Truelove
SMT Lead	N/A
Head of Service	N/A
Lead Officer	Bal Sandher, Head of HR Shared Services
Key Decision	No
Classification	Open
Recommendations	<ol style="list-style-type: none"> 1. The Chief Executive and the statutory role of Head of Paid Services pay grade is amended to reflect the median pay based on the salary review. 2. The Committee agree to pay a separate fee to the Chief Executive for undertaking the role of a Returning Officer in elections.

1 Purpose of Report and Executive Summary

- 1.1 The purpose of this report is to review the salary range of the Chief Executive role against salary data for Chief Executives in Kent. The postholder is generally also required to act as Electoral Registration Officer and as Returning Officer during elections.

2 Background

- 2.1 The Chief Executive's role in local government is highly complex, managing diverse functions in a highly politicised environment where often local and national pressures conflict. The Council's ability to attract and retain a high calibre leader capable of delivering this complex agenda, particularly during times of financial challenge is crucial.
- 2.2 The Council has been without a Chief Executive in post since March 2019 and it has been agreed that the Council make arrangements for the recruitment of a Chief Executive/Head of Paid Service in accordance with the constitution rules.
- 2.3 The remuneration offered for the post needs to be adequate to attract and retain a high quality employee dedicated to the service of the public. Therefore, consideration will need to be given to the current salary range for the Chief Executive to ensure that this is appropriate within the context of the size and scope of the council and competitiveness in the market. This will be extremely important in the current challenging financial climate.

- 2.4 The terms and conditions for employees are a non-executive function, and the responsibility for decisions on these matters is delegated to the General Purposes Committee.
- 2.5 The current Reward Strategy was developed in full consultation with trade unions, staff, and Members and was agreed by the General Purposes Committee in 2010. This was a very thorough piece of work that ensured the Council managed the terms of employees at all levels in the same way and applied the principles of equal pay and performance management to the scheme that was developed.
- 2.6 The current pay scale has up to five increments per grade which recognise that with development in a role over time an employee is of more value to the organisation and therefore warrants a higher salary. The incremental steps are evenly spaced percentages throughout the scale. There are fewer incremental points in the lower grades and more in the more complex roles. The council's Pay Policy is to pay the Market Median where the market is used for the salary data and new appointments to a post will normally be at the first point of the grade.
- 2.7 The salary range for the post of Chief Executive is currently £136,754 to £159,981, with 5 incremental points. The salary also increases annually in line with the pay award agreed with the Trade Unions which is applied to all staff.
- 2.8 A review of Chief Executive salaries for Kent has been carried out and the table below outlines the minimum and maximum salary bands which are based on 2019 salaries. Please note, this does not include any other additional payments received by the Officers.

Council	Salary Minimum	Salary Maximum
Ashford	£105,456	£117,147
Maidstone	£109,407	£129,947
Canterbury	£110,000	£146,880
Dover	£111,186	£125,815
Gravesham	£112,564	£123,819
Thanet	£113,988	£129,815
Tunbridge Wells	£114,000	£126,000
Tonbridge & Malling	£115,000	£124,999
Folkestone & Hythe	£118,236	£143,715
Dartford	£120,207 (1 pay point)	£120,207 (1 pay point)
Sevenoaks	£133,914	£150,634
Swale	£136,754	£159,981

- 2.9 Based on the salary review, the pay band for Swale's Chief Executive is higher compared to other councils in Kent. Part of the reason for this is because the

remuneration for the role of Returning Officer in SBC elections is currently included within the overall salary package and therefore no additional payments for these elections are paid to the CEO. In other local authorities, Chief Executives are paid separately for their duties as a Returning Officer in elections funded from the council budget.

- 2.10 The median pay for Chief Executives/Head of Paid Service roles based on the minimum and maximum of the salary bands is £113,994 - £127,908. It is proposed that the salary band for Swale's CEO grade is amended to reflect a similar salary level as the median pay figures so that it is more consistent compared to other Chief Executives who are operating in similar sized organisations and with almost identical responsibilities for Head of Paid Service. A copy of the current and amended pay scales is in appendix 1.
- 2.11 It is important that reward arrangements are at the right level for the council and reflects the challenges of the role. With the changes suggested to the salary range, the council will remain in a good position to attract and retain the best talent to meet the ambition for the Council and to drive performance.

3 Proposals

- 3.1 The Chief Executive and the statutory role of Head of Paid Services pay grade is amended to reflect the median pay based on the salary review.
- 3.2 The Committee agree to pay a separate fee to the Chief Executive for undertaking the role of a Returning Officer in the council elections.

4 Alternative Options

- 4.1 The council could choose not to amend the salary grade for the Chief Executive and retain the current salary level. However, this is not recommended based on the salary review of other Kent Chief Executives who are operating in organisations of a similar size.
- 4.2 The council could choose to amend the pay range to a much lower level than the median salary. This is not recommended as it will be more difficult to attract a Chief Executive with strong skills in a competitive market.

5 Consultation Undertaken or Proposed

- 5.1 Changes to the council's pay structure will be discussed with the Trade Unions once agreed.

6 Implications

Issue	Implications
Corporate Plan	The recommendations in this report are not directly related to any corporate plan priority, but attracting a high-calibre chief executive will be critical to delivering on all of them.
Financial, Resource and Property	The changes to the salary scale will offer savings of up to £135,477 over a period of 5 years as incremental progression is based on an annual performance review. In addition, there will be savings in relation to pension and national insurance contributions.
Legal, Statutory and Procurement	The Council has a statutory duty to appoint a Head of Paid Service and any changes to the terms and conditions will need to be agreed by the General Purposes Committee.
Crime and Disorder	None identified at this stage.
Environment and Sustainability	None identified at this stage.
Health and Wellbeing	None identified at this stage.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	There is a requirement under the Equality Act 2010 to ensure that we are compliant with equal pay regulations and this means that changes to salary scales need to be justified.
Privacy and Data Protection	None identified at this stage.

7 Appendices

7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Current and amended Pay Grade structure

Current Pay Scale 2020/21

Grade	1	2	3	4	5
1	GRADE 1 IS NO LONGER IN USE				
2	17,950	18,085	18,179		
3	19,336	20,105	20,908	21,746	
4	22,541	23,447	24,385	25,357	
5	25,435	26,453	27,514	28,610	
6	28,810	29,962	31,157	32,409	
7	32,581	33,750	35,102	36,511	
8	36,610	38,075	39,595	41,182	
9	43,243	44,970	46,765	48,638	
10	51,283	53,336	55,466	57,685	
11	60,007	62,406	64,904	67,500	70,195
12	71,577	74,436	77,415	80,516	83,737
13	88,087	91,615	95,274	99,087	103,053
14	136,754	142,221	147,907	153,824	159,981

Amended Pay Scale 2020/21

Grade	1	2	3	4	5
1	GRADE 1 IS NO LONGER IN USE				
2	17,950	18,085	18,179		
3	19,336	20,105	20,908	21,746	
4	22,541	23,447	24,385	25,357	
5	25,435	26,453	27,514	28,610	
6	28,810	29,962	31,157	32,409	
7	32,581	33,750	35,102	36,511	
8	36,610	38,075	39,595	41,182	
9	43,243	44,970	46,765	48,638	
10	51,283	53,336	55,466	57,685	
11	60,007	62,406	64,904	67,500	70,195
12	71,577	74,436	77,415	80,516	83,737
13	88,087	91,615	95,274	99,087	103,053
14	113,994	117,414	120,936	124,564	128,301