



# AGENDA

**NOTE: In the case of non-members, this agenda is for information only**

- Committee** - **GENERAL PURPOSES COMMITTEE**
- Date & Time** - WEDNESDAY, 29TH MAY, 2013 AT 10.00 AM
- Venue** - NORFOLK ROOM, THE CONFERENCE SUITE, ELIZABETH HOUSE, DEREHAM

Members of the Committee requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Committee.

Persons attending the meeting are requested to turn off mobile phones

**Members:**

Mr P.J. Duigan (Chairman)  
Mr T R Carter (Vice-Chairman)  
Mr S.G. Bambridge  
Mr W.P. Borrett  
Mrs B Canham  
Councillor M. Chapman-Allen

Mr C. S. Clark  
Mr S R Green  
Mrs S.M. Matthews  
Mr B J Skull  
Mrs A.L. Steward  
Mr D.R. Williams JP

Member Services  
Elizabeth House, Walpole Loke,  
Dereham Norfolk, NR19 1EE  
Date: Friday, 17 May 2013



**PART A - ITEMS OPEN TO THE PUBLIC**

	<u>Page(s)</u> <u>Herewith</u>
<p>1. <b><u>MINUTES</u></b> To confirm the minutes of the meeting held on 17 April 2013.</p>	1 - 3
<p>2. <b><u>APOLOGIES</u></b> To receive apologies for absence.</p>	
<p>3. <b><u>DECLARATION OF INTERESTS</u></b> Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests that are not currently included in the Register of Interests. Members are reminded that under the Code of Conduct they are not to participate and must leave the room, for the whole of an agenda item to which they have a Disclosable Pecuniary Interest.  In the interests of transparency, Members may also wish to declare any other interests they have in relation to an agenda item, that support the Nolan principles detailed within the Code of Conduct.</p>	
<p>4. <b><u>URGENT BUSINESS</u></b> To note whether the Chairman proposes to accept any item as urgent business, pursuant to Section 100(B)(4)(b) of the Local Government Act 1972.</p>	
<p>5. <b><u>NON-MEMBERS WISHING TO ADDRESS THE MEETING</u></b> To note the names of any non-Members who wish to address the meeting.</p>	
<p>6. <b><u>LOCAL JOINT CONSULTATIVE COMMITTEE : 16 MAY 2013</u></b> To adopt the unconfirmed minutes of the Local Joint Consultative Committee meeting held on 16 May 2013.</p>	To Follow
<p>7. <b><u>PRP SCHEME AND PAY AWARD 2013/14</u></b> Report of the Assistant Director of Commissioning.</p>	4 - 9
<p>8. <b><u>BRECKLAND TRAINING SERVICES</u></b> To receive a verbal update.</p>	

9. **NEXT MEETING**

To note that the next meeting will be held on 17 July 2013 at 10.00am in the Norfolk Room, Elizabeth House, Breckland Council, Dereham.

10. **EXCLUSION OF PRESS AND PUBLIC**

To consider passing the following resolution:

“That under Section 100(A)(4) of the Local Government Act 1972, the press and the 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 paragraph 3 of Schedule 12A to the Act”.

**PART B – ITEM FROM WHICH THE PRESS AND THE PUBLIC  
ARE EXCLUDED**

11. **LEGAL SERVICES REVIEW**

Report of the Assistant Director of Democratic Services.

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**BRECKLAND COUNCIL**

**At a Meeting of the**

**GENERAL PURPOSES COMMITTEE**

**Held on Wednesday, 17 April 2013 at 10.00 am in  
Norfolk Room, The Conference Suite, Elizabeth House, Dereham**

**PRESENT**

Mr P.J. Duigan (Chairman)	Mr C. S. Clark
Mr T R Carter (Vice-Chairman)	Mr B J Skull
Mr S.G. Bambridge	

**In Attendance**

Helen McAleer	- Senior Committee Officer
Josie Hoven	- Assistant Licensing Officer
Kevin Rump	- ICT & Customer Services Manager
Robert Walker	- Assistant Director of Commissioning

**Action By**

**21/13 MINUTES (AGENDA ITEM 1)**

The Minutes of the Special meeting held on 20 March 2013 were confirmed as a correct record and signed by the Chairman.

**22/13 APOLOGIES (AGENDA ITEM 2)**

Apologies for absence were received from Mrs Canham, Mrs Chapman-Allen, Mr Green, Mrs Matthews and Mrs Steward.

**23/13 LOCAL JOINT CONSULTATIVE COMMITTEE : 4 APRIL 2013  
(AGENDA ITEM 6)**

- (1) Anglia Revenues Partnership – TUPE of ICT Staff (Minute No 10/13)

The recommendation was noted and would be taken into consideration when the matter was discussed under Agenda Item 7.

- (2) Adoption

**RESOLVED** that the unconfirmed Minutes of the Local Joint Consultative Committee meeting held on 4 April 2013 be adopted.

**24/13 ANGLIA REVENUES PARTNERSHIP - TUPE OF ICT STAFF TO WEST SUFFOLK (AGENDA ITEM 7)**

The ICT & Customer Services Manager presented the report and explained the background to the proposal to TUPE three members of staff to West Suffolk.

For a number of years Breckland, Forest Heath and St Edmundsbury Councils had been working together informally supporting the ICT provision for the ARP. On 30 January 2013 the ARP Joint Committee had agreed that West Suffolk (Forest Heath and St Edmundsbury Councils) should become responsible for ICT provision. Their recommendation had been agreed by Cabinet and Council. As the proposal meant the TUPE transfer of three Breckland staff the matter had been referred to the General Purposes Committee for their approval.

The three members of staff had been fully consulted. They were based in Thetford and would remain so. They had been working closely with staff from West Suffolk for some time and had a good relationship with them. They were happy with the proposals and the only change to their terms and conditions would be their pay date.

Mr Bambridge sought confirmation that the change would not mean the loss of skills that were not covered elsewhere. The ICT & Customer Services Manager advised that one person had done a lot of SQL work and his skills had been transferred to NCC. There would still be access to the staff through a reciprocal agreement with West Suffolk and the ARP Joint Committee to call on individual staff skills if necessary.

Mr Bambridge asked for his best wishes to be conveyed to the Officers for the future.

The Chairman noted that the risks had been greater before and that the service was in a better position now.

**RESOLVED** that three Breckland ICT staff/roles be TUPE transferred to West Suffolk.

**25/13 SEX ESTABLISHMENTS AND SEXUAL ENTERTAINMENT VENUES POLICY (AGENDA ITEM 8)**

The Assistant Director for Commissioning presented the report. He was accompanied by the Assistant Licensing Officer.

The Policy had been based on National Guidance and would give the Council local control and discretion over the operation and siting of sex establishments.

A full consultation exercise had been carried out with only two

**Action By**

responses. The Policy had been amended in response to the comments from the Police.

The following minor amendments were pointed out and the Policy would be amended accordingly:

- Paragraph 6.19 – final bullet point amended to read '*Premises where private entertainment booths are present*'
- Paragraph 8.3 – remove final sentence.
- Paragraph 12.5 – replace Licensing Committee with General Purposes Committee.

Mr Clark asked whether CCTV cameras would be in the private entertainment booths and was advised that the Police had responsibility for determining where cameras should be situated.

The Chairman referred to the list at Paragraph 6.19 and asked if it could be added to if necessary. It was confirmed that the list was indicative only and that the definitions gave a broader description of what was covered.

**RESOLVED** to **RECOMMEND TO COUNCIL** that the Sex Establishments and Sexual Entertainment Venues (as amended) be adopted.

A copy of the amended Policy is attached to the Minutes for clarity.

**26/13 NEXT MEETING (AGENDA ITEM 9)**

The arrangements for the next meeting, to be held on Wednesday 29 May 2013 (not as printed on the agenda) were noted.

The meeting closed at 10.23 am

CHAIRMAN

**BRECKLAND COUNCIL**

**Report of:** Assistant Director Commissioning

**To:** General Purposes Committee - 29 May 2013

**(Author:** Neil Fordham, Payroll & Reward Manager)

**Subject:** PRP Scheme and Pay Award 2013/14

**Purpose:** To seek approval of the PRP and pay awards (for 2013/14)

**Recommendation(s):**

It is recommended that the Council/Committee:

- 1) Award staff a Basic Performance Increase (BPI) of 1% of their salary;
- 2) Award staff an increase of 0.5% of their salary for being rated Overachieving;
- 3) Award staff an increase of 1% of their salary for being rated Exceptional;
- 4) Uplift pay scales (minimum and maximums) by 1.0% (as per Appendix A);
- 5) Agree the process and eligibility guidelines (as per Appendix C);
- 6) Review and renegotiate the Basic Performance Increase (BPI) and PRP awards in a year's time with renegotiated terms to be implemented in April 2014.

**1. BACKGROUND**

1.1 The agreed budget for pay awards for 2013/14 is 1.325%. This compares to 0.325% in the years 2012/13 and 2011/12.

1.2 Staff PRP and pay awards are made up of the following two elements:

- A Basic Performance Increase (BPI) – consolidated to an individual's annual salary rated Performing and above. This percentage would also be the basis for reviewing and increasing the top and bottom of the salary scales for each grade;
- Performance Related Pay (PRP) award – consolidated into an individual's annual salary. This award would be dictated by an individual's performance rating. Performance related pay was introduced following the withdrawal of the former incremental pay scheme.

1.3 Under the current PRP scheme award values (%) have been applied based on the individual Officer's performance rating from the Annual Appraisal scheme. Pay awards processed in these previous years were applied as follows:

- Performing = 0%
- Overachieving = 0.5%
- Exceptional = 1.0%

Based on the expected split of these ratings (what % of staff should be awarded each rating) this was costed on the basis of the average of 0.325%.

## **2. ISSUES**

- 2.1 Breckland payscales have not been uplifted since 2009 (traditionally increasing when a 'cost of living' award was agreed) this has resulted in a significant number of staff, including all those at the top of their respective pay "grade", not receiving any increase in pay for the past 3 years.
- 2.2 Under the proposals contained within this report the 1.325% budgeted funds for 2013/14 awards would incorporate a 1% Basic Performance Increase and 0.325% to be allocated to Overachieving and Exceptional performers as prescribed below.
- 2.3 Unison have been consulted and have confirmed that they support the PRP and pay award proposals being put forward.
- 2.4 The following awards are proposed for 2013/14: -

### Basic Performance Increase

- Apply a 1.0% consolidated 'Basic Performance Increase' to all staff in post on 31<sup>st</sup> March 2013;
- Uplift the pay scale minimums and maximums by 1.0% with effect from 1 April 2013 (see appendix A); the BPI to be applied to salaries first, before the scales are uplifted;
- Awards effective from 1 April 2013.

### Performance Related Pay

- In addition to the BPI award above, consolidated PRP payments to be made, using the following ratings to determine % values (ratings taken from the 2012/13 annual appraisals):
  - Exceptional = 1.0%
  - Overachieving = 0.5%
  - Performing = 0%
- Awards consolidated up to the maximum of the respective pay band; non-consolidated PRP payments will be made where staff reach the maximum of their pay band.
- Awards effective from 1 April 2013.

## **3. OPTIONS**

- 3.1 Against the background and issues already highlighted, the following options exist:
- 3.2 Option 1 – To approve the proposed recommendation as set out in Section 2.4 of the report.
- 3.3 Option 2 – Not to approve the proposed recommendations, and request that further negotiation takes place.

## **4. Reasons for recommendations**

- 4.1 Option 1 is recommended. This option provides a Basic Performance Increase of 1.0% award plus the possibility of up to a further consolidated 1.0% award in respect of Performance Related pay (up to pay band maximums).

4.2 Uplifting of pay band minimums and maximums will allow staff who have been at the top of their scales since 2009, to receive a consolidated pay increase; since 2009 any award due for these staff would have been non-consolidated.

## **5. IMPLICATIONS**

### **5.1 Risk**

Risk of employee relations issues and grievances if the Authority does not implement a fair and consistently applied pay scheme.

### **5.2 Financial**

Proforma B attached. The proposals set out above fall within the current agreed budget for salary increases.

### **5.3 Legal**

None

### **5.4 Equality and Diversity**

None

### **5.5. Alignment to Council Priorities**

Yes

### **5.6 Wards/Communities Affected**

n/a

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Background papers:-

#### **Lead Contact Officer**

Name/Post: Neil Fordham, Payroll & Reward Manager

Telephone Number: 01362 656828

Email: neil.fordham@breckland.gov.uk

#### **Key Decision**

no

#### **Appendices attached to this report:**

Appendix A: Proposed Pay Scales 2013/14

Appendix B: Proforma B

Appendix C: Pay Scheme Eligibility guidance

**SALARY RANGES 2013/14**

	MIN	MAX
<b>Grade 1</b>	£101,888	£125,245
<b>Grade 2</b>	£82,885	£101,888
<b>Grade 3a</b>	£67,431	£82,885
<b>Grade 3b</b>	£54,855	£67,431
<b>Grade 4</b>	£46,577	£54,855
<b>Grade 5</b>	£40,916	£46,577
<b>Grade 6</b>	£35,253	£40,916
<b>Grade 7</b>	£30,216	£35,253
<b>Grade 8</b>	£25,181	£30,216
<b>Grade 9</b>	£20,155	£25,181
<b>Grade 10</b>	£16,382	£20,155
<b>Grade 11</b>	£13,606	£16,382
<b>Grade 12</b>	£12,063	£13,606



## APPENDIX C

### Breckland Pay Scheme April 2013

#### Process & Eligibility

- Staff in post before 1 April 2013 (i.e. 31 March 2013 and earlier) will be entitled to the Basic Performance Increase. Staff who may have joined on or after 1 April 2013 may receive an uplift to salary if the new grade minimum 'overtakes' their current salary.
- Staff eligible for PRP awards will be those who have received an appraisal; any probationary period must have been completed before 31 March 2013.
- Any staff who may have received increases to pay in the 6 months previous to 1 April 2013, including grade changes resulting in increases in salary, will not be entitled to the PRP element.
- - The general test for such cases where an individual has changed role or grade is whether, at 31 March 2013, they have been in that post sufficient time to be adequately appraised.
  - Additionally where someone has been on long-term leave, including maternity leave, whilst (depending on timings) a full appraisal may be carried out, it should be considered whether the Officer has been carrying out his/her duties for 'enough of the year' to be able to be rated anything other than 'Performing'. The general principle has to date been that the Officer must have been 'in-post' for at least 6 months of the Appraisal year (at 31 March 2013) to reasonably qualify for a rating other than 'Performing'.
- Staff on 'Protected Pay' will not receive any consolidated increase to pay. As per the Redeployment Policy non-consolidated payments may be made. For the purpose of clarity staff on Protected pay will be entitled to a non-consolidated payment equal to the appropriate PRP award due only; award value calculated on actual salary at 31 March 2013.
  - Underlying' salary (the salary that the officer will revert to) will be reassessed to reflect the BPI plus PRP award due if they were on that salary at the effective date of the pay award

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Agenda Item 11

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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