



NOTICE OF MEETING

Meeting:	Staffing Committee
Date and Time:	Tuesday, 12 February 2019 at 7 pm
Place:	Committee Room 1, Council Offices, Fleet
Telephone Enquiries to:	01252 774141 (Mrs Gill Chapman) Committeeservices@hart.gov.uk
Members:	Burchfield, Butler, Crisp, Kennett (Chairman), Kinnell, Neighbour, Parker, Radley

Joint Chief Executive

CIVIC OFFICES, HARLINGTON WAY
FLEET, HAMPSHIRE GU51 4AE

AGENDA

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AND BRAILLE ON REQUEST**

- 1 At the start of the meeting, the Lead Officer will confirm the Fire Evacuation Procedure.**
- 2 The Chairman will announce that this meeting may be recorded and that anyone remaining at the meeting has provided their consent to any such recording – please see our protocol on [Attending and Reporting Meetings](#).**

1 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 10 December 2018 are attached to be confirmed and signed as a correct record. **Paper A**

2 APOLOGIES FOR ABSENCE

3 CHAIRMAN'S ANNOUNCEMENTS

4 DECLARATIONS OF INTEREST

To declare disclosable pecuniary, and any other interests.

5 PAY POLICY STATEMENT FINANCIAL YEAR 2019-20

To seek approval to the Council's Pay Policy for 2019-20. **Paper B**

RECOMMENDATION to Council

That the Pay Policy attached as Appendix 1 to this report be recommended to Council for approval.

6 CHIEF EXECUTIVE PERFORMANCE REVIEW

To review the 2018/19 performance objectives for the Joint Chief Executives and to confirm the performance objectives for the Joint Chief Executives for 2019/20.
Paper C

RECOMMENDATION

Subject to any comments of the Staffing Committee, the performance objectives as set out in Appendix 2 be confirmed for the Joint Chief Executives for the coming year

7 REVIEW OF STAFF ALLOWANCES AND INTRODUCTION OF AN ELECTRIC VEHICLE MILEAGE RATE

To seek approval for revised staff allowances and the introduction of an electric vehicle mileage rate. **Paper D**

OFFICER RECOMMENDATION

- 1 That revised allowances from 1 April 2019, as set out in paragraphs 3.4 and 3.5, be recommended to Council for approval.
- 2 That the introduction of mileage rates for electric vehicles from 1 April 2019, as set out in paragraph 3.12, be recommended to Council for approval.

Date of Despatch: 5 February 2019

STAFFING COMMITTEE

Date and Time: Monday, 10 December 2018 at 7pm

Place: Committee Room 1, Civic Offices

Present:

COUNCILLORS

Butler, Forster (sustitute Burchfield), Kennett (Chairman), Kinnell, Neighbour, Parker, Radley

In attendance: Councillor Worlock

Officers:

Patricia Hughes Joint Chief Executive

1 ELECTION OF VICE CHAIRMAN

Councillor Radley was elected as Vice Chairman.

2 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 19 March 2018 were confirmed and signed as a correct record.

3 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Crisp and Burchfield (substituted by Councillor Forster).

4 CHAIRMAN'S ANNOUNCEMENTS

None.

5 DECLARATIONS OF INTEREST

None declared.

6 EXCLUSION OF THE PUBLIC

Members considered whether the public interest in maintaining an exemption outweighed the public interest in disclosing the information.

DECISION

That in accordance with Section 100A of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items below, on the grounds that it involved the likely disclosure of exempt information, as defined in paragraph 3 of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding the information)

7 NEW SERVICE DELIVERY MODEL AND ORGANISATIONAL DEVELOPMENT STRATEGY

Members considered the recommendations made by the LGA Peer Review with regard to organisational development strategy, and were asked for approval for consultation with staff on the draft document attached at Appendix I, which at this time was very much a working draft.

Members considered:

- That Legal had been omitted from the current service delivery model
- That a better description was 'single point of expertise' rather than 'single point of excellence'
- The lengths of shared services and contract notice periods
- The strategy needed to highlight the need for continuous customer feedback – rather than just a one off event
- The potential to engage at a group level with Schools, Colleges and care homes.

DECISION

That the approach to the draft new operating model and organisational development strategy be endorsed and, subject to any amendments, approve that it be used as a draft for consultation with staff.

8 REORGANISATION OF THE COUNCIL

Members considered the recommendations made by the LGA Peer Review with regard to organisational resources, and what steps should be taken.

Members considered:

- a. That it should be clear how the reorganisation of the Corporate Team would add real value and become self-financing, reducing the use and hence costs of external consultants
- b. Identification of estimated savings from use of consultants, were Hart not to move forward with the Commercial Manager
- c. That rather than using funding assigned for a Commercial Manager it was proposed that it would be build into the base budget
- d. That this was an opportunity to build in bid writing capacity within the organisation

- e. Continuing to foster external links and the opportunities it provided, particularly with central government
- f. A note of total one off costs and increase in salary costs should be captured in the future Cabinet report, once staff consultation had been completed.
- g. The opportunity to create shared services for use of CIL with Parish and Town Councils.

DECISION

That the proposed reorganisations be endorsed and, subject to amendments regarding funding above noted, recommended to Cabinet that it be adopted.

The meeting closed at 8.35pm

STAFFING COMMITTEE

DATE OF MEETING: 12 FEBRUARY 2019

TITLE OF REPORT: PAY POLICY STATEMENT FINANCIAL YEAR 2019-20

Report of: Joint Chief Executive

1. PURPOSE OF REPORT

1.1 To seek approval to the council's Pay Policy for 2019/20.

2. OFFICER RECOMMENDATION

2.1 That the Pay Policy attached as Appendix I to this report be recommended to Council for approval.

3. BACKGROUND INFORMATION

3.1 Section 38(1) of the Localism Act 2011 requires councils to produce a Pay Policy each financial year. The legislation stipulates that the policy must be approved by the full Council before 31 March in the preceding financial year. To comply with the legislation, therefore, councils have to approve their Pay Policies for 2018/19 by 31 March 2018.

3.2 The draft Pay Policy for 2019/20 is attached to this report as Appendix I. The draft policy is broadly unchanged from 2018/19. However NJC has recommended a two year pay award for April 2018 and April 2019. The proposed pay scales are reflected in Appendix I. This recommendation has been agreed by trade union. The second year of the pay award is with effect from 1 April 2019. Chief Officers pay is negotiated under Joint Negotiating Council for Chief Officers and Chief Executives. A two year award was agreed in June 2018. The second year pay award will be of effective from 1 April 2019. To aid Members in their consideration, all changes have been highlighted.

4. FINANCIAL IMPLICATIONS

4.1 There are limited financial implications arising from this report, but such that they are (due to small fluctuations in employee remuneration) these have been factored in to the budget for 2019/20.

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patricia.hughes@hart.gov.uk

APPENDICES:

Appendix I - Pay Policy Statement 2019/20



Pay Policy Statement
Financial Year 2019 - 2020

Date created	22 January 2019	Department	Human Resources
Review date	1 February 2020	Version	0.1
Effective date	1 April 2019		

Hart District Council believes that interests of staff and the Council are best served by the formulation and implementation of clear and consistent employment policies and procedures. This policy statement details the Authority's policy on pay. It takes into consideration all legal requirements and will be applied in accordance with the Authority's Equality and Diversity Commitment to treat all its employees with dignity and respect.

HART DISTRICT COUNCIL

PAY POLICY APRIL 2019

1. PURPOSE

- 1.1 This Pay Policy Statement is provided in accordance with Section 38(1) of the Localism Act 2011 and will be updated annually from 1 April each year.
- 1.2 The Pay Policy Statement sets out Hart District Council's policies relating to the pay of its workforce for the financial year 2019-20, in particular:
1. the remuneration of its Chief Officers
 2. the remuneration of its "lowest paid employees"
 3. the relationship between:
 - a. the remuneration of its Chief Officers and
 - b. the remuneration of its employees who are not Chief Officers
- 1.3 The purpose of the statement is to provide an open and transparent framework that ensures clarity, fairness and consistency in the remuneration of Chief Officers. This includes officers designated as Chief Executive, Statutory Chief Officers and Non Statutory Chief Officers. It also ensures that employees at all levels of the council are paid on a fair and equitable basis in accordance with equality legislation.

2. DEFINITIONS

- 2.1 For the purpose of this statement the following definitions will apply:
- 2.2 **"Pay"** in addition to salary will also include charges, fees, allowances, benefits in kind, increases in/enhancements to pension entitlements, and termination payments.
- 2.3 **"Chief Officer"** refers to the following roles within Hart District Council:
- The Joint Chief Executive (Head of Paid Service)
 - The Joint Chief Executive (Monitoring Officer)
 - and the Chief Finance Officer (Section 151 Officer) as the council's statutory Chief Officers
- 2.4 **"Lowest paid employees"** refers to those staff employed on Grade A of the council's pay framework (i.e. those posts assessed through the job evaluation scheme as having the least amount of complexity and responsibility and therefore attracting the lowest salary).

3. PAY FRAMEWORK

3.1 General approach

- 3.1.1 Remuneration for all employees needs to be at the appropriate level to secure and retain high-quality employees dedicated to fulfilling the council's business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is proportionate and appropriate for the role. Each council has

responsibility for balancing these factors and faces its own unique challenges and opportunities in doing so. As a small council with limited staff resources it is important that Hart District Council retains flexibility within its pay framework to cope with a variety of circumstances that might necessitate the use of market supplements or other such mechanisms for individual categories of posts where appropriate. Using such solutions should only be short term and reviews should ensure that they are discontinued when circumstances change.

3.2 Responsibility for decisions on remuneration

- 3.2.1 It is essential for good governance that decisions on pay and reward packages for Joint Chief Executives and Chief Officers are made in an open and accountable way.
- 3.2.2 Pay for employees at all grades is based on the national agreements on pay as follows:
- National Joint Council for Local Government Services (for Grades A to M and Heads of Service),
 - Joint Negotiating Council for Chief Officers (for Chief Finance Officer)
 - Joint Negotiating Council for Chief Executives (for Joint Chief Executives).
- 3.2.3 The pay and remuneration packages (including pension issues) for the Joint Chief Executives, and Chief Finance Officer, and any other post with a remuneration package in excess of £100,000 per year, are set by Council on the advice of Staffing Committee, which comprises elected Councillors from the main political parties.
- 3.2.4 Responsibility for setting the pay and remuneration of all other officers is delegated to the Joint Chief Executive (Head of Paid Service or his/her nominee), and is carried out in accordance with national agreements and the council's local employment policies and practices as appropriate.

3.3 Salary grades and grading framework

- 3.3.1 Grades for all posts governed by the National Joint Council for Local Government Services (i.e. Grades A to M and Heads of Service) are determined by the council's job evaluation process. This followed a national requirement for all Local Authorities and other public sector employers to review their pay and grading frameworks to ensure fair and consistent practice for different groups of workers with the same employer.
- 3.3.2 The council uses the Hay Job Evaluation Scheme. Job Evaluation is a systematic process for ranking jobs within an organisation ensuring consistency of approach and outcomes appropriate to the complexity and accountability of the role.
- 3.3.3 The council's pay structure is based on the pay spine issued by the National Joint Council (NJC) as part of the National Agreement for Local Government Services. This incorporates posts on Grade A to M and Heads of Service. There are 15 grades in total. Under the NJC Local Government Pay award 2019 the grades have changed, some grades contain up to 7 spine points to provide incremental pay points within the grade. A comparison of the scales are in Appendix I in this document. The incremental rises occur on each 1 April, subject to satisfactory performance in the role, until the maximum pay point for the grade is reached. Annual increments will

not be awarded to employees who commence employment on or after 1 October. Increments will be withheld where performance has not met the required standard and where the issue has been raised with the employee formally.

- 3.3.4 Chief Officers are appointed to a fixed salary point so incremental progression does not take place for these posts. The precise salary level is determined at the time of appointment by negotiation with the successful candidate, taking account of their skills and experience and market conditions at the time.
- 3.3.5 Pay awards are normally made in line with the national agreements detailed in 3.2.2 on an annual basis for all employees, in conjunction with the nationally recognised trade unions. In the financial year 2010/11 the council did not pay the nationally agreed award due to the financial constraints it was facing; instead staff were given an additional day's annual holiday.

In December 2017, the National Agreement offered a two-year pay increase from 1 April 2018. The majority of employees, those on salaries starting at £19,430 per annum, would receive an uplift of 2% on 1 April 2018 and a further 2% on 1 April 2019. Those on lower salaries received higher increases. The new Agreement also included the introduction of a new national pay spines on 1 April 2019.

SCP	%
SCP 7	9.191%
SCP 8	9.130%
SCP 9	8.976%
SCP 10	8.006%
SCP 11	7.592%
SCP 12	6.512%
SCP 13	5.458%
SCP 14	5.363%
SCP 15	5.272%
SCP 16	5.167%
SCP 17	5.064%
SCP 18	4.427%
SCP 19	3.3734%
SCO 20 and above	2.0%

3.3.6 Full details of the Councils pay structure (A to Heads of Service) is attached as Appendix 1, which provides a comparison of existing and new national pay spines

3.3.7 The Council has run Apprenticeship programs for a number of years and this continued with the introduction of the Apprenticeship Levy in April 2017. Our current provider for this programme is engaged through Waverley Training Services. The levy applies to those employers that have an annual pay bill of £3 million. Under the new levy apprentices must be at least 2.3% of the workforce and Hart's contribution to the levy will be £4, 000.

3.4 Market Comparison

3.4.1 The council benchmarks its pay and benefits by comparing pay and rewards for similar posts in neighbouring areas. The council seeks to position itself within the

median salary levels in order to keep costs down while still being able to attract a good range of suitable candidates for posts.

- 3.4.2 The council pays a market supplement to certain posts where it has not proved possible to recruit staff at the salary level resulting from Job Evaluation of the post. An Internal Audit carried out in 2019 recommended that the council review market supplements and their use. The recommendation was assigned to the Joint Chief Executives although a date for this review has yet to be confirmed.

4. REMUNERATION

- 4.1 Remuneration details including benefits in kind are set out in the Council’s published Annual Statement of Accounts.
- 4.2 **“Chief Officers”**, as defined in paragraph 2.3 of this statement, are paid within the council’s pay framework which applies to all other employees. Typically, Chief Officers have received the same percentage pay award as other managers and staff groups within the council. Current chief officer remuneration levels are shown in the following table:

ROLE	REMUNERATION RANGE*
Joint Chief Executive (2 post*)	£103,074
Corporate Directors (0 posts)	£0
Chief Finance Officer/ Head of Corporate Services	£80049

* Includes all charges, fees, allowances and benefits in kind

4.3 “Lowest paid employees”

- 4.3.1 The lowest paid employees are paid within the salary range for Grade A which covers five salary points are paid at £9.00 per hour above national living wage of (£8.21). We currently only have two employees that attract spine point in Scale and A and one in spine point in Scale B.

4.4 Honoraria and Acting Up Allowances

- 4.4.1 The Joint Chief Executives (or his/her nominee) have the discretion to award an honorarium payment to recognise temporary increased responsibility or work of a particularly high standard. Generally it should be the case that this must have been carried out for at least one month before an honorarium payment will be considered. The amount awarded should reflect the nature and duration of the work or responsibility and not normally exceed the value of an increment point in the employee’s salary scale.
- 4.4.2 Where the employee has been covering in the absence of a more senior officer (eg maternity leave cover or long term sickness absence), honoraria payments are calculated based on the difference between the employee’s scale point and the

bottom scale point of the role they are covering. Temporary acting-up arrangements of this nature will not exceed more than 12 months duration and should generally be undertaken for at least one month before payment will apply.

4.5 Other pay elements

- 4.5.1 Chief Officers are subject to the same performance management process as all other employees. The Joint Chief Executives have an appraisal involving the Leader of the Council in consultation with all Political Group Leaders.
- 4.5.2 Targets and objectives are set and performance is assessed through an appraisal process. All employees apart from Chief Officers receive incremental progression until the top of their grade is reached, unless they fail to perform adequately against targets and objectives.

4.6 Charges, fees or allowances

- 4.6.1 Any allowance or other payment will only be made to an employee in connection with their role or the patterns of hours they work and must be in accordance with the council's employment policies.
- 4.6.2 No fees for election duties are included in the salaries of any employee. Any additional fees payable for such responsibilities are calculated in accordance with the statutory rules and recommendations of the Hampshire and Isle of Wight Election Fees Working Party for all local government elections and by central government for Parliamentary elections. Special fees are paid for Returning Officer duties which are not part of the post holder's substantive role. These fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. Daryl Phillips, Joint Chief Executive, is Hart District Council's present Returning Officer.
- 4.6.3 The Returning Officer is an officer of the District Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the District Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from his/her duties as an employee of the District Council. As Returning Officer, he/she is paid a separate allowance for each election for which he/she is responsible.
- 4.6.4 The council pays overtime for grades A to F. Paid overtime will be paid if the equivalent of 37 hours per week has been completed at a rate of time and a half for any day other than a Sundays and public holidays and a rate of double time on Sunday. Special rates apply on public holidays.
- 4.6.5 The council offers car allowances to staff who are required to use their cars for business purposes, in accordance with the appropriate NJC/JNC schemes
- 4.6.6 The contractual remuneration package for Chief Officers includes either a lease car Emolument allowance or essential users allowance which attract a lower mileage rate. This benefit also applies to all staff at Grades HSI and HS2 who are not Chief Officers.

4.6.7 The Council pays a standby allowance to certain key posts in Environmental Health and Housing to ensure 24 hour emergency cover for the provision of vital public services. Allowance rates are dependent on the level of unsocial hours and qualifications gain to carry out those roles.

4.6.8 For certain posts the council pays the membership subscription fees to recognised professional bodies, where the employee’s continued membership of that body is in the council’s interests.

4.7 Performance related pay

4.7.1 The council does not offer performance related pay to any employee.

4.8 Benefits in kind

4.8.1 The council provides free workplace parking to all its staff.

4.8.2 The council offers its staff access to a small in house gym plus reduced membership of the sports facilities based at Hart Leisure Centre

4.9 Pensions

4.9.1 All employees, as a result of their employment, are eligible to join the Local Government Pension Scheme (LGPS). Employee contribution rates vary depending on their whole-time equivalent pay, as follows:

Whole-time equivalent pay band	Employee contribution rate from 1 April 2019
Up to £14,100	5.5%
£14,101 to £22,000	5.8%
£22,001 to £35,700	6.5%
£35,701 to £45,200	6.8%
£45,201 to £63,100	8.5%
£63,101 to £89,400	9.9%
£89,401 to £105,200	10.5%
£105,201 to £157,800	11.4%
£157,801 and more	12.5%

4.9.2 In addition to the employee’s own contribution, the council makes a contribution of 16.1% towards the pension of each member of the LGPS scheme.

4.10 Termination of employment

4.10.1 The LGPS requires employers to prepare and publish a written statement of policy in relation to pensions. The council’s policy on pensions and discretionary redundancy payments is set out in the ‘Early Retirement & Discretions Policy’

4.10.2 The policy for the award of any discretionary payments is the same for all staff regardless of their pay level. The following arrangements apply

4.10.3 Approval of Full Council

In accordance with Section 40 of the Localism Act 2011, any proposal to grant a severance package in excess of £100,000 is subject to Full Council approval.

4.10.4 Early termination of employment (for reasons other than redundancy)

The council may award additional years service in cases of early termination of employment in exceptional circumstances, in accordance with the Early Retirement & Discretions Policy.

4.10.5 Compromise agreements

In exceptional circumstances, and specifically so as to settle a claim or potential dispute, the Joint Chief Executives can agree payment of a termination settlement sum for any post. In such cases, each decision as to the level of payment will be taken on its individual merits and with the advice of the Chief Finance Officer.

4.10.6 Re-employment of officers

The council needs to retain the flexibility to respond to unforeseen circumstances as regards re-employing former local government employees. Such an occurrence would be considered very much the *exception* rather than the *rule*. If the council were to re-employ a previous local government employee who had received a redundancy or severance package on leaving, or who was in receipt of a pension covered by the *Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999* (known as the Modification Order) (with the same or another authority), then the council's policy is to ensure that the rules of the Modification Order are applied. In addition, the council will ensure that an open and fair selection process has taken place before any appointment is confirmed. The same principle would be applied to such a person if they were to be engaged by the council on a 'contract for services' basis.

4.11 **Remuneration on appointment and promotion**

4.11.1 The starting salary on appointment or following promotion will normally be at the lowest incremental level on the salary scale. In exceptional circumstances, a Head of Service can approve appointment on a higher incremental point within the salary scale, following consultation with the relevant Joint Chief Executive, based on the appointee's level of relevant experience, difficulty in recruiting to a post or other relevant factors.

4.11.2 As regards Chief Officer posts, pay and remuneration is determined by council at the time of appointment, following negotiation with the successful candidate, taking account of their skills and experience and market conditions at the time.

4.12 **Annual Leave entitlement**

4.12.1 The following table shows the annual leave entitlement to all Hart employees which reflects the new pay scales.

Salary Point	Period of continuous service		
	0-5 years	after 5 years	After 10 years
Heads of Service and above	31 days	31 days	34 days
SCP 34 and above	30 days	30 days	33 days
SCP 23 to SCP 33	28 days	29 days	31 days
SCP 12 to SCP 22	26 days	29 days	29 days
Up to and including SCP 11	24 days	29 days	29 days

5. RELATIONSHIP BETWEEN REMUNERATION OF CHIEF OFFICERS AND OTHER EMPLOYEES

5.1 The Local Government Association has offered advice on the Government’s requirement in reporting remuneration relationships. The advice is that the measure of the relationship between Chief Officers and other employees be considered by the ratio between the highest paid employee and the median earnings across the organisation as a multiple. This has been calculated as follows:

	2019	2018
Remuneration for the Joint Chief Executives (excluding pension contributions)	£103074	£98161
Median remuneration for all employees at the council	£ 29,341	£28,766
Ratio Chief Executive to Median	3.51	3.41

6. DATA TRANSPARENCY

6.1 Under the Code of Recommended Practice for Local Authorities on Data Transparency, pay and benefits information for staff paid over £58,200, are required to be published. This information is published on the council’s external website www.hart.gov.uk/council-finances and can be found in the most recent Statement of Accounts document. Information on senior employees’ remuneration can also be found in the annual Statement of Accounts.

6.2 In addition to the Chief Officer posts listed in paragraph 4.2 above, the following posts have remuneration levels in excess of £58,200:

ROLE	REMUNERATION RANGE*
Heads of Service 3 Posts	*£71,275
Planning Manager	*£65,451
Principal Planning Officer	*£62,378

* Includes all charges, fees, allowances and benefits in kind

APPENDICES

Appendix 1 – New Salary Scales 1st April 2019 compared with 2018 Salary Scales

Hart District Council
March 2019

Scales 2018

Scales 2019

Job Evaluation Score	GRADES	SCP	Salary	per month	Per hour	Grades	New SCP	£ per annum	Per month	£ per hour
99 or below	A	5	16,834	1,403	8.73	A	1	£17,364	£1,447	£9.00
		6	16,834	1,403	8.73		2	£17,364	£1,447	£9.00
		7	16,834	1,403	8.73					
		8	16,834	1,403	8.73					
		9	16,834	1,403	8.73					
		10	16,834	1,403	8.73					
100-122	B	11	17,093	1,424	8.86	B	3	£17,435	£1,453	£9.04
		12	17,260	1,438	8.95		4	£17,886	£1,491	£9.27
		13	17,536	1,461	9.09					
		14	17,828	1,486	9.24					
123-134	C	15	18,174	1,515	9.42	C	5	£18,538	£1,545	£9.61
		16	18,579	1,548	9.63		6	£19,367	£1,614	£10.04
		17	18,987	1,582	9.84		7	£19,617	£1,635	£10.17
		18	19,232	1,603	9.97					
	D	19	19,799	1,650	10.26	D	8	£20,195	£1,683	£10.47
		20	20,160	1,680	10.45		9	£20,563	£1,714	£10.66
							10	£20,974	£1,748	£10.87

135-191		21	20,876	1,740	10.82		11	£21,294	£1,775	£11.04
		22	21,403	1,784	11.09		12	£21,831	£1,819	£11.32
							13	£22,268	£1,856	£11.54
		23	22,017	1,835	11.41		14	£22,457	£1,871	£11.64
	E	24	22,717	1,893	11.78	E	15	£23,171	£1,931	£12.01
							16	£23,257	£1,938	£12.06
192-227		25	22,884	1,907	11.86		17	£23,342	£1,945	£12.10
							18	£23,809	£1,984	£12.34
		26	23,629	1,969	12.25		19	£24,102	£2,009	£12.49
		27	24,414	2,035	12.66		20	£24,902	£2,075	£12.91
							21	£25,400	£2,117	£13.17
	F	28	25,211	2,101	13.07	F	22	£25,715	£2,143	£13.33
228-268		29	26,208	2,184	13.59		23	£26,732	£2,228	£13.86
		30	27,087	2,257	14.04		24	£27,629	£2,302	£14.32
		31	27,943	2,329	14.48		25	£28,502	£2,375	£14.77
	G	32	28,766	2,397	14.91	G	26	£29,341	£2,445	£15.21
269-313		33	29,614	2,468	15.35		27	£30,206	£2,517	£15.66
		34	30,452	2,538	15.78		28	£31,061	£2,588	£16.10
		35	31,090	2,591	16.12		29	£31,712	£2,643	£16.44
	H	36	31,915	2,660	16.54	H	30	£32,553	£2,713	£16.87
314-370		37	32,806	2,734	17.01		31	£33,462	£2,789	£17.35
		38	33,767	2,814	17.50		32	£34,442	£2,870	£17.85
		39	34,880	2,907	18.08		33	£35,578	£2,965	£18.44
	I	40	35,795	2,983	18.55	I	34	£36,511	£3,043	£18.93
371-438		41	36,739	3,062	19.04		35	£37,474	£3,123	£19.42

		42	37,676	3,140	19.53		36	£38,430	£3,203	£19.92
		43	38,615	3,218	20.02		37	£39,387	£3,282	£20.42
	J	44	39,565	3,297	20.51	J	38	£40,356	£3,363	£20.92
439-509		45	40,454	3,371	20.97		39	£41,263	£3,439	£21.39
		46	41,430	3,453	21.48		40	£42,259	£3,522	£21.91
	K	47	42,381	3,532	21.97	K	41	£43,229	£3,602	£22.41
510-559		48	43,323	3,610	22.46		42	£44,189	£3,682	£22.91
		49	44,254	3,688	22.94		43	£45,139	£3,762	£23.40
		50	45,413	3,784	23.54		44	£46,321	£3,860	£24.01
560-639	L	51	46,571	3,881	24.14	I	45	£47,502	£3,959	£24.62
		52	47,731	3,978	24.74		46	£48,686	£4,057	£25.24
		53	48,886	4,074	25.34		47	£49,864	£4,155	£25.85
640-739	M	54	50,041	4,170	25.94	M	48	£51,042	£4,254	£26.46
		55	51,188	4,266	26.53		49	£52,212	£4,351	£27.06
		56	52,342	4,362	27.13		50	£53,389	£4,449	£27.67
740-900	HS1	57	53,504	4,459	27.73	HS1	51	£54,574	£4,548	£28.29
		58	54,662	4,555	28.33		52	£55,755	£4,646	£28.90
		59	55,820	4,652	28.93		53	£56,936	£4,745	£29.51
		60	62,199	5,183	32.24		54	£63,443	£5,287	£32.89
		61	63,610	5,301	32.97		55	£64,882	£5,407	£33.63
900-1100	HS2	62	65,025	5,419	33.71	HS2	56	£66,326	£5,527	£34.38
		63	66,440	5,537	34.44		57	£67,769	£5,647	£35.13
		64	67,852	5,654	35.17		58	£69,209	£5,767	£35.87

STAFFING COMMITTEE

DATE OF MEETING **12 FEBRUARY 2019**

TITLE OF REPORT **REVIEW OF CHIEF EXECUTIVES' PERFORMANCE OBJECTIVES**

Report of **Councillor Dave Neighbour, Leader of the Council**

1 **PURPOSE OF REPORT**

- 1.1. To review the 2018/19 performance objectives for the Joint Chief Executives and to confirm the performance objectives for the Joint Chief Executives for 2019/20.
- 1.2. The objectives are used as a basis of evaluation of the Joint Chief Executives' performance.

2 **RECOMMENDATION**

- 2.1 Subject to any comments of the Staffing Committee, the performance objectives as set out in Appendix 2 be confirmed for the Joint Chief Executives for the coming year.

3 **BACKGROUND**

- 3.1 The Joint Chief Executives play a key role in the corporate leadership of the Council and will contribute to the delivery of all corporate goals, this is recognised in their job description and should be reflected in their annual objectives.
- 3.2 The Joint Chief Executives have had regular performance reviews and objectives, most recently these were considered by Staffing Committee in March 2018.
- 3.3 Performance against the objectives set in 2018 has been strong, details are outlined in Appendix I.
- 3.4 The performance objectives for 2019/20 will form the basis on which the Joint Chief Executives' performance over the next year will be measured and on which they will set objectives for their direct reports.

4 **CONSIDERATIONS**

- 4.1 Views on performance were sought from the Group Leaders and formed part of the feedback mechanism as part of the review process.
- 4.2 The Joint Chief Executives were also asked for their input into what they see to being key aspects of work for the coming year.

- 4.3 Staffing Committee are asked for any input into the new objectives set out in Appendix 2 for the Joint Chief Executives, reflecting their differing roles as Head of Paid Service and the Council's Monitoring Officer, respectively.

5 FINANCIAL IMPLICATIONS

- 5.1 There are no additional costs.

6 ACTION

- 6.1 To use of the performance objectives for 2019/20, as in Appendix 2, as part of the appraisal system for the Joint Chief Executive's during the coming year.

Dave Neighbour
Leader of the Council

APPENDICES

Appendix 1 - 2018/29 Joint Chief Executives Performance against Objectives

Appendix 2 - 2019/20 Joint Chief Executives Proposed Performance Objectives

Appendix I – Report on Performance of Joint Chief Executive Performance Objectives March 2018-January 2019

Link to Corporate Plan	Objective	Measure	Outcome
A Thriving Economy Support our town and village Centres	Work with Fleet Town Council to deliver a new Harlington	Agree a new Lease Agreement with Fleet Town Council for the existing Harlington Establish opportunities for a land swap between Ghurka Square and The Views and continue to work collaboratively on the new Harlington	Cabinet and Council have been fully engaged on the ongoing options for a new Harlington. We are in continued conversation regarding a new Lease Agreement.
A Thriving Economy Support our town and village Centres	Progress options for the regeneration of the Civic Quarter	Identify options available to the Council in delivering a regenerated Civic Quarter for Members to consider	We investigated purchase of business premises which could have added 'marriage value' to the civic quarter however the site was sold as part of a much larger portfolio. Further action awaits clarification regarding the Harlington and the potential to site this on Victoria Road Car Park.
An Efficient and Effective Council Maximising income opportunities	Further develop the Commercial Strategy	Continue to ensure performance against the existing Commercial Strategy whilst exploring opportunities for the mid to long term	Commercialisation at Hart Strategy approved August 2018. First commercial deal agreed in accordance with the strategy in the Autumn, yet to be concluded.
An Efficient and Effective Council Continue to ensure we have an engaged and motivated workforce	Ensure that Senior Management is fit for purpose	Develop the Leadership team through the year including the effective induction of new Head of Service and analysis of the skill sets available.	Appointment and induction of Head of Communities filled final senior manager role in May. Staffing Committee have considered a paper which would help set the Council for the future.

<p>Healthy Communities and People Adopting the Hart Local Plan</p>	<p>Delivery of the Local Plan through to EIP</p>	<p>Submission of the Plan is aligned to the Governments publication of NPPF and Housing Needs Assessment. Ensure the Local Plan is delivered against this background and the Councils resolutions in January 2018.</p>	<p>Plan was submitted on time. We are now awaiting the outcome of the Examination in Public</p>
<p>An Efficient and Effective Council Continue to ensure we have an engaged and motivated workforce</p>	<p>Ensure that Planning Policy is restructured to progress Local Plan Outcomes</p>	<p>Identify the skills that will be necessary to progress the Local Plan Outcomes and ensure that these are in place, as the Plan progresses</p>	<p>As part of the bid for the Garden Community, key skills were identified for completion of the new settlement DPD which was considered by Cabinet in November. Final resourcing will be dependent on the outcome of the Examination in Public, as well as the Garden Communities Bid</p>
<p>A Clean Green and Safe Environment Introducing schemes to deliver biodiversity mitigation</p>	<p>Update the Hart Biodiversity Plan and introduce a biodiversity offsetting scheme.</p>	<p>An update report on biodiversity will be presented to Cabinet in the summer, and this will include decisions on biodiversity offsetting for Members to establish the scheme</p>	<p>Hart's updated Biodiversity Action Plan was approved by Cabinet in July 2018 which set out a clear action plan including biodiversity enhancement and feasibility of testing of biodiversity offsetting.</p>
<p>An Efficient and Effective Council</p>	<p>Deliver a smooth transition to GPRS and oversee the constitution refresh</p>	<p>GPRS comes into force on the 25th May, ensure that the Council has a clear and effective plan which is implemented, to reduce risk of non compliance.</p>	<p>Clear project management in place to ensure all key elements were covered including the appointment of a Designated Officer to manage and further ensure the risk of non compliance is minimized.</p>
<p>An Efficient and Effective Council Inviting Peer Challenge through the LGA</p>	<p>Deliver an Improvement Plan emanating from the</p>	<p>Peer Review Report is due at the end of April, from this, working with Members (as</p>	<p>Peer Review completed in March 2018 and Action Plan approved in June 2018.</p>

	Corporate Peer Review	appropriate) put in place an Improvement Plan and ensure its delivery	Update on Action Plan reported to Cabinet in January 2019.
An Efficient and Effective Council Continuing to work closely with partners to deliver joint services	Deliver a final negotiated 5 Councils contract for services outsourced to Capita	Completion of the 5 Councils renegotiation with Capita by end of April. Completion of exit transfer with Vinci on same timescale.	Work continues with regards to the 5 Councils
A Thriving Economy Supporting residents move to Universal Credit	Ensure a smooth roll out of Universal Credit through work with the DWP and Capita	Working with DWP, CAB and Revenues and Benefits ensure our residents are aware of the changes, when they will occur and what support is in place.	Service Level Agreement in place with the CAB to help support our local residents, measured via KPI's reported back to the DWP.
A Thriving Economy Working in partnership with Town and Parish Councils, Enterprise M3 LEP, Hart Community Covenant	Improve partnership working with (but not exclusive to) Parish and Town Councils, the Military, major employers in the district	Ensure an ongoing effective dialogue that can ensure issues or concerns can be highlighted at the earliest stages and in so doing, help our communities and economy.	Both Joint Chief Executives have been active in their ambassadorial roles on behalf of the Council this year, on the local and national stage. All Parish Councils have been visited, Clinical Commissioning Groups met with; there is regular contact with the Police, Fire and Military. Other Meetings have included Dimension Data, BCoT, Heckfield Place etc.

Appendix 2 – Joint Chief Executive Performance Objectives 2019/2020

Link to Corporate Plan	Objective	Measure	Lead
A Thriving Economy Working with partners such as the Enterprise M3 Local Economic Partnership to promote the district to new businesses and identify funding sources	Strategically work on inward investment and economic growth including engagement at a strategic level on the Economic growth corridor.	Identify options for growth working with business and the LEP looking at funding opportunities. Whilst subject to appeals, NNDR rates could act as a proxy measure	DP
An Efficient and Effective Council Maximising income opportunities and identifying new opportunities for income generation	Continued implementation of the Commercialisation		Both but DP leads
	Implementation of Asset Based Commercialisation	Continue to ensure performance against the existing Commercial Strategy whilst exploring opportunities for the mid to long term	Both but DP leads
	Implementation of the new Digital Strategy as part of Digital based commercialisation	Establishing a new culture, new ways of working which increases collaboration, reduces duplication and increases available on line services (e.g. Arcus project, Sharepoint rollout and continued data management)	DP
	Implementation of Shared Services review as part of the Efficient Services based commercialization	Through a shared service review, test the best value options for Hart, for the future	PH

An Efficient and Effective Council Continuing to ensure we have an engaged and motivated workforce	Implementation of new Organisational Development Strategy		Both but PH leads
		Skills Gap analysis, leading to a systematic approach to the development of staff	PH
		Business re-engineer services to streamline and make them more efficient	DP
		Enable home or district based working through the use of technology	DP
		Create a strong brand for Hart as an employer	PH
		Improve social capital	PH
		Create a digital and commercial culture in the Council	DP
		Establish public perception of service delivery via a residents survey and mystery shopper exercises	PH
Healthy Communities and People Adopting the Hart Local Plan	Delivery of the Local Plan beyond EiP	Subject to the outcome of the EiP, carry out any necessary changes and consultation (as required) ahead of formal adoption by the Council – and ensure the Council is resourced to deliver	DP
Healthy Communities and People Adopting the Hart Local Plan	Lead on the delivery of the New Settlement	Subject to the outcome of the EiP and Garden Communities Bid, put the building blocks in place to deliver a new settlement	PH
An Efficient and Effective Council	Update the Corporate Plan in light of the new Vision	Working with the Administration, deliver a new Corporate Plan aligned to the Vision that provides the next steps in delivery against that Vision.	PH

<p>An Efficient and Effective Council Inviting Peer Challenge through the LGA</p>	<p>Gain external feedback on progress on the Peer Review Action Plan</p>	<p>LGA Peer Review team to be invited autumn 2019 to review progress on the recommendations and subject to this, a further report on additional actions will be brought forward.</p>	<p>PH</p>
<p>An Efficient and Effective Council Continuing to work closely with partners to deliver joint services</p>	<p>Ensure the effective delivery of services important to the Council</p>	<p>Continue to consider the future of the services (as part of the shared service review) and how they may be best provided reflecting the Councils strategic Vision and requirements for the future</p>	<p>PH</p>
<p>An Efficient and Effective Council</p>	<p>Update the constitution to reflect current best practice</p>	<p>New constitution is introduced that is easy to read and understand</p>	<p>DP</p>
<p>An Efficient and Effective Council</p>	<p>Provide greater opportunities for Member Development</p>	<p>Provision of a series of events, around digital, commercialization, community engagement etc. that help Members in their role as decision maker and community leader.</p>	<p>PH</p>
<p>A Thriving Economy Working in partnership with Town and Parish Councils, Enterprise M3 LEP, Hart Community Covenant</p>	<p>Improve partnership working with (but not exclusive to) Parish and Town Councils, the Military, major employers in the district</p>	<p>Ensure an ongoing effective dialogue that can ensure issues or concerns can be highlighted at the earliest stages and in so doing, help our communities and economy.</p>	<p>Both</p>

STAFFING COMMITTEE**DATE OF MEETING: 12 FEBRUARY 2019****TITLE OF REPORT: REVIEW OF STAFF ALLOWANCES AND INTRODUCTION OF AN ELECTRIC VEHICLE MILEAGE RATE****Report of: Head of Corporate Services****Cabinet member: Councillor David Neighbour, Leader****1 PURPOSE OF REPORT**

- 1.1 To seek approval for revised staff allowances and the introduction of an electric vehicle mileage rate.

2 OFFICER RECOMMENDATION

- 2.1 That revised allowances from 1 April 2019, as set out in paragraphs 3.4 and 3.5, be recommended to Council for approval.
- 2.2 That the introduction of mileage rates for electric vehicles from 1 April 2019, as set out in paragraph 3.12, be recommended to Council for approval.

3 BACKGROUND**Revised Allowances**

- 3.1 Hart's allowance rates have traditionally been set in accordance with National Joint Council (NJC) rates. However, the NJC has not set any rates since 2010. Consequently, allowance rates have not been revised for nearly a decade.
- 3.2 Officers have reviewed allowances, taking into account factors such as inflation, pay awards and benchmarking against other authorities.
- 3.3 Officers recommend that essential car user allowances and meal allowances are raised in line with local government pay settlements since 2010. This would increase allowances by 9.55.
- 3.4 Annual essential car user allowances would be raised as below:
- | Engine Size | 2009/10 | 2019/20 |
|------------------|---------|---------|
| 451-999cc | £846 | £927 |
| 1000-1199cc | £963 | £1,055 |
| 1200cc and above | £1,301 | £1,357 |
- 3.5 Meal allowances would be raised as below:
- | | 2009/10 | 2019/20 |
|--------|---------|---------|
| Lunch | £3.50 | £3.83 |
| Dinner | £7.00 | £7.67 |

3.6 Officers do not recommend any increase in mileage rates, as Hart's rates are still in line with other authorities.

3.7 Benchmarking data is shown in Appendix I.

Mileage Allowance for Electric Vehicles

3.8 The Council does not currently have a mileage rate for those officers and members using electric vehicles whilst on official duties.

3.9 The LGA advises that there are no nationally determined rates specific to local government for electric vehicles; it is entirely a matter for local determination.

3.10 HMRC do recognise that employees should be reimbursed for costs incurred by business travel; however they do not recommend a rate.

3.11 Basingstoke and Deane has adopted the approach that as there is no fuel involved the casual car user receives no rate per business mile. Essential car users receive an allowance and will continue to receive the allowance for an electric car without a mileage rate per business mile. Surrey Heath, Havant, East Hants, South Oxfordshire and Vale of White Horse use 45p per mile and Mendip has been advised to use 45p per mile.

3.12 Officers therefore propose that a rate of 45p per mile is adopted for casual users. A lower rate of 25p per mile for essential users is also proposed.

4 CONSIDERATIONS

It is recognised by the Council that employees should be reimbursed for costs incurred from business travel.

5 FINANCIAL IMPLICATIONS

There are limited financial implications arising from this report.

6 ACTION

That the amendments to the Staff Allowances Policy be adopted.

Contact Details: Andrew Vallance, x4207, Andrew.vallance@hart.gov.uk

APPENDICES

Appendix I – Benchmarking Data

BACKGROUND PAPERS

None

BENCHMARKING

Authority	Lunch	Dinner
Havant Borough Council	£7.92	£9.80
East Hampshire District Council	£7.92	£9.80
Surrey Heath Borough Council	£7.50	£10.71
Basingstoke and Deane Borough Council	£11.29	£13.96
South Oxford and Vale of White Horse	£0.00	"reasonable expenses" allowed
Electric Car Mileage		
Authority	Rate	
Havant Borough Council	0.45p	
East Hampshire District Council	0.45p	
South Oxford and Vale of White Horse	0.45p	
Mendip District Council	0.45p	
West Sussex County Council	0.45p	

Hart District Council	Current Rates	From 1 April 2019
Essential Car users		
451 - 999cc	£846	927
1000 - 1199cc	£963	£1,055
1200 - 1450cc	£1,239	£1,357
Meal Allowances		
Lunch	£3.50	£3.83
Dinner	£7.00	£7.67

Hart District Council Electric Car Users Mileage		
Essential Car users	£0.00	£0.25
Casual Users	£0.00	£0.45

STAFFING COMMITTEE

Date and Time: Tuesday, 12 February 2019 at 7pm

Place: Committee Room 1, Civic Offices

Present:

COUNCILLORS

Forster (substitute Burchfield), Crisp, Kennett (Chairman), Neighbour, Radley

Officers:

Patricia Hughes Joint Chief Executive

Dymphna Aspell HR and Customer Service Client Officer

9 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 10 December 2018 were confirmed and signed as a correct record.

10 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Butler, Kinnell, Parker and Burchfield, with Councillor Forster substituting for Councillor Burchfield.

11 CHAIRMAN'S ANNOUNCEMENTS

None.

12 DECLARATIONS OF INTEREST

None declared.

13 PAY POLICY STATEMENT FINANCIAL YEAR 2019-20

Members were asked to approve the Council's Pay Policy for 2019-20.

Members raised a series of questions to clarify the report, including a request for the total cost of salaries in 2018/19 and anticipated salaries in 2019/2020. Members also discussed the use of market supplements and how the review could be taken forward.

RECOMMENDATION to Council

That the Pay Policy be approved.

14 CHIEF EXECUTIVE PERFORMANCE REVIEW

Members considered the review of the 2018/19 performance objectives for the Joint Chief Executives, and were asked to confirm the performance objectives for the Joint Chief Executives for 2019/20.

Members considered and sought the amendment/addition of the following aspects of the Objectives:

- Adding in Brexit
- Rolling over the workload associated with the 5 Councils partnership

DECISION

That the performance objectives be confirmed for the Joint Chief Executives for the coming year subject to the addition of targets associated with Brexit and the 5 Councils partnership.

15 REVIEW OF STAFF ALLOWANCES AND INTRODUCTION OF AN ELECTRIC VEHICLE MILEAGE RATE

Approval for revised staff allowances and the introduction of an electric vehicle mileage rate was sought.

Members sought clarification on the mileage rates for motorcycles and bicycles, and a request that we seek to understand the financial implications of these changes.

RECOMMENDATION to Council

- 1 That the proposed revised allowances from 1 April 2019, be recommended to Council for approval.
- 2 That the introduction of mileage rates for electric vehicles from 1 April 2019, be recommended to Council for approval subject to the addition of “essential car users – 1200cc and above including Electric Vehicles”.

The meeting closed at 8.08 pm