

A meeting of the **CABINET** will be held in **PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **THURSDAY, 17 OCTOBER 2013** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

APOLOGIES


Contact
(01480)

8. PAY REVIEW - PROGRAMME PLAN (Pages 1 - 4)

To consider a report by the Managing Director – to follow.

Mrs J Lancaster
388300

Dated this 16 day of October 2013



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

(1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*

(2) *A Member has a disclosable pecuniary interest if it -*

- (a) relates to you, or*
- (b) is an interest of -*

- (i) your spouse or civil partner; or*
- (ii) a person with whom you are living as husband and wife; or*
- (iii) a person with whom you are living as if you were civil partners*

and you are aware that the other person has the interest.

(3) *Disclosable pecuniary interests includes -*

- (a) any employment or profession carried out for profit or gain;*
- (b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);*
- (c) any current contracts with the Council;*
- (d) any beneficial interest in land/property within the Council's area;*
- (e) any licence for a month or longer to occupy land in the Council's area;*
- (f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or*
- (g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.*

Other Interests

- (4) *If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.*
- (5) *A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -*
- (a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or*
- (b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association*

and that interest is not a disclosable pecuniary interest.

2. Filming, Photography and Recording at Council Meetings

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link - [filming, photography-and-recording-at-council-meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

Please contact Mrs H Taylor, Senior Democratic Services Officer, Tel No. 01480 388008/e-mail Helen.Taylor@huntingdonshire.gov.uk /e-mail: if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Cabinet.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the District Council's website – www.huntingdonshire.gov.uk (under Councils and Democracy).

If you would like a translation of
Agenda/Minutes/Reports or would like a
large text version or an audio version
please contact the Democratic Services Manager
and we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

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Agenda Item 8

Confidential* - No
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Pay Review – Programme Plan

Meeting/Date: Cabinet – 17th October 2013

Executive Portfolio: Executive Leader

Report by: Managing Director/HR Consultant

Ward(s) affected: All

Executive Summary:

An update on the progression of the Pay and Grading Framework which is moving from the job evaluation exercise to the first stages of employee consultation.

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1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 This report is to provide an update and further information to the Cabinet on the timetable and consultation planned with staff on moving to a new pay model.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The introduction of the new pay model will mean change for existing staff from a pay structure that has been in place for 23 years. On the project we are now reaching a key point when the evaluation of roles has been completed and the new proposed pay line can be shared with staff. In addition we are about to commence consultation with staff on the proposed new pay model and are about to share a comprehensive pack with all staff and to support that with presentations and briefings.

3. TIMETABLE FOR IMPLEMENTATION

- 3.1 The timetable for implementation of this consultation on the new pay model is

Date	Action
18th to 22nd October	Manager Briefing on their role in consultation
25th October	Release of pack to all employees
4th to 7th November	Employee sessions
November	Ongoing meetings with Staff Council
9th December 2013	Earliest end of formal consultation

The pack of documents to employees will include the following

- Covering letter to all staff
- Copy of old pay model and proposed new pay model
- Proposed appeal procedure for implementation exercise in Q1 2014
- Frequently asked questions
- Feedback form for staff to respond to consultation

4. WHAT ACTIONS WILL BE TAKEN

- 4.1 The Cabinet should be aware that we are about to enter a new phase of the Pay and Grading project and that employee consultation is commencing. We will return to this subject when consultation has been completed.

CONTACT OFFICER

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