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NOTICE OF MEETING

Meeting	Employment in Hampshire County Council Committee
Date and Time	Tuesday, 8th November, 2022 at 10.00 am
Place	Mitchell Room, Ell Court, The Castle, Winchester
Enquiries to	members.services@hants.gov.uk

Carolyn Williamson FCPFA
Chief Executive
The Castle, Winchester SO23 8UJ

FILMING AND BROADCAST NOTIFICATION

This meeting may be recorded and broadcast live on the County Council's website and available for repeat viewing, it may also be recorded and filmed by the press and public. Filming or recording is only permitted in the meeting room whilst the meeting is taking place so must stop when the meeting is either adjourned or closed. Filming is not permitted elsewhere in the building at any time. Please see the Filming Protocol available on the County Council's website.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence received.

2. DECLARATIONS OF INTEREST

All Members who believe they have a Disclosable Pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to Part 3 Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore all Members with a Personal Interest in a matter being considered at the meeting should consider, having regard to Part 5, Paragraph 4 of the Code, whether such interest should be declared, and having regard to Part 5, Paragraph 5 of the Code, consider whether it is appropriate to leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with the Code.

3. MINUTES OF PREVIOUS MEETING (Pages 5 - 8)

To confirm the minutes of the previous meeting

4. DEPUTATIONS

To receive any deputations notified under Standing Order 12.

5. CHAIRMAN'S ANNOUNCEMENTS

To receive any announcements the Chairman may wish to make.

**6. AMENDMENTS TO THE MEMBERS' ALLOWANCES SCHEME
2022/23 (Pages 9 - 62)**

To receive a report seeking to make amendments to the Members' Allowance Scheme for 2022/23.

**7. HAMPSHIRE COUNTY COUNCIL PAY STATEMENT - FINANCIAL
YEAR 2023/24 (Pages 63 - 78)**

To receive a report setting out the proposed Pay Statement for 2023/24, and to seek the recommendation of the EHCC Committee of the proposed Pay Statement to the County Council.

8. PAY, POLICY AND LEGISLATION UPDATE (Pages 79 - 90)

To receive a report providing an update on the 2022 National Pay Award, seeking approval on the introduction of a new Recruitment and Retention allowance and to seek approval to amend the Council's Sickness Absence policy where an employee is injured while on duty.

**9. ORGANISATIONAL RESTRUCTURE - CHIEF EXECUTIVE'S UPDATE
(Pages 91 - 108)**

To consider a report from the Chief Executive providing the Employment in Hampshire County Council Committee with an update on the planned organisational and Senior Leadership team changes.

10. EXCLUSION OF THE PRESS AND PUBLIC

RECOMMENDATION:

To resolve that the public be excluded from the meeting during the following item of business, as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during this item there would be disclosure to them of exempt information within Paragraph 1 and 4 of Part 1 of Schedule 12A to the Local Government Act 1972, and further that in all the circumstances of the cases, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons set out in the exempt report.

11. ORGANISATIONAL RESTRUCTURE - CHIEF EXECUTIVE'S UPDATE (EXEMPT APPENDIX) (Pages 109 - 112)

To consider the exempt appendices in relation to this item.

ABOUT THIS AGENDA:

On request, this agenda can be provided in alternative versions (such as large print, Braille or audio) and in alternative languages.

ABOUT THIS MEETING:

The press and public are welcome to attend the public sessions of the meeting. If you have any particular requirements, for example if you require wheelchair access, please contact members.services@hants.gov.uk for assistance.

County Councillors attending as appointed members of this Committee or by virtue of Standing Order 18.5; or with the concurrence of the Chairman in connection with their duties as members of the Council or as a local County Councillor qualify for travelling expenses.

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Agenda Item 3

AT A MEETING of the Employment in Hampshire County Council Committee of
HAMPSHIRE COUNTY COUNCIL held at the castle, Winchester on Thursday
7th July 2022

Chairman:
p Councillor Kirsty North

p Councillor Gary Hughes
Councillor Adrian Collett
p Councillor Steve Forster
p Councillor Keith House

p Councillor Zoe Huggins
p Councillor Stephen Parker
p Councillor Stephen Philpott

31. **APOLOGIES FOR ABSENCE**

Apologies were noted from Cllr Collett. Cllr Park was in attendance in his place.

32. **DECLARATIONS OF INTEREST**

All Members who believe they have a Disclosable Pecuniary Interest in any matter to be considered at the meeting must declare that interest and, having regard to Part 3 Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore all Members with a Personal Interest in a matter being considered at the meeting should consider, having regard to Part 5, Paragraph 4 of the Code, whether such interest should be declared, and having regard to Part 5, Paragraph 5 of the Code, consider whether it is appropriate to leave the meeting while the matter is discussed, save for exercising any right to speak in accordance with the Code.

33. **MINUTES OF PREVIOUS MEETING**

The minutes of the last meeting were reviewed and agreed.

34. **DEPUTATIONS**

No deputation requests had been received for this meeting.

35. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements to make on this occasion.

36. **ANNUAL WORKFORCE REPORT 2021 - 2022**

The Employment in Hampshire County Council (EHCC) Committee considered a report of the Director of Human Resources, Organisational Development and Communications & Engagement regarding the Annual Workforce Report for 2021/22.

The Director summarised the key points from the report and Committee Members asked questions for clarification and commented on the implications of the content. In relation to exit information it was commented that it would be preferable to increase the numbers providing feedback in order to better understand why staff leave the organisation.

It was discussed that for those characteristics that are voluntarily disclosed, the data needed to be treated with caution, as it may not be reflective of the true position across the organisation.

It was noted that the Council should ensure that it is maximising all the various communities in Hampshire as our potential workforce, including refugees from Afghanistan and Ukraine.

RESOLVED:

1. EHCC reviewed the content of the Annual Workforce Report (Annex One to the report).
2. EHCC noted the progress of the actions so far and next steps.

37. **CONNECT2HAMPSHIRE - UPDATE ON HAMPSHIRE'S TEMPORARY STAFFING AGENCY**

The Employment in Hampshire County Council (EHCC) Committee considered a report of the Director of Human Resources, Organisational Development and Communications & Engagement providing an update on the County Councils joint venture agency, Hampshire & Kent Commercial Services LLP (trading as Connect2Hampshire).

The Director's representative summarised the report and Committee Members asked questions for clarification and commented on the content. It was noted that Connect2Hampshire had completed its third year of trading and turnover had increased in the past year compared to the first two years. The County Council had provided a loan to get the organisation started and this had now been fully repaid.

The target was for 95% of the roles sourced through the agency to be supplied and this had been met. In addition, up to 20% of Connect2Hampshire's revenue turnover can be achieved through other traded activity. This option was yet to be pursued in earnest, although some small steps had been taken in the care sector to offer Connect2Hampshire services to independent care providers.

RESOLVED:

The EHCC noted the update for Connect2Hampshire in relation to 2021/22, including its performance during this period in relation to the provision of temporary agency workers to the County Council.

38. **PAY, POLICY AND LEGISLATION UPDATE**

The Employment in Hampshire County Council (EHCC) Committee considered a report of the Director of Human Resources, Organisational Development and Communications & Engagement providing an update on; the 2021 and 2022 National Pay Award; Special Severance Payments statutory guidance; potential employment related legislative changes; an update on the Deputy Chief Executive Arrangements and processes relating to the appointment of Chief Officers and Deputy Chief Officers.

The Director summarised the report and Committee Members asked questions for clarification and commented on the content. It was noted that the pay award for 2021 had been paid and the unions had put in their request for the 2022 award. It was discussed that for 2022 and beyond there would be a financial challenge, due to the cost-of-living increases.

It was noted that the EHCC agreement requires the application of the nationally agreed pay award to EHCC Grades A-G inclusive. Authority was being sought to apply the same pay award to grades H and above if it was no more than 4.5% over two years, in line with budget arrangements. If the settlement was higher than this, a decision would be brought back to EHCC.

It was noted that numbers of special severance payments made by Hampshire County Council were very low and there had been none over £100,000 in the recent past.

RESOLVED:

1. That EHCC note that the National Pay Award for 2021 has been implemented.
2. That EHCC note the current status of negotiations on the National Pay Award for 2022 (which applies from 1 April 2022) and agree to apply the national pay award to EHCC Grades A-G and payments for standby and sleeping in duties, once national negotiations have concluded, as contractually obliged to do so.
3. As in previous years, that EHCC agree to officers applying the same national pay award to EHCC Grades H and above, on the presumption that it is no more than 4.5% over 2 years in line with budget arrangements. If the settlement is higher than this, a decision will be brought back to EHCC.
4. That EHCC note the issues that will need to be addressed for 2024.
5. That EHCC notes the new statutory guidance on Special Severance Payments.
6. That EHCC confirms the Chief Executive has authority to approve Special Severance Payments to non-Chief Officers or Deputy Chief Officers leaving the Council, provided that any Special Severance Payments of £20,000 and above but below £100,000, shall be approved in consultation with the Chairman of EHCC; and
7. That EHCC recommends to the County Council that it remains the appropriate Committee to agree Chief Officer remuneration, for Chief Officers above Grade K, including individual salary offers in respect of any

new Chief Officer appointments or severance packages for Chief Officers leaving the County Council and any Special Severance Payments to any Officer of £100,000 or more, in accordance with the Pay Statement.

8. That EHCC notes the other updates on government consultations and potential employment legislation changes set out in the paper.
9. That EHCC notes the processes for the appointment of Chief Officers and Deputy Chief Officers.
10. That EHCC note the arrangements proposed in relation to the appointment of a Deputy Chief Executive.

Chairman, Employment in Hampshire
County Council Committee

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Employment in Hampshire County Council Committee
Date:	8 November 2022
Title:	Amendments to the Members' Allowances Scheme 2022/23
Report From:	Chief Executive

Contact name: Barbara Beardwell – Head of Law & Governance & Monitoring Officer

Debbie Vaughan – Head of Democratic & Member Services

Tel: 03707 793751
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Email: barbara.beardwell@hants.gov.uk
debbie.vaughan@hants.gov.uk

Purpose of this Report

1. The purpose of this report is for the EHCC Committee to consider a number of recommendations of the Independent Remuneration Panel (IRP) regarding amendment to the Members' Allowances Scheme 2022/23, and the adjustment of Members' Basic Allowances and SRAs for the year 2022/23.

Recommendations

That the EHCC Committee:

2. Thank the IRP for their work in considering this matter, and their recommendations as referred to in this report.
3. Recommend to the County Council that approval be given to amendment of the Members' Allowances Scheme for 2022/23, if appropriate, which takes into account the recommendations of the IRP and the views of the EHCC Committee.
4. Recommend to the County Council that Members' Basic Allowances and SRAs be adjusted for the year 2022/23 by 3.56%.

Executive Summary

5. The legislative framework governing the payment of Members' Allowances is set out in the Local Authorities (Members' Allowances) (England) Regulations 2003 ('the Members' Allowances Regulations').
6. Under the provisions of the Members' Allowances Regulations, the County Council is required each year to make a Members' Allowances Scheme.

The Members' Allowances Scheme needs to make provision for payment of Basic Allowances, Special Responsibility Allowances ("SRAs") Dependents' Carers' Allowances, Travelling and Subsistence Allowances, and Co-optees Allowances. Once a Members' Allowances Scheme is made for any year it may be amended during the year in question in accordance with the Members' Allowances Regulations. It is also possible under the Members' Allowances Regulations for any amendment to the Members' Allowances Scheme to be backdated to the beginning of the financial year in which any such amendment is made.

7. By virtue of the Members' Allowances Regulations, before the County Council can make or amend a Members' Allowances Scheme, it is required to have regard to recommendations made in relation to it by an Independent Remuneration Panel ("IRP"). In this regard the IRP met on 6 October 2022. Minutes of the IRP meeting, including the recommendations of the IRP are attached as Appendix 1 to this report. The report to the IRP meeting is attached at Appendix 2. Also attached to this report are documents (referred to in the IRP report as Appendix 1, Appendix 2a, Appendix 2b, 2c, 3a, 3b and 3c) considered at the IRP meeting. Lastly, attached at Appendix 2d is an assessment based on the present political makeup of the County Council of the impact of the IRP's recommendations regarding changes to the calculation of SRAs for Opposition Group Leaders and Opposition Group Spokespersons.

Contextual Information

Amendment to Members' Allowances Scheme 2022/23

Recommendations of the Independent Remuneration Panel

8. An SRA for the Deputy Leader equivalent to 70% of the Leader's SRA be added to the Members' Allowances Scheme, to be backdated to the 2022 County Council AGM (19 May 2022). That this be subject to review in 12 months' time.
9. The SRA for Opposition Group Leaders should amount to 55% of the SRA for the Leader of the Council, divided proportionally between all Opposition Groups (consisting of two Members or more) according to the number of seats held by that Group on the County Council. That this be backdated to the 2022 County Council AGM (19 May 2022), but any detrimental impact should not result in any SRA already paid in 2022/23 by the time of the County Council's decision being subject to repayment. That the SRA for Opposition Group Leaders be subject to review in 12 months' time.
10. That an SRA for Opposition Group Spokespersons should be paid to Opposition Group Spokespersons on each of the County Council's ordinary Select Committees and the Health and Adult Social Care Committee and the Regulatory Committee. The overall SRA payable should amount to 55% of the SRA for the Chairman of an ordinary Select

Committee, divided proportionally between all Opposition Groups represented on each respective Committee (following agreement of the proportionality table and appointments by the County Council). The SRA to be divided according to the number of seats on the County Council held by each Opposition Group represented on each respective Committee as referred to above. That this be backdated to the 2022 County Council AGM (19 May 2022), but any detrimental impact should not result in any SRA already paid in 2022/23 by the time of the County Council's decision being subject to repayment. That the Opposition Group Spokespersons SRA be subject to review in 12 months.

11. The SRA for the roles of Assistant to the Executive – Adult Services and Public Health and Assistant to the Executive – Children's Services and for the role of Chairman of the River Hamble Harbour Board continue at the previously agreed rates.

Amendment to Members Allowances Scheme 2022/23 - Consideration of IRP Recommendations

SRA - Deputy Leader of the County Council

12. With regard to an SRA for the role of Deputy Leader, the Panel heard from the Monitoring Officer who confirmed that this was a statutory position to which one of the Executive Members must be appointed and who is automatically required to act in place of the Leader in the Leader's absence. The Panel also heard from the Chief Executive, who illustrated the Deputy Leader role and in particular the need to be up to speed on all topics in order to be able to represent the Leader through her own knowledge of the multi-faceted ways in which Leader and Deputy Leader work together, as well as through comparison with her own experience of being a Deputy Chief Executive. She noted that the role of Deputy Leader added vital capacity and support to the Leader in their role in charge of a large and complex organisation. The Leader of the Council also addressed the Panel, explaining that he had previously been Deputy Leader for three years, highlighting the importance of a seamless partnership between Deputy Leader and Leader.
13. The Panel recognised that the scale of the County Council brought significant pressures on the leadership and noted that although the Deputy Leader did not hold any specific additional decision-making responsibility, the role should be particularly recognised in terms of Executive responsibility and representing the County Council within the administrative area of the County Council and the wider community, and consequent reputational significance. It was noted that many other Authorities do pay a Deputy Leader SRA.
14. The IRP were in agreement that an SRA should be payable for the role of Deputy Leader of the County Council, equivalent to 70% of the Leader of the Council's SRA, and that this should be backdated to the May 2022 AGM (19 May 2022). The IRP were also in agreement that the SRA for this role should be reviewed in 12 months' time.

Full details of the role are contained at **Appendix 1** to this report.

SRA - Opposition Group Leader

15. For the information of EHCC, the present formula for calculation of an SRA for the role of Opposition Group Leader was determined by the County Council in February 2012 following reference to the IRP. By virtue of application of the present formula, an SRA is payable according to a formula (currently £6474 plus £360 x number of Members in relevant Political Group (including the Leader of the relevant Political Group)) to an Opposition Group Leader in cases where a Political Group comprises four or more Members, and thus the actual amount payable varies according to numbers of Members of a Political Group. Representations were received from the Leaders of all Opposition Groups represented on the County Council. These are attached as Appendices 2a, 2b and 2c.
16. With regards to the review of the SRA for Opposition Group Leaders and Opposition Spokespersons, the Panel noted that these were longstanding areas of discussion and expressed their ambition of a solution that was inclusive, future proofed and evidence based. Considering the Group Leader SRA first, the Panel heard from the Liberal Democrat Deputy Leader and the Leaders of the Labour and Independent Groups. It was established that there was no formal Leader of the Opposition role – each Group was a separate opposition to the Administration. The Councillors highlighted a number of key elements of their respective roles and it was noted in particular that the Group Leader role was similar across the board in terms of needing to understand all areas of the Council and represent their Group. Furthermore, the differing sizes of the Group brought both challenges and advantages and could not be easily related to workload. A fundamental unfairness in having an arbitrary Group size as the cut off point for a Group Leader SRA was therefore identified.
17. Noting the content of the report and the representations received, the Panel expressed their view that an alternative calculation for an Opposition Group Leader SRA should be implemented that did not rely on a minimum Group size (it was accepted that a Group was two or more Members).
18. The IRP were in agreement that the SRA payable for the role of Opposition Group Leader on the County Council should be 55% of the SRA for the Leader of the Council, divided proportionally between all Opposition Groups (consisting of two Members or more) according to the number of seats held by that Group on the County Council. The IRP were of the view that any new / revised SRAs should be backdated to the May 2022 County Council AGM, but any detrimental impact should not result in any SRA already paid in 2022/23 by the time of any decision of the County Council to amend the present SRA for Opposition Group Leader being subject to repayment. The IRP were also of the view that the SRA for Opposition Group Leader be subject to review in 12 months.

SRA - Opposition Group Spokesperson

19. For the information of EHCC, the present formula for calculation of an SRA for the role of Opposition Group Spokesperson was determined by the County Council in February 2014 following reference to the IRP. By virtue of application of the present formula, an SRA is payable according to a formula (20% of the SRA for an Executive Member (currently £3,781.20) plus £110 x number of Members in the relevant Political Group (including the relevant Political Group Leader)) to an Opposition Group Spokesperson in cases where a Political Group comprises eight or more Members, and thus the actual amount payable varies according to numbers of Members of a Political Group.
20. With regard to the SRA for Opposition Group Spokespersons, the Panel noted that the current threshold for receipt of an SRA was based on a Group size of eight Members or more. Comparison with other Authorities had revealed that many did not pay an SRA for this role, but it was confirmed that it was permissible to do so in accordance with the legislation. The Panel received representations from the Leaders of each of the Opposition Groups who highlighted that in a similar way to the Group Leaders, the Opposition Spokespersons all carried out a similar function regardless of their Group size and therefore a similar unfairness in the Group size criteria existed. These are contained at Appendices 2a, 2b and 2c, as referred to above.
21. The Panel were keen to introduce a solution that would remove the need for a minimum Group size, however recognised that small Groups did not always qualify for a seat on all of the six Committees for which an Opposition Spokespersons allowance was payable, due to the application of proportionality rules. Having considered a number of alternatives, it was proposed that to resolve this, and to mirror the solution recommended for Opposition Group Leaders a formula could be applied for future calculation of an Opposition Group Spokesperson SRA.
22. The IRP accordingly were of the view that an SRA for Opposition Group Spokespersons should be paid to Opposition Group Spokespersons on each of the County Council's ordinary Select Committees and the Health and Adult Social Care Committee and the Regulatory Committee. The overall SRA payable should amount to 55% of the SRA for the Chairman of an ordinary Select Committee, divided proportionally between all Opposition Groups represented on each respective Committee (following agreement of the proportionality table and appointments by the County Council). The SRA to be divided according to the number of seats on the County Council held by each Opposition Group represented on each respective Committee as referred to above. The IRP were of the view that any new / revised SRAs should be backdated to the May 2022 County Council AGM, but any detrimental impact should not result in any SRA already paid in 2022/23 by the time of any decision of the County Council to amend the present SRA for Opposition Group Spokesperson being

subject to repayment. The IRP were also of the view that the SRA for Opposition Group Spokesperson be subject to review in 12 months.

23. Attached at Appendix 2d is an assessment based on the present political makeup of the County Council of the impact of the IRP's recommendations regarding changes to the calculation of SRAs for Opposition Group Leaders and Opposition Group Spokespersons.

SRA – Assistant to the Executive – Adult Services and Public Health and Children's Services

SRA – Chairman of the River Hamble Harbour Board

24. By way of background for the information of EHCC, the present SRAs for these roles was determined by the County Council at its meeting in February 2022, following the recommendations of the IRP and EHCC. The present SRAs for the two roles of Assistant to the Executive – Adult Services and Public Health and Assistant to the Executive – Children's Services are calculated at 25% of the SRA for an Executive Member. The present SRA for the role of Chairman of the River Hamble Harbour Board is calculated at 25% of the SRA of a Chairman of a Select Committee. The IRP when making its recommendations on these three roles at its meeting in September 2021, had recommended that all three SRAs be reviewed in 12 months' time as the roles developed. In agreeing the SRAs at the County Council meeting in February 2022, the County Council had accepted the IRP's recommendations that the roles should be reviewed.
25. The IRP reviewed the SRAs for the roles of Assistant to the Executive – Adult Services and Public Health and Assistant to the Executive – Children's Services and Chairman of the River Hamble Harbour Board. The Panel acknowledged the supporting evidence relating to each of these roles attached to the report and agreed that they were in line with the size, scale and range of responsibilities of the County Council as originally envisaged. The IRP were therefore in agreement that the SRA for the roles of Assistant to the Executive – Adult Services and Public Health and Assistant to the Executive – Children's Services and Chairman of the River Hamble Harbour Board continue at the previously agreed rates.

Attached as Appendices 3a, 3b and 3c are details of the roles as considered by the IRP.

Adjustment of Basic Allowances and SRAs 2022/23

26. As Members of EHCC will be aware, the County Council agreed at its meeting on 17 February 2022 that Basic Allowances and SRAs should be adjusted for the years 2022/23, 2023/24, 2024/25 and 2025/26 by reference to the Pay Award for staff (if any) for Senior Managers at Grade H. Unusually, for 2022/23 the Pay Award for staff below Grade H is a flat rate award of £1,925. If the flat rate Pay Award is applied to Grade H, this

equates to an increase of 3.56%, and it is therefore considered that this is the appropriate adjustment of Basic Allowances and SRAs for the year 2022/23.

Next Steps

27. Amendment of the Members' Allowances Scheme for 2022/23, if appropriate, recommended by the EHCC Committee will be considered by the County Council at its meeting on 24 November 2022.

EQUALITIES IMPACT ASSESSMENT:

1. Equality Duty

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

2. Equalities Impact Assessment:

(a) No equality impacts have been identified arising from this Report

CORPORATE OR LEGAL INFORMATION:

Links to the Strategic Plan

This proposal does not link to the Strategic Plan but, nevertheless, requires a decision because of the requirements of the Members' Allowances Regulations.

Other Significant Links

Links to previous Member decisions:

<u>Title</u>	<u>Date</u>
Amendments to the Members' Allowances Scheme 2013/14 and Members' Allowances Scheme 2014/15, 2015/16, 2016/17 and 2017/18 – County Council	20 February 2014
Amendments to the Members' Allowances Scheme 2013/14 and Members' Allowances Scheme 2014/15, 2015/16, 2016/17 and 2017/18 – County Council	22 February 2018
Amendment to the Members' Allowances Scheme 2021/22, and Members' Allowances Scheme for 2022/23, 2023/24, 2024/25 And 2025/26	17 February 2022

Direct links to specific legislation or Government Directives

<u>Title</u>	<u>Date</u>
Local Government and Housing Act	1989
The Local Authorities (Members' Allowances) (England) Regulations	2003

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

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AT A MEETING of the Independent Remuneration Panel of HAMPSHIRE
COUNTY COUNCIL held at the Castle, Winchester on Thursday, 6th October,
2022

In attendance:

Julia Abbott, David Heck, Pinky Kwok and Rosemary Lynch

Also present with the agreement of the Chairman: Councillors Crawford, Collett, Humby and Tree,

9. APOLOGIES FOR ABSENCE

Apologies were received from Martin James.

10. DECLARATIONS OF INTEREST

Members were mindful that where they believed they had a Disclosable Pecuniary Interest in any matter considered at the meeting they must declare that interest at the time of the relevant debate and, having regard to the circumstances described in Part 3, Paragraph 1.5 of the County Council's Members' Code of Conduct, leave the meeting while the matter was discussed, save for exercising any right to speak in accordance with Paragraph 1.6 of the Code. Furthermore Members were mindful that where they believed they had a Non-Pecuniary interest in a matter being considered at the meeting they considered whether such interest should be declared, and having regard to Part 5, Paragraph 2 of the Code, considered whether it was appropriate to leave the meeting whilst the matter was discussed, save for exercising any right to speak in accordance with the Code.

11. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 29 September 2021 were agreed as a correct record and signed by the Chairman.

12. DEPUTATIONS

There were no deputations on this occasion.

13. CHAIRMAN'S ANNOUNCEMENTS

The Chairman noted that despite being unable to attend the meeting, Martin James had contributed his thoughts on the items for consideration and that these would be taken into account.

14. **AMENDMENTS TO THE MEMBERS' ALLOWANCES SCHEME 2022/23**

The IRP considered the report of the Monitoring Officer regarding Special Responsibility Allowances (SRAs) for a number of different roles and the recommendation of potential subsequent updates to the Members' Allowances Scheme.

The Panel acknowledged the information that had been provided to them in respect of all of the SRAs in the report and noted that they had also taken the opportunity of conducting benchmarking comparisons with other Councils to use as a point of reference.

Deputy Leader SRA

With regard to an SRA for the role of Deputy Leader, the Panel heard from the Monitoring Officer who confirmed that this was a statutory position to which one of the Executive Members must be appointed and who is automatically required to act in place of the Leader in the Leader's absence. The Panel also heard from the Chief Executive, who illustrated the Deputy Leader role and in particular the need to be up to speed on all topics in order to be able to represent the Leader through her own knowledge of the multi-faceted ways in which Leader and Deputy Leader work together, as well as through comparison with her own experience of being a Deputy Chief Executive. She noted that the role of Deputy Leader added vital capacity and support to the Leader in their role in charge of a large and complex organisation. The Leader of the Council also addressed the Panel, explaining that he had previously been Deputy Leader for three years, highlighting the importance of a seamless partnership between Deputy Leader and Leader.

The Panel recognised that the scale of the County Council brought significant pressures on the leadership and noted that although the Deputy Leader did not hold any specific additional decision making responsibility, the role should be particularly recognised in terms of Executive responsibility and representing the County Council within the administrative area of the County Council and the wider community, and consequent reputational significance. It was noted that many other Authorities do pay a Deputy Leader SRA. It was proposed and agreed to recommend to the County Council that:

An SRA for the Deputy Leader equivalent to 70% of the Leader's SRA be added to the Members' Allowances Scheme, to be backdated to the 2022 County Council AGM. That this be subject to review in 12 months.

Opposition Group Leader SRA

With regards to the review of the SRA for Opposition Group Leaders and Opposition Spokespersons, the Panel noted that these were longstanding areas of discussion and expressed their ambition of a solution that was inclusive, future proofed and evidence based. Considering the Group Leader SRA first, the Panel heard from the Liberal Democrat Deputy Leader and the Leaders of the Labour and Independent Groups. It was established that there was no formal Leader of the Opposition role – each Group was a separate opposition to the Administration. The Councillors highlighted a number of key elements of their

respective roles and it was noted in particular that the Group Leader role was similar across the board in terms of needing to understand all areas of the Council and represent their Group. Furthermore, the differing sizes of the Group brought both challenges and advantages and could not be easily related to workload as a larger Group resulted in more Members to manage, but also more capacity to draw upon. A fundamental unfairness in having an arbitrary Group size as the cut off point for a Group Leader SRA was therefore identified.

Noting the content of the report and the representations received, the Panel expressed their view that an alternative calculation for an Opposition Group Leader SRA should be implemented that did not rely on a minimum Group size (it was accepted that a Group was two or more Members). It was proposed and agreed to recommend to the County Council that:

The SRA for Opposition Group Leaders should amount to 55% of the SRA for the Leader of the Council, divided proportionally between all Opposition Groups (consisting of two Members or more) according to the number of seats held by that Group on the County Council. That this be backdated to the 2022 County Council AGM, but any detrimental impact should not result in any SRA already paid in 2022/23 by the time of the County Council's decision being subject to repayment. That the SRA for Opposition Group Leaders be subject to review in 12 months.

Opposition Group Spokesperson SRA

With regard to the SRA for Opposition Group Spokespersons, the Panel noted that the current threshold for receipt of an SRA was based on a Group size of eight Members or more. Comparison with other Authorities had revealed that many did not pay an SRA for this role, but it was confirmed that it was permissible to do so in accordance with the legislation. The Panel received representations from each of the Opposition Groups who highlighted that in a similar way to the Group Leaders, the Opposition Spokespersons all carried out a similar function regardless of their Group size and therefore a similar unfairness in the Group size criteria existed.

The Panel were keen to introduce a solution that would remove the need for a minimum Group size, however recognised that small Groups did not always qualify for a seat on all of the six Committees for which an Opposition Spokespersons allowance was payable, due to the application of proportionality rules. Having considered a number of alternatives, it was proposed that to resolve this, and to mirror the solution recommended for Group Leaders it be recommended to the County Council that:

That an SRA for Opposition Group Spokespersons should be paid to Opposition Group Spokespersons on each of the County Council's ordinary Select Committees and the Health and Adult Social Care Committee and the Regulatory Committee. The overall SRA payable should amount to 55% of the SRA for the Chairman of an ordinary Select Committee, divided proportionally between all Opposition Groups represented on each respective Committee (following agreement of the proportionality table and appointments by the County Council). The SRA to be divided according to the number of seats on the County Council held by

each Opposition Group represented on each respective Committee as referred to above. That this be backdated to the 2022 County Council AGM, but any detrimental impact should not result in any SRA already paid in 2022/23 by the time of the County Council's decision being subject to repayment. That the Opposition Group Spokespersons SRA be subject to review in 12 months.

Assistant to the Executive/River Hamble Harbour Board Chairman SRA

The Panel reviewed the SRAs for the roles of Assistant to the Executive – Adult Services and Public Health and Assistant to the Executive – Children's Services and Chairman of the River Hamble Harbour Board. It was noted that there was an error in paragraph 8 of the report as although the agreed SRA for the first two roles was equivalent to 25% of the SRA for an Executive Member, the agreed SRA for the Chairman of the River Hamble Harbour Board was equivalent to 25% of the SRA for a Select Committee Chairman. The Panel acknowledged the supporting evidence relating to each of these roles attached to the report and agreed that they were in line with the size, scale and range of responsibilities of the County Council as originally envisaged. It was therefore proposed and agreed to recommend to the County Council that:

The SRA for the roles of Assistant to the Executive – Adult Services and Public Health and Assistant to the Executive – Children's Services and Chairman of the River Hamble Harbour Board continue at the previously agreed rates.

Chairman,

HAMPSHIRE COUNTY COUNCIL

Report

Committee:	Independent Remuneration Panel
Date:	6 October 2022
Title:	Amendments to the Members' Allowances Scheme 2022/23
Report From:	Head of Legal and Governance and Monitoring Officer

Contact name: Barbara Beardwell

Tel: 0370 779 3751

Email: barbara.beardwell@hants.gov.uk

Purpose of this Report

1. The purpose of this report is to provide information to the County Council's Independent Remuneration Panel (IRP) to enable the IRP to make its recommendations on the following:
 - a) Special Responsibility Allowance (SRA) for the role of Deputy Leader of Hampshire County Council
 - b) Review of the SRA for Opposition Group Leaders and Opposition Spokespersons
 - c) Review of the SRA for the roles of:
 - Assistant to the Executive – Adult Services and Public Health
 - Assistant to the Executive – Children's Services
 - Chairman of the River Hamble Harbour Board

Recommendations

2. That the IRP consider whether an SRA should attach to the role listed in paragraph 1a) above and be backdated to the date of appointment, and whether the list of approved duties for the purposes of the payment of travelling and other relevant expenses should be amended accordingly to include provision of these roles.
3. That the IRP consider whether the current SRAs for the roles listed in 1b) and c) above should be amended.

Contextual information

4. The legislative framework governing the payment of Members' Allowances is set out in the Local Authorities (Members' Allowances) (England) Regulations 2003 (the Members' Allowances Regulations).
5. Under the provisions of the Members' Allowances Regulations, the County Council is required to make a Members' Allowances Scheme for the payment each year of Members' Allowances. Provision in respect of the current Members' Allowances for 2021/22 were determined by the County Council at its meeting on 22 February 2018. Once a Members' Allowances Scheme is made for any year it may be amended during the year in question in accordance with the Members' Allowances Regulations. It is also possible under the Members' Allowances Regulations for any amendment to the Members' Allowances Scheme to be backdated to the beginning of the financial year in which any such amendment is made.
6. Information about the role and responsibilities of Deputy Leader of Hampshire County Council is provided at Appendix 1 to this report.
7. Statements about the roles of Opposition Group Special Responsibility Allowances have been submitted by the Leaders of the Labour Group, the Independent Group and the Liberal Democrat Group and can be found at Appendices 2a, 2b and 2c and to this report.
8. At its meeting on 29 September 2021 the Panel considered an SRA for the positions referred to in paragraph 1c) and recommended an SRA of £4,645 per annum being 25% of the SRA for an Executive Member that was applicable at the time. The Panel further recommended that the SRAs be reviewed in 12 months' time. Information about the work carried out in the last 12 months' is provided at Appendices 3a, 3b and 3c to this report.

Conclusions

9. The recommendations of the IRP will be considered by the County Council's Employment in Hampshire County Council Committee (EHCC) prior to a recommendation to the County Council.

REQUIRED CORPORATE AND LEGAL INFORMATION:

Links to the Strategic Plan

This proposal does not link to the Strategic Plan but, nevertheless, requires a recommendation in consequence of the requirements of the Members' Allowances Regulations.

Other Significant Links

Links to previous Member decisions:

<u>Title</u>	<u>Date</u>
Amendments to the Members' Allowances Scheme 2021/22	29/09/2021
Members' Allowances Scheme - Assistant to the Executive: Adult Services and Public Health	29/09/2021
Members' Allowances Scheme - Assistant to the Executive: Children's Services	29/09/2021
Members' Allowances Scheme - Chairman of the River Hamble Harbour Board	29/09/2021
Members' Allowances Scheme - Assistant to the Executive	24/09/2019

Direct links to specific legislation or Government Directives

<u>Title</u>	<u>Date</u>
Local Authorities (Members' Allowances) (England) Regulations	2003

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

EQUALITIES IMPACT ASSESSMENT:

1. Equality Duty

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

2. Equalities Impact Assessment:

The recommendations in this report relate to the allowances paid for specific roles of individual elected Members and as such there is no impact on groups with protected characteristics.

Minority Political Group Leaders' Allowances

Submission for consideration by the Independent Remuneration Panel

Last September, when Members' Allowances were being considered, I wrote to the Chairman of the Independent Remuneration Panel (IRP) pointing out that the Labour and Independents Groups were acting as groups as far as Council arrangements were concerned (proportionality, briefings, seating, etc.) but were not being recognised as such for Group Leaders' Allowances because each has only 3 members.

I suggested that it was an anomaly that the IRP might wish to consider. However, the IRP did not consider that they had evidence to justify recommending a change.

I was therefore a little taken aback when I saw the IRP recommendation in the Agenda of the Council Meeting on 17 February 2022 - **that the present formula for calculation of an SRA (Special Responsibility Allowance) to the Leader of a Minority Political Group on the County Council when a Minority Political Group comprises four or more Members should remain.**

However, seeing it reported at the Council Meeting, I noted that the Opposition Leader formula used to determine whether a Special Responsibility Allowance (SRA) be paid was adopted some time ago, and I requested that this be reviewed. The then Cabinet Member responsible, Cllr Stephen Reid, invited me to write to him about it.

When writing, I told him that I did not have evidence other than to say I had been acting as an Opposition Leader (albeit of a Minority Political Group) for the previous 9 months (now 16 months), so it was a matter of applying the fairness that the County Council applies in all other aspects of representation (to have Minority Group Leaders' Allowances).

Cllr Reid then wrote to Head of Law and Governance Barbara Beardwell:

"At the heart of Cllr Crawford's submission is the premise that four may not be the right threshold for invoking a Special Responsibility Allowance for minority group leaders. This is highlighted by the happenstance of us having two groups of three this year.

"Do we have a history of how four became the threshold and why, and whose recommendation it was? Also, do we know whether the IRP spent time on this subject or just included the status quo recommendation for completeness?"

"I don't think the politicians should overrule the IRP, but if you could identify the history of this, we could ask them to review the arguments that Cllr Crawford has outlined."

Barbara Beardwell responded:

“So far as the history of the Opposition Group Leader goes, the present criteria for eligibility and payment of a Minority Group Leaders allowance (that is it should attach where a political group comprised four or more Members) was agreed by the County Council at its meeting on 23 February 2012.

“By way of background the reason for consideration of this matter arose in 2011 following formulation of the then Community and Green Group which comprised two Members.

“The IRP in 2011 was asked to consider whether a Minority Group Leaders allowance should attach to the Leader of the newly formed Community and Green Group. The IRP’s recommendation was that a Minority Group Leaders allowance should only attach when a political group on the County Council comprised six or more Members, and that it should be calculated according the existing formula for calculation of the allowance for the Leader of the Liberal Democrat Group, which at the time was the only other minority political group on the County Council.

“Attached is a copy of the Minutes of the IRP meeting on 14 October 2011, where the matter was considered, including at Appendix 1(c) a copy of the submission from the then leader of the Community and Green Group. I have highlighted for ease of relevance the relevant sections.

“The County Council supported the 2011 recommendation of the IRP, save that it considered that a Group Leaders allowance should attach when a political group on the County Council comprised four Members (as opposed to six Members, as recommended by the IRP). Since this date the criteria for eligibility and payment of an Opposition Group Leaders allowance has been applied to in the case of all Opposition Groups on the County Council.”

Conclusion

In essence, I am making the same case as the then Leader of the Community and Green Group (Alan Weeks) in 2011 – Minority Opposition Group Leaders undertake the duties required of their role and, in line with the fairness that the County Council applies in all other aspects of representation, they should have Minority Group Leaders’ Allowances.

Councillor Alex Crawford
Leader – Labour Group
23 September 2022

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Employment in Hampshire County Council
Date:	9 November 2011
Title:	Members' Allowances Scheme 2012/13
Reference:	3420
Report From:	Chief Executive

Contact name: Barbara Beardwell, Head of Governance and Monitoring Officer

Tel: 01962 845157

Email: barbara.beardwell@hants.gov.uk

1. Executive Summary

- 1.1. The legislative framework governing the payment of Members Allowances is set out in the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Members Allowances Regulations").
- 1.2. Under the provisions of the Members Allowances Regulations, the County Council is required each year to make a Members' Allowances Scheme. The Members' Allowances Scheme needs to make provision for payment of Basic Allowances, Special Responsibility Allowances ("SRA's") Dependents' Carers' Allowances, Travelling and Subsistence Allowances, and Co-optees Allowances.
- 1.3. By virtue of the Members' Allowances Regulations, before the County Council can make or amend a Members' Allowances Scheme, it is required to have regard to recommendations made in relation to it by an Independent Remuneration Panel ("IRP"). In this regard the IRP met on 14 October 2011. Minutes of the IRP meeting, together with submissions made to the IRP and the recommendations of the IRP are attached at Appendix A, 1(a), 1(b) and 1 (c) to this Report.

2. Contextual information

Recommendations of the Independent Remuneration Panel

Members Allowances Scheme 2012 – 2013

2.1 That Basic Allowances and SRA's be frozen at existing rates from 1 April 2012

This recommendation is a repeat of the previous IRP recommendation on 10 December 2010 in respect of basic allowances and special responsibility allowances (SRA's) for the year 2011/2012. The County Council determined at its meeting on 24 February 2011, that basic allowances and SRA's for members should be frozen at existing rates from 1 April 2011, consistent with the pay freeze for staff and the recommendation of the IRP.

2.2 That no change be made to current member mileage rates which are aligned to HMRC approved levels.

Following the recommendation of the IRP in December 2010, the County Council determined at its meeting on 24 February 2011, that travel allowances for Members should be aligned to HMRC approved rates. The recommendation of the IRP is that this position should continue.

2.3 That no SRA be granted to the Leader of Community and Green minority group on the County Council, and that an SRA should only be payable to the Leader of a minority group when it is comprised of six or more Members and then according to the current formula for calculation of an SRA for the Leader of the main Opposition Group.

SRA's for Leaders of the Opposition Groups (at the time Liberal Democrat and Labour) were determined by the County Council at its meeting on 25 July 2002, calculated on the basis of a standard allowance of £5,000 per annum, plus £275 for each County Councillor on each appropriate group, plus inflation. At this time the Liberal Democrat Group comprised 19 Members and the Labour Group 9 Members. The IRP indicated that they supported the principle of an SRA for the Leaders of Opposition Groups within the County Council, but subject to the group comprising a minimum number of six or more members. The IRP also supported the existing method of calculation of the amount.

2.4 That no change be made to the existing SRA's paid to the Chairmen of the Pension Fund Panel and Audit Committee, but that the SRA of the Chairman of the Audit Committee be reviewed in future years.

SRA's in the sum of £5,793 are currently payable to the Chairman of the Pension Fund Panel and the Chairman of the Audit Committee. The SRA payable to the Chairman of the Pension Fund Panel was introduced by the

County Council in February 2010 following the recommendation of the previous IRP who agreed that this was an omission in the Members Scheme of Allowances. The previous IRP were of the view that the roles of the Chairman of the Pension Fund Panel and Chairman of Audit Committee were broadly comparable and concluded that the SRA's payable for each post should therefore equate with one another.

Evidence had however been put to the previous IRP that the work of the Pension Fund Panel was increasing, and the IRP therefore felt that it would be appropriate to review the SRA payable to the Chairman of the Pension Fund Panel in future years, dependent on the work of the Pension Fund Panel increasing as anticipated. The present IRP considered the matter at its meeting on 10 December 2010, but felt that they needed to obtain more detailed background information so as to enable them, if appropriate, to give an informed proposal on the issue the following year. The view of the IRP however when it met on 14 October 2011 was that whilst the volume of work of the Pension Fund Panel had increased in the last two years, there was no change in the responsibilities of the Chairman of the Pension Fund Panel, and that therefore there should be no change with regard to the SRA payable.

At its meeting on 10 December 2010 the IRP, also declared its intention to review the SRA payable to the Chairman of Audit Committee, against a background of increased governance requirements. The view of the IRP at its meeting on 14 October 2011 was that whilst there had been a change in the responsibilities of Audit Committee, for example heightened risk management, and implications to the County Council in consequence of the Bribery Act, the IRP felt that it did not yet have enough information as to the extent of changes in the responsibilities of Audit Committee. The view of the IRP therefore was that the question of any change to the amount of SRA payable to the Chairman of Audit Committee should be kept under review, and that they would look at this further in the coming year.

2.5 That the Panel continue their review of the SRA's payable to the Chairman and Vice-Chairman of Committees.

The IRP reported that they had observed the workings of several of the County Councils' Committees. The IRP agreed that there was a role and value in having a Vice-Chairman, but indicated that they had not yet formed an opinion as to whether in itself such role warranted an SRA. Because the work of the IRP in this regard was ongoing, the recommendation of the IRP was that there should be no changes in respect of SRA's payable to Chairman and Vice-Chairman of Committees at this time, but that it would be their intention of the IRP to form an opinion on levels of SRA's payable to Committee Chairmen and Vice Chairmen, the comparability of SRA's across the various County Council Committees, and the role of the Vice-Chairman once they had completed their work programme of observing all Committee meetings.

- 2.6 That travel allowances for attendance at political group meetings before full Council Meetings authorised by the relevant political group Leaders should be payable, but that the Chief Executive should authorise any additional political group meetings qualifying for payment of travel allowances before travel expenses could be claimed.**

The current rules for claiming travel allowances were introduced when the County Council operated a Committee system prior to the adoption of the Leader and Cabinet Model in 2001. Under these rules only travel allowances for attending political group meetings prior to full Council can be claimed.

The previous Committee structure was used to brief elected Members, communicate and develop policy, and provide all party information. With the Leader and Cabinet model there is less opportunity for this to happen, and Group meetings are now used more extensively on policy development, communication and updates on business than hitherto. It therefore seems appropriate that such additional group meetings should attract normal travel allowances. The IRP were in agreement with this premise, subject to there being a proper audit of the reasons such the group meetings for reasons of good governance. The recommendation of the IRP therefore was that travel allowances for political group meetings before meetings of full Council should continue to be payable, together with travel allowances for other political group meetings, subject to the proviso that the purpose of any other group meetings should be approved by the Chief Executive before travel allowances might be claimed. If this is agreed the list of 'approved duties' for payment of travel allowances will need to be amended accordingly.

3. Information

- 3.1 The Members' Allowances Scheme 2012/2013 will be considered by the County Council at its meeting on 23 February 2012.

4. Recommendation

- 4.1 That the Employment in Hampshire County Council Committee recommend to the County Council that approval be given to a Members' Allowances Scheme 2012/2013, which takes into account the recommendations of the Independent Remuneration Panel, and the views set out in this report.

CORPORATE OR LEGAL INFORMATION:**Links to the Corporate Strategy**

This proposal does not link to the Corporate Strategy but, nevertheless, requires a decision to comply with the provisions of statutory regulations.

Other Significant Links**Links to previous Member decisions:**

<u>Title</u>	<u>Reference</u>	<u>Date</u>
Members' Allowances Scheme 2011/2012	2557	25 January 2011
Members' Allowances Scheme 2010/2011	1225	28 January 2010

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

IMPACT ASSESSMENTS:

1. Equalities Impact Assessment:

- 1.1. Equality objectives are not considered to be adversely affected by the proposals in this report.

2. Impact on Crime and Disorder:

- 2.1. No significant impact.

3. Climate Change:

- a) How does what is being proposed impact on our carbon footprint / energy consumption?

No specific impact

- b) How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?

No specific impact

AT A MEETING of the INDEPENDENT REMUNERATION PANEL of the County Council held at The Castle, Winchester on 14 October 2011.

PRESENT:

D. B. Heck (Chairman); J. Abbott; R. Farrall; R. Kinch

The following officers were in attendance:

Mrs. B Beardwell - Head of Governance
Mrs. D. Vaughan - Head of Members' Services
Mr. K. Ridout - Senior Business Manager, BAMS

1 INTRODUCTION

The Head of Governance welcomed the IRP Members to their annual meeting and explained the statutory framework of the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Members Allowances Regulations"), and the remit of the Independent Remuneration Panel within the Members' Allowances Regulations. The Panel were required to consider and make their recommendations in relation to the Members' Allowances Scheme for 2012/13, in accordance with Regulation 21 of the Members Allowances Regulations.

2 CHAIRMAN'S COMMUNICATIONS

The IRP would like to express their thanks to the Members it has had contact with to date for their time, assistance and openness when it has been attending Executive and committee meetings, and when it has met with them informally. This assistance, and the decision to allow IRP members to remain in attendance during exempt items (subject to confidentiality), has enabled the IRP to get a fuller understanding of Members roles, responsibilities, workloads and Terms of Reference.

The IRP would also like to record its thanks to the Business Advice and Members Support Team in general, and Kelvin Ridout in particular, for facilitating all arrangements and introductions necessary.

During the last year the IRP has completed the work it set out to undertake as part of the plan to review all aspects within its remit within a four year period in office.

It is also the IRPs intention during the ensuing year to seek appropriate advice on the statutory framework of the Members Pension Scheme and to ascertain whether in the light of recent legislation the terms for any future new entrants to the scheme should be amended.

The IRP would wish to reiterate that it encourages submissions for consideration from Members or Co-opted Members on any topics within its remit at any time of the year. It would be helpful if these could be received no later than three months prior to next year's annual IRP meeting. This would ensure sufficient time being available to address issues fully, and to seek appropriate advice when necessary.

3 COUNTY COUNCILLORS, CO-OPTED AND INDEPENDENT MEMBER COMMENTS

The Panel was advised that County Councillors, Co-opted and Independent Members had been invited to either attend or make any comments to the IRP at this meeting. As a result there had been written communications from Mr. M. Ansar, a Parent Governor (Primary School) Co-opted Member of the County Council's Children and Young People Select Committee (Appendix 1(a) to the Minutes) and from Councillor J. Wall (Appendix 1(b) to the Minutes).

The Panel considered the views expressed by Mr. Ansar in his communication about the need for the Members' Allowances Scheme to properly recognise the work of non-elected Members to ensure representation from all backgrounds and socio economic circumstances. The Panel felt the existing SRA of £675 per annum paid to a Co-opted Member of the Children and Young People Select Committee was an appropriate amount. Also, they were reminded that Co-opted Members were able to claim the same travel mileage rate as County Councillors. The Panel went on to consider the suggestion from Councillor Wall that Members' Allowances be linked in some way to officers' salaries. Whilst noting his view, the Panel did not feel such a comparison was relevant or practical.

4 MEMBERS' ALLOWANCES SCHEME 2012/13

The Panel considered the Members' Allowances Scheme for 2012/13 in accordance with Regulation 21 of the Members' Allowances Regulations .

The Panel had before them the current 2011/12 Members' Allowances Scheme. The Head of Governance introduced the item and highlighted those issues raised previously by the IRP when they last met formally on 10 December 2010. Among the issues was the Panel's intention to investigate and obtain more detailed background information to review the SRA paid to the Chairman of the Pension Fund Panel (£5,793 per annum). Whilst noting there had been an increase in the number of Pension Fund Panel meetings and training sessions since the allowance was set, the Panel could not find, nor had been offered, any evidence that indicated any substantive changes to the Chairman's responsibilities or role. Therefore the Panel indicated it would not be

their intention to recommend any increase in the SRA for Chairman of the Pension Fund Panel until such time in the future his/ her responsibilities increased. The IRP had also reviewed the SRA paid to the Chairman of the Audit Committee (£5,793 per annum). Whilst acknowledging from informal discussions with the Chairman that there had been some increase in the Committee's responsibilities, (i.e. for the oversight of HCC response to the Bribery Act) the IRP did not feel this merited any increase in the SRA paid to the Chairman of the Audit Committee at the present time. Notwithstanding this, the Panel wished to keep the matter under review over future years and to consider this item again at their IRP meeting in 2012.

The Panel reported that their overall investigation of the SRA's paid to Chairman and Vice-Chairmen of Committees was ongoing. Whilst recommending no changes at this time, it would be their intention to form an opinion on levels, comparables and Vice Chairman's roles once they had completed their work programme of observing all meetings.

The Panel confirmed that it had investigated the appropriateness of the existing 57.8p per mile motor vehicle mileage rate paid to Independent Appeal Panel Members (IAP Members), and had sought clarity on how the rate had been arrived at, and whether they were volunteers or not. It was apparent from the investigations undertaken that the IAP members discharged their demanding and complex roles well. However, it appears that there are National proposals to alter the periods of time within which appeals can be made. If adopted, these changes could have a significant effect by compacting the existing case load volumes into a shorter time frame. In the light of the above, the Panel had reached the conclusion that the mileage rate payable to Independent Appeal Panel Members should remain unchanged for the time being as it may be more appropriate in future to have a system of payment related to workload rather than distance travelled. However, since reaching that conclusion, the Panel had been advised by the Head of Governance that whilst the County Council pays a mileage allowance to IAP Members, as they are not Members of the County Council in the same way as elected Members, Co-opted Members or Independent Members of the Standards Committee are, payment of travelling allowances to them is outside the Members' Allowances Scheme, and thus, also outside the remit of the Independent Remuneration Panel.

The Head of Governance next reported that a new Community and Green Minority Group now formed part of the County Council. Therefore it was felt appropriate to draw this to the Panel's attention with regard to whether they felt a SRA should be payable to its Leader. The Head of Governance advised the IRP as to the background of the method of calculating the SRA's of minority Group Leaders. The Member affected, Councillor A. Weeks, was asked if he would wish to either attend the Independent Remuneration Panel meeting or to

communicate any views he may have to the Panel. Councillor Weeks sent a written communication (Appendix 1(c) to the Minutes). The communication made it clear that the issue of a SRA had not been one initiated by himself. The communication included his view that in addition to the SRA's for Leaders of the Majority and Main Opposition Groups and spokespersons, there should be a SRA for any other minority group leaders and spokespersons.

After careful consideration, the IRP proposed as a way forward that a SRA should be paid to a minority group leader but only where the minority group involved comprised of a specified minimum number of County Council Members.

The Panel felt that 6 Members was a reasonable minimum number for a minority group and as such would justify a SRA being paid to its Leader according to the current formula for the SRA for the Main Opposition Group. Accordingly, the Panel recommend no SRA for the Leader of the new Green and Community Panel on the Council (currently comprising of 2 Members).

The Panel next considered a proposal to allow Members to claim appropriate travelling allowance when they formally attend their Group Meetings. The Head of Governance introduced the item and reported that currently the Chief Executive is required to authorise attendance at Group Meetings of the different parties. This had been introduced as part of a local rule prior to the Leader and Cabinet Model currently operated by the County Council. It suggested that there should be no more than four such Group meetings a year. This was consistent with the fact that such meetings took place very broadly in advance of full County Council meetings. However, it was pointed out that Members at that time had much more extensive involvement through the Committee system. When the Leader and Cabinet Model was introduced in Hampshire no change was made to paying allowances from Group Meetings of the parties. The Leader and Cabinet Model could be argued as being not as inclusive as the previous Committee Model which has meant that Group Meetings are now used more extensively on policy development, communication and updates on business than hitherto. It was therefore recommended that these meetings should also attract the normal travelling allowances.

The Independent Remuneration Panel considered the matter at length. They agreed it was no longer appropriate to have the existing local rule with the Chief Executive himself being required to decide how many group meetings take place. They held the view instead that the relevant group leaders should be entitled to determine those group meetings which specifically preceded full County Council. Any group meetings in addition to this where members claimed should in their view still require the Chief Executive to agree. Whilst recognising the importance and merits of having efficient communications within the different parties and between individuals within the groups, the Panel

felt rather than necessarily calling a group meeting, the party leaders should first explore alternative methods of communicating any required information electronically. They noted that Members' training needs were already provided by way of the regular half-day Council Training Sessions.

The Panel then considered the Basic Allowances and Special Responsibility Allowances for 2012/13 and proposed that all such allowances be frozen at existing rates with no change either to current Member mileage rates. Accordingly, the Independent Remuneration Panel **RECOMMEND** the following for the Members' Allowances Scheme 2012/13:

- (a) That the Basic Allowances and SRAs be frozen at existing rates from 1 April 2012.
- (b) That no change be made to current member mileage rates which are aligned to HMRC approved levels.
- (c) That no SRA be granted to the Leader of the Community and Green Minority Group on the County Council and that a SRA should only be paid to the Leader of a Minority Group when it comprised of 6 or more Members and then according to the current SRA formula for the Main Opposition Group.
- (d) That no change be made to the existing SRA's paid to Chairmen of the Pension Fund Panel and Audit Committee, but that the SRA of the Chairman of the Audit Committee be reviewed in future years.
- (e) That the Panel continue their review of the SRA's paid to Chairman and Vice-Chairmen of Committees.
- (f) That travel allowances for attendance at political group meetings before full Council Meetings authorised by the relevant political group Leaders should be payable, but that the Chief Executive should authorise any additional political group meetings qualifying for payment of travel allowances before travel expenses could be claimed.

5mm571011

Note to the Independent Remuneration Panel on 14 October 2011

From Mohammed Ansar, Parent Governor (Primary School) Co-opted Member of Children and Young People Select Committee.

It is important that a couple of points be raised for the attention of the Panel.

Committees and select committees often have sitting members who are not elected Councillors but are there to represent special groups (parents, faith groups). In reviewing member allowance schemes, there can sometimes be a tendency to consider matters purely from the perspective of the elected officials who are often employed and given allowances as part of their elected roles.

It's important to have broad allowance schemes which enable representation from all corners; this allows involvement from individuals of all backgrounds and socio-economic circumstances. At the present time, this must include being mindful of rising costs of travel, fuel prices, parking and other associated costs for attending meetings.

Appendix 1(b)

Note to the Independent Remuneration Panel on 14 October 2011

From Councillor John Wall

If suggestions are appropriate my view is that, if possible, Members Allowances should be linked to Officers Salaries.

Appendix 1(c)

Note to the Independent Remuneration Panel on 14 October 2011

From Councillor Alan Weeks

Firstly, I would like to make it clear that I have not initiated this.

However, as I have been asked for my views, I would have the following opinion.

Other than the major opposition group, I think that any other minority groups should be treated in a generic manner.

For instance, I have already found myself with extra workload and meetings as a minority group leader. This would be the case regardless of the political grouping involved. Additionally, with smaller groups the individual members must work harder to try to cover all aspects of Council business. We don't have members on every committee and a range of shadow spokespersons to look at all the detail.

I note that in addition to a Group Leaders SRA, the small Labour group that previously existed had SRAs for the spokesperson positions. This correctly reflected the need for each individual to work harder to scrutinise the decision making process.

I was told that decisions on the payment of SRAs are on an individual case by case basis and that the Members Allowance Scheme would need to be amended.

Having to amend the scheme each time there is a different minority group or groups and making the decision on an individual basis feels wrong to me. My opinion is that in addition to the SRAs for the Majority Group and Main Opposition Group, there should be a generic SRA for other minority group leaders and spokespersons. Why would a Labour member be more deserving of an SRA than an Independent, a Green or any other group that may be formed?

OPPOSITION GROUP LEADER ALLOWANCE

BACKGROUND: Currently, the Leader of the Liberal Democrat Group receives an allowance of £12,594 which almost doubles their basic allowance of £13,058.

The Leader of the Labour Group and Leader of the Independent Group receive no additional allowance.

There is no formal role of 'Leader of the Opposition' and therefore the Lib Dem Group Leader is equal in status to the Leader of the Independent Group and Leader of Labour Group, despite the disparity in allowance.

All group leaders attend opposition briefings equally. The Leader of the Liberal Democrat group is not required to work over-and-above the other group Leaders, for example did not introduce an alternative budget this year and had equal time along with the other opposition group Leader's to receive officer briefings and ultimately read a budget response.

OUR CONCLUSION: The current system where the Lib Dem Leader receives almost double their basic allowance whilst other group leaders receive no additional allowance cannot be reasonable or proportionate, when ensuring democratic duties are fairly discharged and members compensated appropriately.

RECOMMENDATION: We propose that a fair system to compensate all Group Leader's from discharging their duties would be to decrease the minimum threshold from 4 (which we understand it is currently) to 2 and review the actual amount paid in terms of actual workload it is compensating and not based on number of councillors in group.

OPPOSITION SPOKESPERSON ALLOWANCE

BACKGROUND: Currently, Lib Dem opposition spokespersons receive an allowance of £5652 each. Labour and Independent Group spokespersons receive no spokesperson allowance. This is despite them attending the same Select Committees/Groups and Decision Days and thus discharging the same level of responsibility and workload.

OUR CONCLUSION: The current system where the Lib Dem spokespersons receive an additional £5652 whilst other group spokespersons receive no additional allowance cannot be reasonable or proportionate, when ensuring democratic duties are fairly discharged and members compensated appropriately.

RECOMMENDATION: We propose that a fair system to compensate all Opposition Spokespeople from discharging their duties would be to decrease any minimum threshold of group members to review an allowance to two in a political group and base an allowance on the actual workload it is compensating for and not based on the number of councillors in the group.

ADDITIONAL NOTES

- (1) The allowances given the cabinet members (Conservative Administration) are based on responsibility, not how many councillors belong to the group who supports the administration. However, the opposition group leader and spokesperson allowances are based on the number of councillors in each group. This is inconsistent, hence suggesting opposition allowances are based on the role they are compensating for.
- (2) We recognise that in a small group it is likely that the Leader of the Group is likely to also be a Spokesperson and thus would only claim one of the two allowances suggested above.
- (3) Mindful of the 'public purse', the Lib Dem Group Leader and Spokesperson allowances could be split 3-ways between the 3 current groups (or in any way recommended by the panel) to ensure fairness across groups and members but not increase the overall allowance budget.

Councillor Andy Tree
Leader – Independent Group
22 September 2022

OPPOSITION SPECIAL RESPONSIBILITY ALLOWANCES

Introduction

The arrangements for Opposition Special Responsibility Allowances (SRAs) have been the subject of considerable debate by the IRP in the past, including the threshold for Groups to attract SRAs, that the IRP last recommended as six.

The current scheme takes into account Group size in allocating SRAs for both Spokespeople and the Leaders of Opposition Groups. It was introduced by the IRP in this way to reflect that the degree of liaison work within Opposition Groups grows as the size of the Group grows and gives some sense of reflecting election results and how the electorate have voted.

The current arrangement has been applied with a range of different size Groups in the past, most significantly when the Council had two large Opposition Groups (Liberal Democrat and UKIP) as well as smaller Groups that did not meet the IRP's size threshold for payment of SRAs. Allowances therefore grow as Group size grows and fall as Group size falls.

Detail

It is worth noting the rationale behind Opposition SRAs. These fulfil a variety of functions and are quite different from the SRAs paid to members of the majority Group running the Council.

Spokesperson SRAs assist staff in briefing one lead Councillor for each Group, where typically Groups have a number of Councillors serving on thematic bodies such as the County Council's Select Committees. The history of these broadly mirrors the old "committee" system that operated before the current "cabinet" system of governance around areas and budgets of Council activity. The lead Councillor is a key contact for members of staff, for liaison with all of that Group's members of the Select Committee and wider Group, other political groups, community and pressure groups and the media. The scope of the role has some relationship to the total membership of the political groups. It was this factor that influenced the IRP to consider Group size as a factor in the calculation of the SRA.

Group Leaders have a similar role across the Council as a whole, and again the IRP considered that the size of each Group should be taken into account when calculating the SRA, with a fixed sum for each Group Leader together with an additional amount for each councillor in the Group. Co-ordination within large Groups reduces duplication of contributions to debates, manages motions, amendments and corrals research and information needs, aiding efficiency.

The Leader of the largest Opposition Group on the Council (currently the Liberal Democrats, but in the past also Conservative), has additional roles to fill. The Leader of the Opposition has additional contact with senior staff, the Leader of the

Council, and the media. It is a unique role. Additional briefings and contact assist in the smooth-running of the Council and debates: the single point of contact is a conduit to the whole Group, reducing the number of meetings and briefings.

Smaller Groups

The County Council has a history of smaller political Groups that have not met the IRP's definition for entitlement to SRAs. The IRP recommendation of 6 as the threshold for SRAs was reduced to 4 by the Council. The Council has operated for many years with sometimes several Groups, typically of two or three councillors, including a period when the UKIP Group split, along with single councillors not in membership of any Group.

Clearly, it is for the IRP to consider the requests from the current two smaller Groups on the Council. The IRP has considered a range of requests for additional SRAs in recent years and where recommended these have been accepted by the Council with budget growth accordingly. The Liberal Democrat Group has no formal view on the minimum size of a Group needed to qualify for SRAs but does consider that if the IRP is minded to recommend a lower threshold this should, on grounds of equity as with other additional SRAs created in recent years, be budget growth rather than be taken from any other SRAs.

Cllr Keith House
Leader of the Liberal Democrat Group

27 September 2022

Impact of proposed Opposition Group Leader/Group Spokesperson SRA calculation changes:

Opposition Group Leaders:

	Current SRA	Future SRA (55% of Leader SRA = £17,330)
Liberal Democrat (17 seats)	£12,594	£12,810 (17/23rds)
Labour (3 seats)	£0	£2,261 (3/23rds)
Independent (3 seats)	£0	£2,261 (3/23rds)
Total SRA cost	£12,594	£17,330

Opposition Group Spokespersons:

	Current SRA	Future SRA (55% of ordinary SC Chairman SRA = £6,933)
P&R SC		
Liberal Democrat (17 seats)	£5,652	£5,894 (17/20ths)
Labour (3 seats)	£0	£1,040 (3/20ths)
n.b no Ind appointment	n/a	n/a
C&YP SC		
Liberal Democrat (17 seats)	£5,652	£5,125 (17/23rds)
Labour (3 seats)	£0	£905 (3/23rds)
Independent (3 seats)	£0	£905 (3/23rds)
CC&C SC		
Liberal Democrat (17 seats)	£5,652	£5,894 (17/20ths)
Labour (3 seats)	£0	£1,040 (3/20ths)
n.b no Ind appointment	n/a	n/a
T&E SC		
Liberal Democrat (17 seats)	£5,652	£5,894 (17/20ths)
Independent (3 seats)	£0	£1,040 (3/20ths)
n.b no Labour appointment	n/a	n/a
HASC		
Liberal Democrat (17 seats)	£5,652	£5,125 (17/23rds)
Labour (3 seats)	£0	£905 (3/23rds)

Independent (3 seats)	£0	£905 (3/23rds)
Regulatory		
Liberal Democrat (17 seats)	£5,652	£5,125 (17/23rds)
Labour (3 seats)	£0	£905 (3/23rds)
Independent (3 seats)	£0	£905 (3/23rds)
Total SRA cost	£33,912	£41,598

N.B. All allowance calculations are rounded up to the next whole £ in accordance with standard pay policy.

Assistant to the Executive – Adult Services and Public Health (12 month Review)

Primary departmental Links: Principal link to Adults' Health and Care with engagement across all departments of the County Council, as required. Additionally, links to partner organisations, as well as service user representative groups are key to this role, as determined by the Executive Member for Adult Services and Public Health.

Key outcomes:

The essence of the role is to help co-ordinate political engagement and to provide political advice and support to the County Council in its work to fulfil adult social care and public health statutory responsibilities as set out in the following primary pieces of legislation:

- The Care Act 2014
- The Mental Capacity Act 2005
- The Mental Health Act 1983
- The National Health Service Act 2006
- The Health and Social Care Act 2012.

The need for robust and effective political engagement is critical as the Department seeks to manage ongoing demand and cost pressures, embrace the potential offered by new technology, and respond and recover from the Covid-19 pandemic. Navigating these challenges and opportunities within an increasingly complex partnership landscape is central to ensuring the County Council continues to deliver positive outcomes for Hampshire's adult population, including some of our most vulnerable residents. This post will provide capacity to support political engagement on these areas within the County Council, across Sectors (particularly the NHS and Voluntary and Community Sector) and with Hampshire's communities.

Key Functional Areas:

- To support the Executive Member in the discharge of their statutory role for all areas relating to social care for adults including: older people, people with physical disability, people with learning disability, people with mental health support needs, carers and ancillary services – as well as a broad duty relating to safeguarding adults.

Leadership development

In keeping with the ethos of the Department, and good practice, the Assistant to the Executive Member has sought to invest in their own political leadership development and grow their knowledge of Adults' Health and Care and Public Health functions. This includes attendance of LGA Leadership Essentials courses - Effective Cabinet Member (September 2021) and Adult Social Care Programme (November 2021).

The Assistant to the Executive Member will also be attending the NCASC Conference with Cllr Fairhurst in November this year.

- To support the Executive Member in carrying out their public health remit, including: work to improve the health and wellbeing of everyone in Hampshire, commissioned services that support residents from birth to adulthood, public health leadership to NHS commissioners and work to protect residents from infections, outbreaks and other hazards, such as chemicals.

Public Health and Wellbeing

The Assistant to the Executive Member supported the Executive Member in providing political leadership as the Department, and wider organisation, has continued to respond to Covid-19 outbreaks and the ongoing impact of Covid on Hampshire's communities. This has included Deputising for the Executive Member on the Local Outbreak Management Board.

One of the key impacts of the pandemic response and sustained periods of social isolation is loneliness. The Assistant to the Executive Member has driven innovative in responding to this challenge among Hampshire's older populations through proposing and championing a Hampshire 'chatty café style' project [Now officially called 'Chat About', and about to be launched in October 2022.]. The Assistant to the Executive Member is working with the Member Champion for Mental Health and Mental Health staff to create the necessary framework and materials and establish pilots in their respective areas, with a view to this being rolled out across Hampshire, and to develop a 'pack' to help other Councillors or community groups to establish 'Chat About' venues in their areas. Both the Assistant to and the Executive Member also met with Canon Tess, Winchester Cathedral, to explore the potential for local churches to help find volunteers to support the initiative.

- To support the development of, and maintain political links with, key partner organisations such as other local authorities across Hampshire and the Isle of Wight, NHS organisations, health and care providers and Voluntary and Community Sector bodies.
- Assist in maintaining and developing partnership arrangements, engagement and communication with key local community and service-user led organisations. This includes ensuring positive engagement and support for key agendas, including co-production and user engagement and *Making Safeguarding Personal*.

Strengthening partnerships and co-production

A key focus during 2021-22 has been strengthening the voice of service users, their families, carers and wider communities in the co-production of health and care services. This has been achieved through providing leadership to, and strengthening, service user led organisations.

The Assistant to the Executive Member is co-chair of the Hampshire Learning Disability Partnership Board (HLDPB) and as part of this role, they have steered the HLDPB towards a new format, designed and co-produced by those with learning disabilities. The structure and balance of the Board is considerably changed, strengthening the voice of people who use learning disability services. Former Local Implementation Groups (LIGs) have been disbanded and superseded by working

groups, which have a more detailed focus on topics of relevance, such as health and care, communications, carers etc. This case study of this work can be seen via [Hampshire Learning Disability Partnership Board | Health and social care | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/hampshire-learning-disability-partnership-board/health-and-social-care/)

As co-chair of the Hampshire Autism Partnership Board (HAPB), the Assistant to the Executive Member (alongside co-chair Margaret White and the Board Co-ordinator) is undertaking work to review the HAPB Autism Strategy. This follows publication of a new National Autism Strategy in July 2021. The review will be achieved via six Task and Finish groups which have been created to engage widely on, and develop, the necessary content.

- Participate in the Hampshire Safeguarding Adults Board, working with partners to safeguard adults, and deputise for the Executive Member as appropriate – recognising the role does not have an Executive function.
- Assist the Executive Member, Leader and wider Cabinet colleagues in making representations as appropriate on areas of regional and national policy development including, for example, anticipated health and care reforms.

The Assistant to the Executive Member will be attending the Conservative Conference in October and will make representations at meetings and fringes re ASC & PH issues to MPs where possible. The Assistant to the Executive Member has also asked questions of those standing for PM at recent leadership hustings about the Fair Cost of Care.

- Assist the Executive Member as required to communicate the County Council's position with regards to health and social care matters, as agreed through established corporate communication processes and channels.

HCC representative/Governor on Southern Health Foundation Trust and recently attended first Board meeting (to be formally ratified at the October Decision Day) – meeting planned with Director of Public Health to discuss this new role on Southern Health Foundation Trust, and how we can best work with them as partners to best serve our residents.]

Communication and representation

The Assistant to the Executive Member regularly attended the Executive Member Decision Days and other key Boards, briefings and meetings alongside, or on behalf of, the Executive Member. These included regular attendance at Health and Adult Social Care Select Committee, Health and Wellbeing Board and Hampshire Safeguarding Adults Board.

An important aspect of the role has also been to communicate and uphold the County Council's position to key stakeholders and communities. An example of this is the visit to Winchester Beacon (homelessness and mental health support) with the Executive Member to meet and speak with residents and staff as part of the Adult Social Care Savings Programme to 2023 consultation. This visit was undertaken to understand further the service being offered and provide reassurance that feedback would inform any decisions made on savings proposals.

Celebrating success

Visits to several of the Extra Care Units across Hampshire have also been undertaken, including Nightingale Lodge in Romsey and Spinnaker View in Gosport, to see how they are working and to talk with residents and staff. This included a visit to the new Living Well Hub attached to Nightingale, as a more recent example of how the county is providing day support to older residents and their carers. Attendance at a 'turf-cutting' event at the new Extra Care in New Milton is also planned shortly plus visits to other nursing and residential homes and the Hampshire Equipment Services hub.

A particularly enjoyable part of the role is to join with staff and wider stakeholders to celebrate those who have gone above and beyond in their service of individuals and the public. Both the Assistant to the Executive Member and Executive Member recently attended the 2022 Carers' Awards at the Great Hall.

- Support the Executive Member in areas of policy development as instructed. This may include, but not be limited to:
 - Learning and applying lessons from Covid-19.
 - Further development of the County Council's strategic partnership arrangements with Health.
 - Safeguarding Adults.
 - Strengthening the voice of service users, their families, carers and wider communities in the co-design and development of health and care services.

Contrary to the Executive Member for Adult Services and Public Health, the Assistant to the Executive is not a statutory role and the post does not carry Executive decision-making powers. However, importantly, it does provide political support and advice to the Executive Member for Adult Services and Public Health and, as required, to the Leader and other Executive Members.

Scale of financial gearing/ impact of work undertaken:

The role encompasses a broad range of statutory services spanning both Adult Social Care services and Public Health functions. This includes circa 3,500 directly employed staff and many tens of thousands more staff operating across some 1,000+ partner and provider services.

The Department has a gross revenue budget of some £520m in 2021/22, which continues to come under increasing demand and cost pressures. The Department faces a further £40.6m shortfall by 2022-23 which must be met on top of the £99.034m required savings between 2017-2021. This role will play an important part in supporting the County Council's interface with its stakeholders and the public to ensure that decisions on what the Department can and cannot provide in the future are informed by the views of residents and service users. This applies equally to engagement on new ways of working, as the County Council seeks to maximise the positive innovations galvanised by the pandemic.

This report demonstrates that since its introduction, the Assistant to the Executive Member role has made a significant impact in supporting and strengthening political

leadership and the engagement of residents and communities in the Department's work and Member decision making. This will be increasingly important over the months ahead and in light of the significant financial and operational challenges that the Department, and wider County Council, now faces.

This role continues to play an important part in supporting the County Council's interface with its stakeholders and the public to ensure that decisions on what the Department can and cannot provide in the future are informed by the views of residents and service users. This applies equally to engagement on new ways of working, as the County Council seeks to maximise the positive innovations galvanised by the pandemic.

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Assistant to the Executive – Children’s Services (12 month Review)

Primary Departmental Links: Principal link to Children’s Services with engagement across all departments of the County Council as required. Additionally, links to partner organisations, service users and other key forums as determined by the Executive Lead Member for Children’s Services.

Key outcomes:

The essence of the role is to help support and co-ordinate political engagement and to provide political advice and support for the developing work of the County Council in respect of children and young people against the backdrop of the Council’s statutory responsibilities as set out in the following primary pieces of legislation:

- Children Act 2004
- Children and Families Act 2014
- Education Act 2002 and 2011

The need for robust and effective political engagement is critical as the Department seeks to manage ongoing demand and cost pressures, embrace the potential offered by new technology, and respond and recover from the Covid-19 pandemic. Ensuring high quality services to safeguard children and young people, ensuring the right support and challenge to schools and colleges, and securing the right level of provision for vulnerable children is essential for the County’s future. All of these outcomes require a wide engagement across a range of stakeholders to ensure a common endeavour.

Key Functional Areas:

- To directly support and advise the Leader, Deputy Leader and Executive Lead Member for Children on all aspects of the council’s work with vulnerable children.

The Assistant to the Executive Member has taken on a lead role with regards to Special Educational Needs and Disabilities (SEND), has taken on a governorship at a SEND school and has advised the Executive Lead Member (ELM) on a variety of issues relating to SEND (including deficits, Education and Health Care Plans (EHCPs) and outcomes and quality of teaching in special schools).

The Assistant to the Executive Member attends Cabinet and Private Cabinet, attends 1;1s with the Director of Children’s Services (DCS) and ELM, is active re Children and Young People Select Committee, Corporate Parenting Board, Children and Families Advisory Panel and the Education Advisory Panel ensuring that she is representing the Executive at all these meetings sometimes alongside, but on other occasions, representing the ELM on her broad portfolio.

- To support the development of and maintain political links with key partner organisations such as schools, police, NHS and district councils.
See above re governorship and schools.

The Assistant to the Executive Member has also visited schools frequently, representing the ELM and deputises for the ELM on the Health and Wellbeing Board. As stated above the Assistant to the Executive Member represents ELM on the Corporate Parenting Board which has a strong police and health representation and has made the appropriate connections.

- To attend the Children and Young People's Select Committee, the Children and Families Advisory Panel, The Education Advisory Panel and the Corporate Parenting Board and supports and deputises as appropriate for the Executive Lead Member – *recognising that the role does not have an Executive function.*

The Assistant to the Executive Member has attended all of these meetings, supports and feeds back to the ELM/Deputy Leader.

- To assist in the establishment and maintenance of relationships with service users, in particular children and young people, through the Corporate Parenting Board and the Youth Council.

The Assistant to the Executive Member attends the Corporate Parenting Board, has visited the County Council's children's homes and supports the County Council's Youth MPs thus contributing to the establishment and maintenance the council's relationships with children and young people.

- To actively represent Hampshire County Council, including deputising for Executive Members, *as appropriate*, on key forums associated with children and young people and schools, such as Schools Forum and the Local Safeguarding Partnership Board.

The Assistant to the Executive Member regularly deputises at Schools Forum. Opportunities to deputise at the Children's Safeguarding Board have been fewer however, the Assistant to the Executive Member is ready and able to do so not least due to her participation in every 1:1 with DCS.

- Assist the Executive Member, Leader and wider Cabinet colleagues in making representations as appropriate on areas of regional and national policy development.

The Assistant to the Executive Member has attended all LGA lead member meetings on behalf of Hampshire and has contributed towards collective positioning on SEND, the Education White Paper and the independent review of children's social care. She has also attended LGA leadership courses and has brought those skills to bear in holding the DCS to account.

- Assist the Executive Member as required to communicate the County Council's position with regards to children and young people related matters, as agreed through established corporate communication processes and channels.

Communications are generally in the ELM name but The Assistant to the Executive Member has contributed towards the formulation and content of such comms.

- Support the Executive Lead Member in areas of policy development as instructed. This may include, but not be limited to:
 - learning and applying lessons from Covid-19
 - safeguarding children and young people
 - strengthening the voice of service users, their families, carers and wider communities in the developing work of services for children, young people and families

The Assistant to the Executive Member has supported the ELM as outlined above in all of these areas and has brought a particular focus on Covid and the impact upon children in schools.

- Promotes Hampshire County Council's objectives policies and priorities, and associated partnerships as a key contribution to promoting the welfare and improving outcomes for children across the county.

See above re Health and Wellbeing Board, governorship, Corporate Parenting Board and so on.

Contrary to the Executive Member Lead Member for Children's Services, the Assistant to the Executive – Children's Services is not a statutory role and post does not carry Executive decision-making powers. However, importantly, it does provide political support and advice to the Executive Lead Member for Children's Services directly in her role, and as required to the Leader and other Executive Members.

Scale of financial gearing/impact of work undertaken:

The role encompasses a broad range of statutory services requiring engagement across a range of stakeholders.

The Department has a gross revenue budget of some £241m in 2021/22, which continues to come under increasing demand and cost pressures. The Department faces a further savings' targets of £21m by 2022/23, which must be met on top of the £68m savings already between 2017/2021. This role will play an important part in supporting the County Council's interface with its stakeholders and the public to ensure that decisions on what the Department can and cannot provide in the future are informed by the views of residents and service users. This applies equally to engagement on new ways of working, as the County Council seeks to maximise the positive innovations arising from the pandemic.

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Chairman of the River Hamble Harbour Board – Culture, Communities and Business Services (12 month Review)

Primary departmental Links: Chairmanship of the Governing Body of the Municipal River Hamble Harbour Authority which sits for administrative purposes within Culture, Communities and Business Services. A unique role with direct statutory accountability to the Secretary of State for Transport for Marine Safety Management and Marine pollution events. Engagement with departments across the County Council for matters affecting the River and the environment. Links to Fareham and Eastleigh Borough and Winchester City Council as well as other national authorities for developments as a statutory planning authority.

Key outcomes:

The essence of the role is to manage the River Hamble Harbour Authority on behalf of Hampshire County Council as a committee of the Cabinet, established further to S.101(1) and S.102(1) of the local Government Act 1972, to which political proportionality applies. The Chairman is a Member of the County Council appointed by the Council. The role is entitled: the 'Duty Holder' within the meaning of the Department for Transport's Port Marine Safety Code (The Code). The Duty Holder is accountable for the Harbour Authority's compliance with The Code. This means:

- Accountability for safe and efficient operations;
 - The Chairman has:
 - Chaired four meetings of the executive River Hamble Harbour Board, assuring safe and efficient operations. The Board has reviewed trends in and response to incidents including casualty recovery, speeding, running aground and collisions, as well as scrutiny of reserved revenue accounts and capital reserves.
 - Approved two reports from Trinity House, confirming RHHA compliance as a Category 3 Local Lighthouse Authority.
- Assigning clear executive and operational responsibilities to an appropriately trained, qualified and experienced person, answerable for their performance;
 - The Chairman has:
 - Reviewed, approved and published updated Vision and Strategy documents for the RHHA until 2024;
 - Overseen the maintenance of a full complement of appropriately trained personnel.
- Appointing a 'Designated Person' to provide independent assurance of the Marine Safety Management System's effective operation;
 - The Chairman has:

- Appointed a new suitable Designated Person, saving the Harbour Authority £4k pa.
- Demonstrating and certifying ongoing compliance to The Code to The Regulator (the Maritime and Coastguard Agency (MCA)).
 - In receiving and approving two independent reports from the Designated Person, the Chairman has maintained certainty that the Harbour Board remains compliant with the Port Marine Safety Code as defined by the Regulator.

Responsibilities are set out in the following primary pieces of legislation:

- The Harbours, Docks, Piers and Clauses Act 1847
- The Southampton Harbour Act 1949
- The Harbours Act 1964
- The River Hamble Harbour Revision Order 1969 (S.I. 1970 No 249) as amended by the River Hamble Revision Order 1982 (S.I. 1982 No 1370) and by Section 67 of the Hampshire Act 1983 and
- The River Hamble Bye Laws 1983, confirmed by the Secretary of State for Transport on 2 May 1986
- The Habitats Regulations

The Harbour Board is the Harbour Authority's Executive body. It is made up of seven members. Two are members of the County Council - one each from Fareham and Eastleigh, three co-opted members representing recreational sailing, the marine industry and environmental management and the Marine Director of the River Hamble undertaking. The Board meets four times each year to consider and decide on planning matters. In doing so, the Board receives recommendations on decisions from the consultative, subordinate and larger Management Committee which has broader and deeper riparian representation and powers of scrutiny over Board decisions. The interdependence of these committees is centrally important in the smooth and efficient running of the undertaking.

Key Functional Areas:

- To discharge the River Hamble Harbour Authority's delegated responsibilities as a statutory Duty Holder for the benefit of all those who navigate within the River Hamble
- To ensure that an effective and efficient Marine Safety Management System is maintained and certify to that effect at three yearly intervals to the Regulator
- To ensure conformity with environmental legislation under the Habitats regulations. The River Hamble is listed as a Special Area of Conservation, in various areas as a Site of Special Scientific Interest and is subject to the RAMSAR convention. These instruments place upon the Council particular responsibilities for which the Board is accountable
- Maintaining an Oil Spill Protection Plan to the satisfaction of the Regulator (the MCA) which affords reasonable protection to the natural environment of the River in the event of a spillage within the wider Solent

- Acting as a statutory Planning Authority for proposed developments below Mean High Water Springs, liaising with other planning authorities as necessary
- Communicating strategic risk affecting Hampshire County Council via the appropriate channels

Scale of financial gearing/ impact of work undertaken:

The River Hamble Harbour Authority is self-funding from the collection of Harbour Dues payments collected from qualifying vessels under the Harbours Act of 1964. Its annual turnover is in the order of £1.2m. It employs 12 staff under the Direction of a professional Master Mariner. The Harbour Authority manages the River over 7 miles of waterways, from the Solent to Botley and Curbridge. It is the busiest recreational River in the Country. The Harbour Authority manages 650 moorings under a contractual arrangement with the Crown Estate. There are around 3200 vessels afloat on the River and a similar number ashore. It is also a significant contributor to the local economies in both Fareham and Eastleigh Boroughs.

This role plays an important part in creating a profitable, efficient and stable platform upon which local businesses and River Users can plan and operate safely. It is a rather unusual but significant unit in Hampshire County Council's wide portfolio.

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HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Employment in Hampshire County Council Committee
Date:	8 November 2022
Title:	Hampshire County Council Pay Statement – Financial Year 2023/24
Report From:	Chief Executive

Contact name: Barbara Beardwell, Head of Law & Governance and Monitoring Officer

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Purposes of this Report

1. The purpose of this report is to set out the proposed Pay Statement for 2023/24, and to seek the recommendation of the EHCC Committee of the proposed Pay Statement to the County Council.

Recommendations

2. That the EHCC Committee recommends to the County Council approval of the Pay Statement as detailed in this report and at Appendix A, setting out the County Council's policies in respect of pay accountability for the financial year 2023/24 in accordance with the requirements of the Localism Act,
3. That the EHCC Committee delegates authority to the Chief Executive, in consultation with the Chairman of the EHCC Committee, to make any changes to the draft Pay Statement consequential upon any changes to legislative requirements or other statutory guidance or changes to remuneration of staff, the creation of new roles, and changes to existing roles or responsibilities determined prior to consideration of the Pay Statement by full Council.

Executive Summary

4. This report outlines the requirements on the County Council in respect of pay accountability placed on the County Council in consequence of the Localism Act ("the Localism Act"), Chapter 8, Sections 38 to 43.
5. By virtue of Section 38 of the Localism Act, the County Council is required to prepare a Pay Statement ("Pay Statement") for each financial year. This

Pay Statement needs to set out the County Council's policies in respect of the remuneration of its Chief Officers, the remuneration of its lowest paid employees, and the relationship between the remuneration of its Chief Officers and the remuneration of employees who are not Chief Officers.

6. Section 39 of the Localism Act requires that a Pay Statement required under the Localism Act is prepared and approved by full Council prior to 31 March immediately preceding the year to which it relates. The County Council must comply with the provisions of the approved Pay Statement when making any determinations in respect of the remuneration of Chief Officers in the financial year to which such Pay Statement relates. A copy of the proposed Pay Statement for 2023/24 is attached at Appendix A to this report.

Contextual information

7. Chief Officer" is defined as Section 43 (2) of the Localism Act, and means each of the following:
 - The Head of Paid Service
 - The Monitoring Officer
 - A Statutory Chief Officer
 - A Non-Statutory Chief Officer
 - A Deputy Chief Officer
8. Together with the Head of Paid Service, the terms "Statutory Chief Officer" and "Non-Statutory Chief Officer" include the County Council's current Corporate Management Team (CMT), and the Director of Public Health.
9. The Statutory definition of "Deputy Chief Officer" is however much wider and goes beyond the County Council's local definition of how a Chief Officer post might be described, and includes not only Deputy Directors, but also Assistant Directors and Heads of Service, if reporting directly or are directly accountable to a member of CMT in respect of all or most of their duties.
10. Section 38 (3) of the Localism Act also requires that the County Council includes within its Pay Statement a definition of its "lowest paid" employees, and the County Council's reasons for adopting the definition. "Lowest paid" employees are defined at paragraph 5 of the Pay Statement to mean those members of staff employed at Grade A on the County Council's main pay framework.
11. Section 38 (4) of the Localism Act sets out a number of mandatory matters which must be included within a Pay Statement. These are:
 - The level and elements of remuneration of each Chief Officer

- Remuneration of Chief Officers on appointment
 - Increases and additions to remuneration for each Chief Officer
 - The use of performance-related pay for Chief Officers
 - The use of bonuses for Chief Officers
 - The approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the County Council
 - The publication of an access to information relating to the remuneration of Chief Officers.
12. There is discretion within the Localism Act for the County Council to also include within its Pay Statement, policies in respect of the remainder of its workforce. In the interests of openness and transparency, the County Council's Pay Policy in respect of employees who are not Chief Officers for the purposes of the Localism Act is set out at Section 1 of the Pay Statement.

Statutory Guidance

13. Section 40 of the Localism Act requires that in performing its functions under the Localism Act and in preparation and approval of a Pay Statement the County Council must have regard to any guidance issued by the Secretary of State. Guidance ('the Guidance') has been issued by the Department of Communities and Local Government 'Openness and Accountability in local pay' dated February 2012 in this regard. Further guidance ('the Supplementary Guidance') has been issued dated February 2013 supplementing the Guidance.
14. Under the provisions of the Guidance and the Supplementary Guidance the County Council is required to explain in its Pay Statement, its policies in respect of the employment of ex-Chief Officers in receipt of a redundancy payment, including its policy towards the re-engagement of Chief Officers previously employed by the County Council, under a Contract for Services.
15. Earlier this year, Government issued statutory guidance in respect of "Special Severance Payments". Special Severance Payments are largely defined as payments made to a departing employee which are not statutory or contractual entitlements. EHCC considered the guidance at its meeting on 7 July 2022 and resolved to recommend to the County Council that it (EHCC) remains the appropriate Committee to agree Chief Officer remuneration, for Chief Officers above Grade K, including individual salary offers in respect of any new Chief Officer appointments or severance packages for Chief Officers leaving the County Council and any Special Severance Payments to any Officer of £100,000 or more, in accordance with the Pay Statement.

Commentary

16. The draft Pay Statement attached at Appendix A is divided into three parts. These are an opening generic introduction covering the requirements of the Localism Act and specifically the definition of 'Chief Officers', followed by two policy sections. Section 1 describes the position in respect of employees who are not Chief Officers within the meaning of the Localism Act, and whose remuneration is covered by the County Council's main pay framework. Section 2 describes the position in respect of Chief Officers as defined by the Localism Act.
17. As indicated at paragraph 9 of this report, the Localism Act contains a wider definition than the traditional definition of 'Chief Officer' and includes not only Deputy Directors, but also Assistant Directors and Heads of Service, if reporting directly to or accountable to a member of CMT in respect of all or most of their duties.' Given the differing scale, size and responsibilities of the respective Chief Officer posts, it is sensible from an organisational perspective to group Chief Officers into three categories as set out below, and referred to at paragraphs 23–25 of the Pay Statement. In doing so the Pay Statement makes better sense of those existing post holders paid at or beyond grade K on the main pay framework. These three categories are:
 - a) the Head of Paid Service
 - b) Statutory Chief Officers, Non-Statutory Chief Officers and the Monitoring Officer.
 - c) other Senior Officers falling within the statutory definition of Deputy Chief Officer.
18. The County Council's Constitution requires that the remuneration of Chief Officers on appointment outside the main pay framework require Chief Executive and EHCC Committee approval. In accordance with the Statutory Guidance, the County Council has agreed that the EHCC Committee will exercise this responsibility with regard to all Chief Officer and Deputy Chief Officer remuneration outside the main pay framework, whether on appointment or otherwise. This point is covered at paragraph 22 of the Pay Statement.
19. In exercising these responsibilities, it is recognised that the EHCC Committee is the responsible Committee for remuneration of all Chief Officer appointments arising from the implementation of any future structural management arrangements and/or any appointments (joint or otherwise) arising from the formalisation of any new shared services arrangements or legislative changes. The EHCC Committee will determine remuneration in respect of all future Chief Officer appointments or changes to Chief Officer remuneration after appointment in accordance with the policies set out in the Pay Statement. The County Council has also agreed that the EHCC Committee is responsible for approval of any severance packages in respect of Chief Officers leaving the County Council.

20. Salary ranges of staff on Grades A-K referred to at paragraphs 9 and 12 and detailed at Annex 1 of the Pay Statement are as currently per 1 April 2022, and cover the period to 31 March 2023. Pay categories for Chief Officers and Deputy Chief Officers referred to at paragraphs 23 to 25 of the Pay Statement are also as currently per 1 April 2022 and cover the period to 31 March 2023. Once details of the Pay Settlement for 2022/23 are known, the table at Annex 1 and Paragraphs 23-25 of the Pay Statement will be updated accordingly. Similarly, should there be a pay award for staff for 2023/24, the table at Annex 1 and Paragraphs 23-25 of the Pay Statement will be updated accordingly. The proposed changes to the senior management structure may also lead to some consequential changes to the draft Pay Statement. Following conclusion of the restructure the draft Pay Statement will be updated as necessary to properly reflect the outcome.

IMPACT ASSESSMENTS:

1. Consultation and Equalities

1.1 The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.
- d) Equalities have been considered and no adverse impact identified.

21. Climate Change Impact Assessment:

- i. How does what is being proposed impact on our carbon footprint / energy consumption?
No impact has been identified.
- ii. How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?
No specific measures have been identified.

CORPORATE OR LEGAL INFORMATION:

Links to the Strategic Plan

This proposal does not link to the Strategic Plan but, nevertheless, requires a decision because of the statutory requirements of the Localism Act 2011.

Other Significant Links

Links to previous Member decisions:	
<u>Title</u> Hampshire County Council Pay Statement Financial Year 2022/23	<u>Date</u> 17 February 2022
Direct links to specific legislation or Government Directives	
<u>Title</u> Localism Act DCLG Guidance 'Openness and Accountability in Local Pay' DCLG Supplementary Guidance 'Openness and Accountability in Local Pay'	<u>Date</u> 2011 February 2012 February 2013

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

Hampshire County Council Pay Statement

Financial Year 2023/24

1. The purpose of this Pay Statement (“Pay Statement”) is to set out Hampshire County Council’s pay policies relating to its workforce for the financial year 2023/24, including the remuneration of its Chief Officers and that of its lowest paid employees.
2. The responsibility for functions and delegated authority in respect of the determination of the terms and conditions of staff employed by the County Council is detailed in the County Council’s Constitution; in particular, Part 2: Chapter 2.1 and Part 2: Chapter 4, and this Pay Statement is subject to those provisions.
3. With the exception of teaching staff and associated school advisory roles where pay is governed by National consultation groups and apprentices on the National Minimum Wage, pay for all staff, including Chief Officers, is set by the Employment in Hampshire County Council (“EHCC”) Committee with annual pay awards below senior management level being determined by the outcome of the national local government award and customarily applied to senior managers. The EHCC Committee is proportionally constituted and comprises elected County Councillors from the main political parties, and has responsibility for locally determined terms and conditions of employment for staff.
4. For the purposes of this Pay Statement and in accordance with the Localism Act 2011 (“Localism Act”), staff employed by the County Council have been separated into two groups:
 - (a) Employees who are not Chief Officers as defined by the Localism Act
 - (b) Chief Officers as defined by the Localism Act
5. An “employee who is not a Chief Officer” refers to all staff, who are not covered within the “Chief Officer” group as outlined below. This includes the “lowest paid employees”. In the context of the County Council other than apprentices the “lowest paid employees” are those employed at grade A on the County Council’s pay framework. This is because grade A is the lowest grade on the County Council’s pay framework. (Teaching staff and associated school advisory roles, whose pay is governed by other National arrangements and apprentices who receive the National Minimum Wage are not included in the group of “employees who are not Chief Officers” for the purposes of this Pay Statement).

6. Section 43(2) of the Localism Act defines Chief Officers for the purposes of the Localism Act. Currently, the following roles within the County Council fall within the definition of "Chief Officers":
- (a) Head of Paid Service (Chief Executive)
 - (b) Monitoring Officer
 - (c) Statutory Chief Officers (Director of Corporate Operations as Section 151 Officer, Director of Children's Services, Director of Adults' Health and Care, and Director of Public Health)
 - (d) Non-Statutory Chief Officers (Director of Culture, Communities and Business Services, Director of Economy, Transport and Environment, and Director of Human Resources, Organisational Development, Communications and Engagement, Assistant Chief Executive)
 - (e) Deputy Chief Officers (Deputy Directors, Assistant Directors and Heads of Service if reporting directly or are directly accountable to a Statutory or Non-Statutory Chief Officer in respect of all or most of their duties).

Section 1 - Employees who are not Chief Officers as defined by the Localism Act

7. These staff are subject to the County Council's main pay framework. This was implemented in April 2007 in line with National guidance, with the grade for each role being determined by a consistent job evaluation process. This followed a national requirement for all Local Authorities, and a number of 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. As part of this, the County Council determined a local pay framework.
8. There are 11 grades (A-K) in the pay framework, grade A being the lowest and grade K the highest. Each employee will be on one of the 11 grades based on the job evaluation of their role. Each grade consists of 5 steps, with the exception of grades A and B which consist of fewer steps. Employees can progress within the salary range of their grade, having regard to the County Council's performance management arrangements.
9. All employees are paid within the salary range for their grade. Each "lowest paid employee" is paid within the salary range for grade A. All other employees are paid within the salary range for the grade of their role i.e. B-K. Details of the Council's salary ranges are published on the County Council's website, and a copy of those salary ranges currently as at 1 April 2022 is attached at **Annex 1** to this Pay Statement.
10. Employees new to the County Council will normally be appointed to the first step of the salary range for their grade. Where the candidate's current employment package would make the first step of the salary range

unattractive or where the employee already operates at a level commensurate with a higher salary, a different starting salary may be considered by the recruiting manager. This will be within the salary range for the grade. The candidate's level of skill and experience should be consistent with that of other employees in a similar position on the salary range.

11. Employees' performance during the course of the year is reviewed within the County Council's performance management arrangements, and pay progression within the grade is subject to satisfactory performance.
12. Pay awards are considered annually for staff. For those staff up to and including grade G the outcome of the national consultations by the Local Government Employers in negotiation with the Trades Unions is applied. For staff at grade H and above the value of any pay award is determined by the EHCC Committee. Since the implementation of the County Council's pay framework, the EHCC Committee has applied the same percentage award determined nationally. The question of a pay award for staff for 2022/23 has not yet been determined. Should there be a pay award for staff for the year 2022/23, then the table at Annex 1 will be updated accordingly. Similarly, should there be a pay award for staff for the year 2023/24, then the table at Annex 1 will be updated accordingly.
13. There is a Special Recognition Scheme, under which a one-off payment may be awarded to a member of staff as a recognition for a particular piece of work or a substantial achievement above what is expected as part of their ordinary day-to-day work. All Special Recognition Scheme payments are subject to departmental governance arrangements, and where required Chief Officer approval, are not consolidated into base salary and are funded from within existing budgets.
14. Allowances such as relocation assistance or other payments, for example shift working, may be made to staff in connection with their role or the patterns of hours they work in accordance with the County Council's collective agreement ('EHCC 2007') and subsequent amendments thereto, and other governance arrangements.
15. The County Council recognises that employees sometimes incur necessary expenditure in carrying out their responsibilities, for example travel costs. Employees will be reimbursed for reasonable expenses incurred on County Council business in accordance with the County Council's collective agreement ('EHCC 2007') and subsequent amendments.
16. Other than where required in order to carry out specific requirements of a role, for example the provision of accommodation for care workers required to live on site, there will be no benefits in kind payable to employees of the County Council

17. All employees who are not Chief Officers are, as a result of their employment, eligible to join the Local Government Pension Scheme. The County Council will not consider the purchase of additional pension for employees under the provisions of the Local Government Pension Scheme Regulations 2014. However, it will consider enabling employees to use part of any redundancy payment to buy additional pension, where they leave on the grounds of efficiency.
18. Redundancy payment arrangements will be based on the County Council's standard redundancy scheme. In support of efficient organisational change and transformation linked to the need for efficiencies and expenditure reduction, the County Council also operates a voluntary redundancy scheme approved by EHCC Committee. The County Council remains committed to enabling workforce reductions through voluntary measures wherever possible and any future voluntary redundancy or other termination measures will be in accordance with approved County Council policies. Details of the standard and voluntary redundancy schemes are attached at Annex 2 to this Pay Statement.
19. Except in exceptional business circumstances, no employee who has left the County Council under the terms of the standard redundancy scheme or any voluntary redundancy scheme or severance arrangement, will be re-employed by the County Council in any capacity for a minimum period of 12 months from the dismissal date. If re-employment is sought within 12 months of the termination date, approval is required from the relevant Chief Officer, Director of Corporate Operations as Section 151 Officer and the Director of Human Resources, Organisational Development, Communications and Engagement. In addition, if the ex-employee was previously employed at grade H and above and/or is seeking re-employment at grade H and above, Chief Executive approval is also required.
20. Except in exceptional business circumstances, no employee who has left the County Council under the terms of the standard redundancy scheme, any voluntary redundancy scheme or severance arrangements, will be re-engaged by the County Council under a contract for services within a minimum period of 12 months of the dismissal date. In this case the authorisation requirements set out at Paragraph 19 of this Pay Statement in respect of re-engagement of ex-employees will apply.

Section 2 - Chief Officers as defined by the Localism Act 2011

21. Chief Officers are paid either within the County Council's main pay framework, or on "spot" remuneration. The remuneration of Chief Officers on appointment has regard to the relative size, breadth and challenge of the role compared to other Chief Officer roles within the County Council, performance and taking appropriate advice from Korn Ferry (formerly known as HAY) and follows the same principles operated within the main pay

framework. Account is also taken of other relevant available information, including the remuneration of Chief Officers in other similar sized organisations.

22. The Constitution requires that remuneration of Chief Officers on appointment outside the main pay framework requires Chief Executive and EHCC Committee approval. The EHCC Committee will continue to exercise responsibility for all Chief Officer remuneration outside the main pay framework, whether on appointment or otherwise. Chief Officer remuneration payable from 1 April 2022 falls within three categories as outlined below.
23. The Head of Paid Service is paid remuneration of £235,043.
24. Statutory Chief Officers, Non-Statutory Chief Officers including the Monitoring Officer are paid remuneration within the range of £120,800 - £180,000.
25. Deputy Chief Officers are paid remuneration within the range £73,006 - £145,000.
26. The annual pay review for Chief Officers paid outside the main pay framework is considered by the EHCC Committee each year, alongside recommendations for staff paid between grades H and K in accordance with Paragraph 12 of this Pay Statement. Likewise to support the annual review of remuneration of these Chief Officers, information may be provided on inflation, earnings growth, and any significant considerations from elsewhere in the public sector.
27. Typically, Chief Officers have received the same percentage pay award as other managers and staff groups within the County Council. In each year since implementation of the new pay framework, EHCC Committee has applied the same percentage award determined nationally for other grades of employees within the County Council. Chief Officers are subject to the same performance management arrangements as detailed for employees who are not Chief Officers. Chief Officers paid outside the main pay framework do not receive incremental pay progression. In years where a pay award is available, performance will be taken into account when determining whether any award will be made. Once details of the Pay Settlement for Chief Officers for the year 2022/23 are known, then Paragraphs 23-25 will be updated accordingly. Similarly, should there be a Pay Award for Chief Officers for the year 2023/24 then paragraphs 23-25 will be updated accordingly.
28. Within the above Chief Officer categories any increase to the remuneration of Chief Officers outside the annual review process, for example as a consequence of increased responsibilities arising from the formalisation or implementation of new shared services arrangements, requires Chief Executive and EHCC Committee approval.

29. The Special Recognition Scheme referred to at Paragraph 13 of this Pay Statement is however also applicable to Chief Officers. Any proposed Special Recognition Payment in respect of CMT is subject to ratification by EHCC.
30. No other charges, fees or allowances or remuneration are payable to Chief Officers in connection with their responsibilities. No fees for election duties are included in Chief Officer remuneration, nor are any additional fees payable for such responsibilities.
31. Chief Officers may where applicable receive allowances, such as relocation assistance in accordance with the County Councils collective agreement (EHCC 2007), and subsequent amendments thereto, and other governance arrangements.
32. The County Council recognises that Chief Officers sometimes incur necessary expenditure in carrying out their responsibilities e.g. travel costs. Chief Officers will be reimbursed for reasonable expenses incurred on County Council business in accordance with the County Council's collective agreement (EHCC 2007) and subsequent amendments.
33. There are no benefits in kind, such as private health insurance, payable to Chief Officers.
34. Chief Officers as a result of their employment are eligible to join the Local Government Pension Scheme in the same way as other employees. The County Council will not consider the purchase of additional pension for employees under the provisions of the Local Government Pension Scheme Regulations 2014. However, it will consider enabling employees to use part of any redundancy payment to buy additional pension, where they leave on the grounds of efficiency.
35. Chief Officers are subject to the same redundancy payment and severance arrangements as other staff as outlined in Paragraph 18 of this Pay Statement.
36. Chief Officers, who have left the County Council under the terms of the standard redundancy scheme, any voluntary redundancy scheme or severance arrangements are subject to the same policy on re-engagement by the County Council outlined at Paragraph 19 of this Pay Statement as other employees.
37. Except in exceptional business circumstances, no Chief Officer who has left the County Council under the terms of the standard redundancy scheme, any voluntary redundancy scheme or severance arrangement, will be re-engaged by the County Council under a contract for services within a minimum period of 12 months of the termination date. In this case the authorisation requirements set out at Paragraph 20 of this Pay Statement in

respect of re-engagement of ex-employees will apply. No Chief Officer, as defined at Paragraphs 23-25 of this Payment Statement, will be employed by the County Council on terms and conditions which allow such an officer to be an employee of the County Council whilst operating in practice as a limited company for taxation reasons.

38. Details of Chief Officer remuneration have been published annually since 2010 as an extract from the County Council's Statement of Accounts and according to accountancy standards, as soon after the end of the relevant financial year as is reasonably practical. At that time the County Council will also update the publication of its pay multiple, that is the ratio between the highest paid employee and the median average earnings across the organisation, based on base pay. Gender Pay Gap reporting information will also be published as part of the County Council's Open Data in accordance with statutory requirements.

Pay Statement Annex 1

Hampshire County Council's Pay Framework

Salary Ranges – from April 2022

Salary Range	Step	Grades	
		A	B
	3	18,517	19,208
	2	18,397	18,887
	1	18,333	18,887

Salary Range	Step	Grades								
		C	D	E	F	G	H	I	J	K
	5	20,290	24,476	30,101	38,539	47,595	55,480	65,328	82,172	95,128
	4	20,044	23,767	29,227	37,421	46,211	53,867	63,422	79,777	92,357
	3	19,652	23,170	28,376	36,330	44,864	52,297	61,575	77,454	89,667
	2	19,464	22,389	27,778	35,270	43,555	50,774	59,781	75,195	87,053
	1	19,265	21,778	27,009	34,242	42,290	49,295	58,041	73,006	84,518

Pay Statement Annex 2

Hampshire County Council

Standard and Voluntary Redundancy Schemes

Payments Based on Actual Weekly Pay

Current Age Groupings	Standard Redundancy Scheme (Weeks per year of service)	Years of Service	Voluntary Redundancy Scheme (Single Payment)
Service accrued up to and inc. 21	0.5	Service accrued – less than 2	0
Service accrued between 22-40	1.0	Service accrued – 2+	20
Service accrued age 41 and above	1.5		
Max Number of Weeks	30		

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HAMPSHIRE COUNTY COUNCIL

Committee:	Employment in Hampshire County Council
Date:	8 November 2022
Title:	Pay, Policy and Legislation Update
Report From:	Director of HR, Organisational Development and Communications & Engagement

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Purpose of this Report

1. The purpose of this report is to provide an update to EHCC on the 2022 National Pay Award.
2. This paper seeks approval on the introduction of a new Recruitment and Retention allowance to address the Council's recruitment and retention challenges.
3. This paper seeks approval to amend the Council's Sickness Absence policy to reflect current practice in relation to sick pay payments where an employee is injured while on duty.

Recommendation(s)

4. That EHCC note the current position on the National Pay Award for 2022.
5. That EHCC agree to amend the Council's salary policy to include the provision to pay a Recruitment and Retention allowance to new or existing employees where appropriate to do so.
6. It is further recommended that EHCC delegate, to the Director of Human Resources, Organisational Development and Communications and Engagement, the authority to make any final amendments to the salary policy wording prior to its implementation following the conclusion of consultation with Trade Union representatives and departmental management teams.
7. That EHCC approve the proposed Sickness Absence policy amendments in Appendix 2. This means the current arrangements for payments to employees that are injured on duty will continue.

Executive Summary

8. The Trade Unions lodged their pay claim for 2022/23 and the National Employers made a final offer. Unison and GMB consulted its members, who have voted to accept the pay offer. Unite consulted its members, who voted to reject the pay offer. The national formal collective agreement only requires a majority of the three unions to accept the offer. It is expected that the National Employers will formally communicate the agreed pay award imminently.
9. To address significant challenges in being able to recruit and retain members of staff, it is proposed that a new Recruitment and Retention allowance is introduced. This paper sets out the proposed policy.
10. Where sickness absence arises as a result of an accident at work, existing terms and conditions provide for sick pay separate to an employee's normal sickness pay. The current methodology of payment has been in place for a number of years, however this is not recorded formally in policy. This paper seeks to amend this and to incorporate this position in the Council's Sickness Absence policy.

Contextual information

National Pay Claim

11. As reported to EHCC in July 2022, the Trade Unions lodged their pay claim for 2022/23 on 6 June 2022. This included a claim for an increase in base salary (the pay award element) and a review of other terms and conditions.
12. The National Employers made a final one year offer on 25 July 2022 of the following (with effect from 1 April 2022);
 - a. an increase of £1,925 on all NJC pay points 1 and above
 - b. an increase of 4.04 per cent on all allowances (as listed in the 2021 NJC pay agreement circular dated 28 February 2022)
 - c. an increase of one day to all employees' annual leave entitlement
 - d. the deletion of pay point 1 from the NJC pay spine
13. The terms and conditions of staff in the Council are governed by a collective agreement, called the Employment in Hampshire County Council agreement ('EHCC agreement'). This agreement was signed by recognised unions and the Council and has been in effect since 1 April 2007.

- 14 In relation to the pay award element (12a and 12b) the EHCC agreement requires the application of the nationally agreed pay award to EHCC Grades A-G inclusive. Officers will apply the finally negotiated pay award element to this group of staff.
- 15 The pay award element for Grades H and above is subject to agreement by the EHCC committee and consultation with Hampshire recognised Trade Unions. In July 2022, EHCC approved the application of the national pay award to EHCC Grades H and above, on the presumption that was no more than 4.5% over two years. This was in line with the budgeted assumption at the time.
- 16 If the flat rate pay award is applied to Grades H and above, this equates to a weighted average increase of 3.02% (ranging from 3.9% to 0.8%) which is within the 4.5% outlined above. Since no two-year settlement has been put forward, it is assumed that if agreed the £1,925 will be applied to Grades H and above in line with the previous approval and separate consideration will need to be given in due course to any pay offer for 2023/24.
- 17 Whilst the employers' offer exceeds the percentage increase originally assumed in the budget for pay inflation, sufficient general contingency budget exists to fund its application for all Grades including H and above.
- 18 In relation to annual leave and the removal of spine point 1, these are not relevant to the Council. Our collective agreement defines our annual leave and pay framework and accordingly the increase in annual leave is not applicable to the Council.
- 19 When formal notification of the pay award is received from the National Employers, , Officers will implement this, backdated to 1 April 2022.

Recruitment and Retention Allowance

- 20 As previously reported to EHCC July 2022 (Annual Workforce Report 21/22), the Council continues to experience significant challenges in being able to recruit and retain members of staff, particularly in several 'hot spot' roles such as Social Workers and Residential Care Home staff. This results in skills / capacity shortages that will, or are already, having a significant impact on service performance and service users.
- 21 There is no single, simple explanation or reason for the current problems that the Council, along with other employers, is experiencing when seeking to recruit and retain of staff. Alongside long-term issues such as skill shortages in particular occupations, and pay competitiveness there are also newer issues such as the cost-of-living crisis and increased demand for workers post Covid

which means that we are operating in an even more challenging recruitment market.

- 22 The Council is already utilising a range non-financial options such as more modern work practices, including hybrid working where it can, to recruit and retain staff in hot spot roles. In addition, the Council's Salary Policy permits the payment of Market Supplements where it is necessary and appropriate to do so. Market Supplements are subject to business cases and prior approval by Chief Officers and are subject to regular review.
- 23 To augment the options available to it, the Council is proposing to amend the Salary Policy and permit the payment of recruitment and retention payments ('R&R' payments). As with Market Supplements, the payment of an R&R payment would be subject to a business case and prior approval by Chief Officers.
- 24 R&R payments are additional pay designed to attract or keep people working in certain services, locations or specialties. They are widely used across different parts of the public sector in the UK, including local government, education, justice, and the health sector. They are particularly effective where salary is a prime motivator either to join the organisation or if the member of staff is considering leaving to carry out the same role, to be paid a higher salary, in for example a neighbouring authority.
- 25 The Council's R&R payments would consist of either, or both of, the following:
 - Recruitment Payment – a one off lump sum payment on, or within 3 months of appointment
 - Retention Payment – a deferred lump sum(s) payment to be paid after an agreed period of employment.
- 26 Payments may total up to 15% of the employee's basic salary and could be paid on either an individual or role basis. Payments would be subject to tax and NI deductions and are pensionable. A final draft of the proposed policy wording that would be incorporated into the Council's salary policy is included at Appendix 1. This would be supported by a more detailed How-to-Guide with practical guidance including when it would be appropriate to consider use of an R&R payment.
- 27 Consultation with recognised unions and the organisation regarding this policy amendment will take place later this month and it is recommended that EHCC delegate the authority to make any final amendments to the draft policy wording as a result of that consultation, to the Director of HR, OD and CE and to action the necessary process and system changes to implement this new allowance.

Sickness pay as a result of industrial injury

- 28 As explained in paragraph 13, the collective agreement EHCC 2007 governs the terms and conditions of the majority of staff in the Council. In two specific instances (sickness and maternity), the EHCC agreement refers to nationally agreed terms and conditions – the National Joint Council for Local Government Services National Agreement - also known as the 'Green Book'.
- 29 An industrial injury occurs when an employee becomes unable to attend work by reason of an accident, injury or industrial disease sustained in the course of their duties with the Council (and not being wholly or mainly due to or seriously aggravated by the employee's own serious and culpable negligence or misconduct).
- 30 Under the EHCC agreement, staff may benefit from two schemes in relation to sickness absence as a result of an industrial injury;
- Pay during sickness absence in accordance with the Green Book
 - The ability to claim under the Personal Accident Scheme where their pay reduces. This tops up their salary so they receive full pay. A claim cannot be made until 26 weeks after the injury occurred.
- 31 The Green Book entitlement to full and half pay during periods of absence resulting from industrial injury ranges from 1 to 6 months full pay and 2 to 6 months half pay, depending on the employee's length of service on the first day of absence.
- 32 Irrespective of the green book entitlement, when a member of staff is absent because of an industrial injury, the Council pays full sick pay for a maximum of 6 months, regardless of length of service. This has been the case for at least 10 years. Our current practice is intended to bridge any gap between a period of sick pay entitlement and the member of staff receiving financial support via the Council's Personal Accident Scheme. The Council believes that this is the right thing to do for members of staff who are absent due to an industrial injury, however this is not currently detailed or allowed for in the Sickness Absence policy.
- 33 It is therefore recommended that the Sickness Absence policy is updated as shown in Appendix 2. This sets out the contractual entitlement as defined in the Green Book, plus the additional non-contractual sick pay that the Council will pay to ensure that pay does not reduce in the first 6 months following an absence which is the result of an industrial injury.

Outstanding National Consultations and Government responses

- 34 As reported in July 2022, there are several outstanding consultations that have been referenced in previous EHCC papers on which there are no further updates at this time. There have been no updates to these consultations and no new relevant consultations issued.

Consultation and Equalities

- 35 An EIA has been drafted for the Recruitment and Retention Allowance which has not identified any negative impact to any group of employees, however application of the allowances will be monitored and kept under review through the Strategic Workforce Board. It is not envisaged that an Equalities Impact Assessment will be required for any of the other updates included in this paper.

Climate Change Impact Assessment

- 36 Hampshire County Council utilises two decision-making tools to assess the carbon emissions and resilience impacts of its projects and decisions. These tools provide a clear, robust, and transparent way of assessing how projects, policies and initiatives contribute towards the County Council's climate change targets of being carbon neutral and resilient to the impacts of a 2°C temperature rise by 2050. This process ensures that climate change considerations are built into everything the Authority does.

Climate Change Adaptation and Carbon Mitigation

- 37 The carbon mitigation tool and climate change adaptation tools were not applicable on this occasion because the decision relates to a programme that is strategic/administrative in nature.

Conclusions

- 38 The Council will wait for formal notification of the pay award from the Employer's side before taking action to implement the National Employer's offer.
- 39 The new Recruitment and Retention Allowance and will provide the Council with further mechanisms to attract and retain staff, which is critical to the continued effective delivery of services.
- 40 The update to the Sickness Absence policy will regularise the Council's policy position on pay during absence as a result of industrial injury, providing clarity.

- 41 Monitoring consultations and announcements on legislative changes or new requirements will allow adjustments to policies and business processes to be implemented and therefore continued compliance.

REQUIRED CORPORATE AND LEGAL INFORMATION:

Links to the Strategic Plan

This proposal does not link to the Strategic Plan but potentially impacts the County Council's workforce strategy

Other Significant Links

Direct links to specific legislation or Government Directives	
<u>Title</u>	<u>Date</u>
Pay, Policy and Legislation update	July 2022

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

EQUALITIES IMPACT ASSESSMENT:

Equality Duty

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

Equalities Impact Assessment:

An EIA has been drafted for the Recruitment and Retention Allowance which has not identified any negative impact to any group of employees, however application of the allowances will be monitored and kept under review through the Strategic Workforce Board. It is not envisaged that an Equalities Impact Assessment will be required for any of the other updates included in this paper

Appendix 1 – Draft update to the Salary Policy regarding the Recruitment and Retention Allowance

Recruitment and Retention Payments

Recruitment and retention payments can be made to new and or existing staff where the department is experiencing sustained and evidenced difficulties in recruiting and retaining members of staff and where this results in skills / capacity shortages that will or are having a significant impact on service performance. The ability to pay recruitment and retention payments under this policy will be regularly reviewed and may be amended or withdrawn at any time.

Recruitment and retention payments will be subject to an approved business case and paid for a time limited period. Prior receipt of a recruitment or retention payment does not imply that an individual or role would be eligible to be included in any future recruitment and retention payment scheme.

Approval will be in accordance with the Council's governance matrix.

Recruitment and retention payments can consist of either, or both of, the following:

- Recruitment Payment – a one off lump sum payment on, or within 3 months of appointment
- Retention Payment(s) – a deferred lump sum payment(s) to be paid after a defined period of employment.

The combination of payments in any one business case may total up to 15% of the employee's basic salary. Any payment above this amount must have Chief Officer approval. Recruitment and retention payments are paid in addition to basic salary.

Recruitment and retention payments to part time staff posts will typically be made on a pro-rata basis.

Recruitment and retention payments are subject to the member of staff achieving agreed scheme requirements (See How to Guide) including starting employment and / or continued employment to an agreed date as well as achieving satisfactory performance and conduct in the role. All payments are pensionable and subject to tax / NI deductions.

Recruitment and retention payments will be set out in advance in writing (either in the formal offer of employment / appointment or other formal letter as appropriate).

Should a member of staff subsequently leave or be dismissed from the Council within the agreed period of operation, for any reason other than injury at work, redundancy, or retirement, Death in Service, they will be required to pay back monies received under the scheme in accordance with the repayment schedule.

Where an employee moves to a different post they will no longer be eligible to receive any future retention payments relating to the post they are leaving. Any recruitment or retention payments relating to the new post may apply.

Payments will not be paid to a member of staff who is subject to formal capability or conduct management process and or sanction in accordance with the Council's performance or misconduct or absence and attendance policies.

Further information is provided in the Recruitment & Retention How to Guide.

Appendix 2 – Update to the Sickness Absence Policy regarding Industrial Injury

Industrial Injury - Definition

An industrial injury occurs when an employee becomes unable to attend work by reason of an accident, injury or industrial disease sustained in the course of their duties with the council (and not being wholly or mainly due or seriously aggravated by the employee's own serious and culpable negligence or misconduct). Further explanation is given in the 'How to Guide - Industrial Injury'

It is the Line Manager's responsibility to decide whether a period of sickness absence is as a result of an industrial injury.

Absence as a result of an industrial injury must still be managed in accordance with this sickness absence policy.

**Industrial Injury
Sick Pay (EHCC
and Soulbury
only)**

Under the EHCC collective agreement, entitlement to sick pay is defined by the NJC Terms and Conditions for Local Government Services National Agreement ('the Green Book'). Details of the sick pay scheme can be found here: <https://extra.hants.gov.uk/employee/policy-guidance/sickness/sickness-pay>

**Personal
Accident
Scheme (EHCC
and Soulbury
only)**

The Personal Accident Scheme provides benefits in respect of accidents occurring in the course of employment for employees on EHCC terms and conditions. Under Part D of this scheme, Employees on EHCC terms and conditions that are absent through industrial injury for longer than 6 months can claim for loss of earnings.

If an employee that has less than 5 years' service at the start of a period of sickness, has a prolonged period of absence, then they may contractually reduce to half or nil pay before they can claim under the Personal Accident Scheme. In these circumstances the Council will ensure the employee does not have a pay reduction before they can claim under the Personal Accident Scheme.

This provision will be regularly reviewed and may be amended or withdrawn at any time.

**Industrial Injury
(Teachers)**

Entitlement to sick pay is defined by Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book').

HAMPSHIRE COUNTY COUNCIL

Report

Decision Maker:	Employment in Hampshire County Council Committee
Date:	8 November 2022
Title:	Organisational Restructure – Chief Executive's Update
Report from:	Chief Executive

Contact name: Carolyn Williamson, Chief Executive

Tel: 01962 847300

Email: carolyn.williamson@hants.gov.uk

Purpose of this Report

1. The purpose of this report is to provide the Employment in Hampshire County Council (EHCC) Committee with an update on the planned organisational and Senior Leadership team changes (Chief Officers and Deputy Chief Officers), since the last management Senior Management update in November 2021, and the report prior to this in July 2021, which outlined a number of Senior Management adjustments following appointment of the current Chief Executive.

Recommendations

It is recommended that EHCC Committee:

2. Note the principles underpinning the redesign of the Organisation structure and Senior Leadership (Chief Officer and Deputy Chief Officer) roles, as outlined in paragraph 16.
3. Note the changes to the current organisational structure (directorates and service reporting lines), as outlined in paragraphs 17 to 20 and Appendix 3, as summarised below:
 - a) The Economy, Transport and Environment (ETE) and the Culture, Communities and Business Services (CCBS) departments will be disbanded.
 - b) A new directorate will be created (Universal Services) which will bring together those services which are universally available to all residents of Hampshire.

- c) A new directorate (Hampshire 2050) will be created which will place a clear focus on the PLACE that is Hampshire, and our ambitions for the County as described in the Hampshire 2050 Vision.
 - d) The renaming of the HR, OD, Communications and Engagement department to the People and Organisation directorate, and which will incorporate Law and Governance corporate functions.
4. Note the various changes to the Senior Leadership team (Chief Officer and Deputy Chief Officer) roles and the selection and appointment process for these, as outlined in paragraphs 21 to 29, and Exempt Appendix 4.
 5. Agree the proposed new salary framework for Chief Officers and Deputy Chief Officers, as noted in paragraphs 30 to 32 and detailed in Appendix 5. The salary framework formalises existing pay arrangements and does not represent an increase in Chief Officer or Deputy Chief Officer remuneration.
 6. Provide delegated authority to the Chief Executive to agree the remuneration of Chief Officers and Deputy Chief Officers as part of this restructure, and for future recruitment of Chief Officer and Deputy Chief Officer roles, including the spot-salaries of appointed officers, providing these are aligned to and within the parameters of the proposed salary framework as detailed within paragraph 33, except for two existing contractual arrangements noted in paragraph 35.
 7. Confirm that the delegated authority in recommendation 6 includes a delegation to approve severance payments to Deputy Chief Officers and Chief Officers, including Special Severance Payments below £100,000. As noted in paragraph 34, before exercising such delegation in respect of Special Severance Payments of £20,000 or more, but below £100,000, the Chief Executive will consult with the Chair of EHCC Committee.
 8. Note the estimated financial savings of £740,000 that will be delivered by these proposals, as noted in paragraph 36.

Executive Summary

9. Further to the report to EHCC in November 2021, this paper outlines further changes to the County Council's organisational structure, and Chief Officer and Deputy Chief Officer roles.
10. It also outlines the proposed introduction of a new pay framework for Chief Officer and Deputy Chief Officer roles, intended to provide greater transparency and consistency to the salaries these roles can be appointed to.
11. The changes outlined within this report will result in a reduction of 5.8 FTE Chief Officer and Deputy Chief Officer roles (combined) and deliver financial savings of approximately £740,000.

Background and context

12. In July and November last year, a report was presented to the EHCC Committee outlining a number of changes that were being made in relation to organisational and senior management roles.
13. Since those changes were introduced, further consideration has been given to how the most senior leadership of the County Council (Chief Officers and Deputy Chief Officers) and service directorates, could be organised differently to better respond to and deliver the future ambitions and priorities of the County Council.
14. To support this review, corporate management team documented the current 'AS IS' organisation model for the County Council – i.e., how we organise the work of the County Council into departments and services. The high-level organisation model is shown below in figure 1, with further detail of the main department service groupings within this model detailed in Appendix 1.

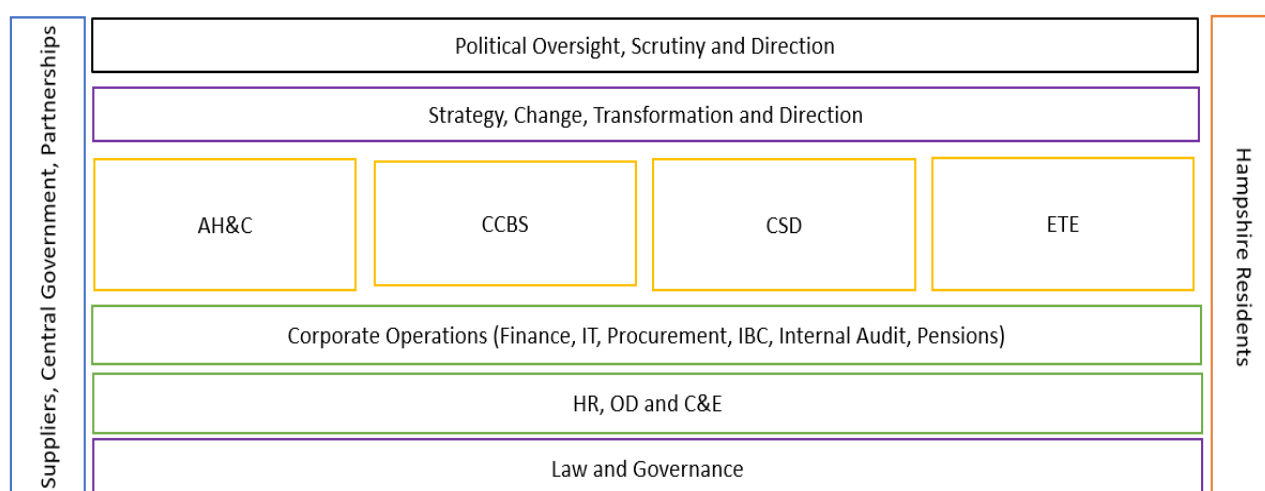


Figure 1 – 'AS IS' high-level organisation model

15. Details of the existing Chief Officer and Deputy Chief Officer roles and individuals in scope of this review, are set out within Exempt Appendix 2.

Principles underpinning the changes

16. In approaching the latest phase of the Senior Leadership review, the following strategic principles have informed the thinking behind the proposed redesign of the organisation:
 - The concept of Corporate Directorship i.e., giving direction to HCC as one organisation, determining the strategic objectives and policies for HCC, jointly accountable for HCC activities to third parties and stakeholders, taking decisions on behalf of HCC.

- A desire to differentiate between our different cohorts of Service Users – i.e., Adults, Children and those services that are universally available to all the residents of Hampshire, led by three Service Director roles.
- A belief that collaboration across the organisation and our wider partners is essential to the effective delivery of our services, with key relationships being determined by the desire to achieve the best outcomes for our service users, irrespective of the directorate from which the work is led.
- A desire to ensure the County Council maintains a clear focus on the 'Place' that is Hampshire, and our ambitions for the County as described in our Hampshire 2050 vision.
- The notion that our enabling functions should be managed from the corporate centre to create maximum efficiency, effectiveness and consistency as well as reducing duplication – led by two Director roles who are essentially our Chief *Finance* Officer and Chief *People* Officer.
- The importance of making financial efficiencies at senior levels within the organisation, ahead of those that will need to follow more widely across the organisation as we approach the financial challenges expected in 2025.

Changes to the organisational structure

Organisational directorate and Chief Officer/Deputy Chief Officer role changes

17. The most fundamental change to the County Council's structure is the disbanding of the current Culture, Communities and Business Service's (CCBS) and Economy, Transport and Environment (ETE) public facing service departments. Two new directorates will be created:
 - **Hampshire 2050** – focused on the 'Place' that is Hampshire, and delivering our Hampshire 2050 vision
 - **Universal Services** – bringing together the delivery of public facing services universally available to all, as well as services which directly support all other public facing services (i.e., Adults' Health and Care, and Children's Services).
18. In addition, all remaining departments will become known as **directorates**, with HR, OD, Communications and Engagement being renamed to **People and Organisation**, and incorporating Law and Governance.
19. The new high-level organisation model is outlined in figure 2 below:

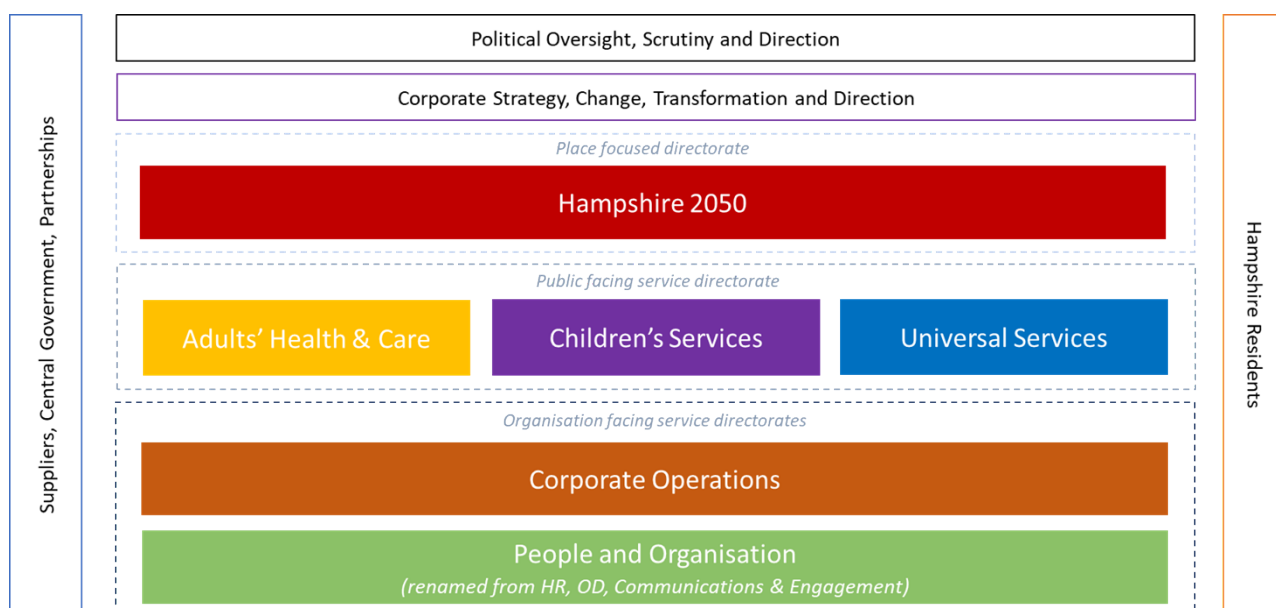


Figure 2 – proposed high-level organisation model

20. Service groupings have been reorganised in line with this new directorate model and are detailed in Appendix 3.
21. Chief Officer and Deputy Chief Officer roles, their responsibilities, accountabilities, expected core competencies and behaviours, have been redesigned in line with these new directorate structures and service groupings. These cover four categories of roles:
 - Chief Officer roles (i.e., Director) which are statutory.
 - Chief Officer roles (i.e., Director) which are not statutory.
 - Deputy Chief Officer roles which report to a Chief Officer, and either perform a Deputy function (i.e., Deputy Directors), or which have a significant statutory requirement to them (i.e., Director of Public Health).
 - Deputy Chief Officer roles which report to a Chief Officer and may also have a statutory element to them (i.e., Assistant Directors).
22. Details of the future roles within each directorate are set out within Exempt Appendix 4.
23. This new Senior Leadership structure reflects a number of existing roles which will be removed from the structure (9.8 FTEs), and a small number of new roles which have not been matched and therefore are currently vacant (4.0 FTEs) – an overall **net reduction of 5.8 FTEs**. These specific changes are summarised in table 1 below.

Table 1

	Current department / new directorate	Role title	FTE change
Proposed roles to be removed from the structure	Children's Services	Assistant Director Transformation	(1.0)
	CCBS	Director of CCBS	(1.0)
		Deputy Director CCBS	(1.0)
	ETE	Director of ETE	(1.0)
		Deputy Director Economy, Infrastructure and Spatial Planning	(1.0)
		Assistant Director Transformation & Business Services	(1.0)
	HR, OD, C&E	Head of HR & OD	(1.0)
	Law & Governance	Head of Law & Governance and Monitoring Officer	(0.8)
	N/A	Assistant Chief Executive	(1.0)
Sub-total of Chief Officer and Deputy Chief Officer roles to be removed from the structure			(9.8)
Proposed new roles to be created, where no direct match and slot (vacant)	Hampshire 2050	Director of Hampshire 2050 (and Assistant Chief Executive)	1.0
		Assistant Director Regeneration & Growth (Lead for Economy and Skills)	1.0
	Universal Services	Director of Universal Services	1.0
		Assistant Director Property, Business Development and Transformation	1.0
Sub-total of Chief Officer and Deputy Chief Officer roles not matched, and therefore vacant			4.0
Total (net) reduction in FTE Chief Officer and Deputy Chief Officer roles			(5.8)

Selection and appointment process

24. Selection and appointment to the roles within the new structure will be completed in accordance with the Council's managing change and recruitment policies and constitution.

25. In support of the transition into the new structure, an initial role matching exercise has been undertaken. Where a role is seen to match, and the number of posts available (FTE) in the new service **is equal to or more than the number of employees**, the individuals have been considered to 'slot' directly into the roles without the need for a competitive process.
26. Where the number of posts available (FTE) in the new service **is less than the number of employees** a ring-fenced appointment process of 'at risk' employees will take place because either:
- there is no comparable role in the new service (less than a 70% match) or,
 - there is a 'slot' between employees in the pool but there are more 'at risk' employees than roles available in the new structure.
27. The proposed roles detailed in Exempt Appendix 4 indicates which officers would be slotted into roles, together with the remaining four vacant roles that will be subject to an appointment process.
28. The appointment process has been agreed in advance with the Leader, the Chair of the EHCC Committee (prior to the commencement of their maternity leave) and the Leader of the Opposition and is in line with previous processes agreed by EHCC. This will include a Member Appointment Panel to review the proposed appointments to any remaining vacant roles.
29. Any further changes required below Deputy Chief Officers roles, will be pursued in accordance with normal HR practice.

Chief Officer and Deputy Chief Officer Salary Framework

30. Alongside the new structure, a proposed Chief Officer and Deputy Chief Officer salary framework has been developed, intended to provide greater transparency and consistency to the salaries the County Council's most senior leadership roles will be appointed to. The salary framework formalises existing pay arrangements and does not represent an increase in Chief Officer or Deputy Chief Officer remuneration.
31. The framework is aligned to the four role levels outlined in paragraph 21. In future Chief Officers and Deputy Chief Officers will be appointed on to a spot-salary point, either to the value defined or within the salary range outlined in the framework, depending on the role. Appendix 5 details the proposed salary framework for EHCC's consideration.
32. The salary ranges proposed have been evaluated based on the accountabilities and responsibilities of the different level roles, along with the competencies and behaviours that will be expected in the future from Chief Officers and Deputy Chief Officers. The values included within the framework exclude the impact of any pay award that might be agreed and applied as

determined by EHCC for Chief Officers and Deputy Chief Officers in 2022/23, or in future years, and will be updated accordingly.

33. It is recommended to EHCC that (subject to the proposed salary framework at Appendix 5 being agreed), the Chief Executive be given delegated authority to determine Chief Officer and Deputy Chief Officer Remuneration and agree the spot-salary points all Chief Officers and Deputy Chief Officers are appointed to (both for this Senior Leadership review, for future appointments, or changes to these roles), providing these are aligned to and within the parameters of the proposed salary framework. "Remuneration" includes all aspects of pay, including severance payments.
34. At its meeting in July 2022, EHCC considered statutory guidance from Government in respect of "Special Severance Payments" and confirmed that previous delegations to the Chief Executive included the authority to approve Special Severance Payments below £100,000 for non-Chief Officers and Deputy Chief Officers. However, any Special Severance Payments above £100,000 still require EHCC approval. In light of the proposal to now delegate approval of Chief Officer and Deputy Chief Officer "remuneration" to the Chief Executive in accordance with the salary framework, EHCC are also asked to confirm this includes severance payments for such officers, including Special Severance Payments, below £100,000. For payments between £20,000 and below £100,000, the Chief Executive will consult with the chair of EHCC, in line with existing delegations. This will ensure that appropriate delegations are in place to ensure consistency throughout all grades, operational efficiency, and effectiveness. Any Special Severance payments above £100,000 (to any officer) will continue to require approval by EHCC Committee.
35. As far as is contractually possible all Chief Officer's and Deputy Chief Officers in scope of this review will be appointed to an appropriate spot-salary point aligned to the framework. For the majority of those officers who will slot into a role, their existing salary currently aligns to the relevant level of the framework. Where there are exceptions to this however, these anomalies will be addressed through the restructure process, with the exception of two Deputy Chief Officers whose existing contractual pay agreement is above that set out in the framework. These two particular contractual arrangements will therefore continue, albeit timebound for the period the current postholders remain within these roles.

Financial Savings

36. As noted in paragraph 23, the proposed changes will result in a combined reduction of 5.8 FTE Chief Officer and Deputy Chief Officer roles. Taking in to account the proposed new salary framework, this reduction will deliver financial savings of approximately £740,000, contributing toward early delivery of savings ahead of April 2025.

Consultation and Equalities

37. It is not envisaged that an equalities impact assessment will be required for any of the updates included in this paper.

Climate Change Impact Assessment

38. Hampshire County Council utilises two decision-making tools to assess the carbon emissions and resilience impacts of its projects and decisions. These tools provide a clear, robust, and transparent way of assessing how projects, policies and initiatives contribute towards the County Council's climate change targets of being carbon neutral and resilient to the impacts of a 2°C temperature rise by 2050. This process ensures that climate change considerations are built into everything the Authority does.

Climate Change Adaptation and Carbon Mitigation

39. The carbon mitigation tool and climate change adaptation tools were not applicable on this occasion because the decision relates to a programme that is strategic/administrative in nature

Conclusions

40. The purpose of this report is to ensure that the EHCC Committee is updated on changes to the County Council's organisational structure, the principles that underpin these changes, and the consequential impact on the Chief Officer and Deputy Chief Officer Senior Leadership team roles.
41. It also outlines the proposed introduction of a new Chief Officer and Deputy Chief Officer pay framework for consideration by the Committee.
42. The recommendations included within the report ask the Committee to note and agree these proposals where relevant, which seek to ensure that the County Council is organised to deliver against our future strategic priorities, and to ensure that we retain sufficient capacity and capability within our most senior leadership roles to drive forward further challenging organisational change in the coming years.
43. The paper also seeks to note the financial contribution the proposals will deliver toward future expected funding reductions.

REQUIRED CORPORATE AND LEGAL INFORMATION:

Links to the Strategic Plan

Hampshire maintains strong and sustainable economic growth and prosperity:	Yes
People in Hampshire live safe, healthy and independent lives:	Yes
People in Hampshire enjoy a rich and diverse environment:	Yes
People in Hampshire enjoy being part of strong, inclusive communities:	Yes

Other Significant Links

Links to previous Member decisions:	
<u>Title</u>	<u>Date</u>
Senior Management Update	11 November 2021
Senior Management Adjustments	5 July 2021
Corporate Management Capacity	13 March 2019
Direct links to specific legislation or Government Directives	
<u>Title</u>	<u>Date</u>
N/A	

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

<u>Document</u>	<u>Location</u>
None	

EQUALITIES IMPACT ASSESSMENT:

1. Equality Duty

The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

Due regard in this context involves having due regard in particular to:

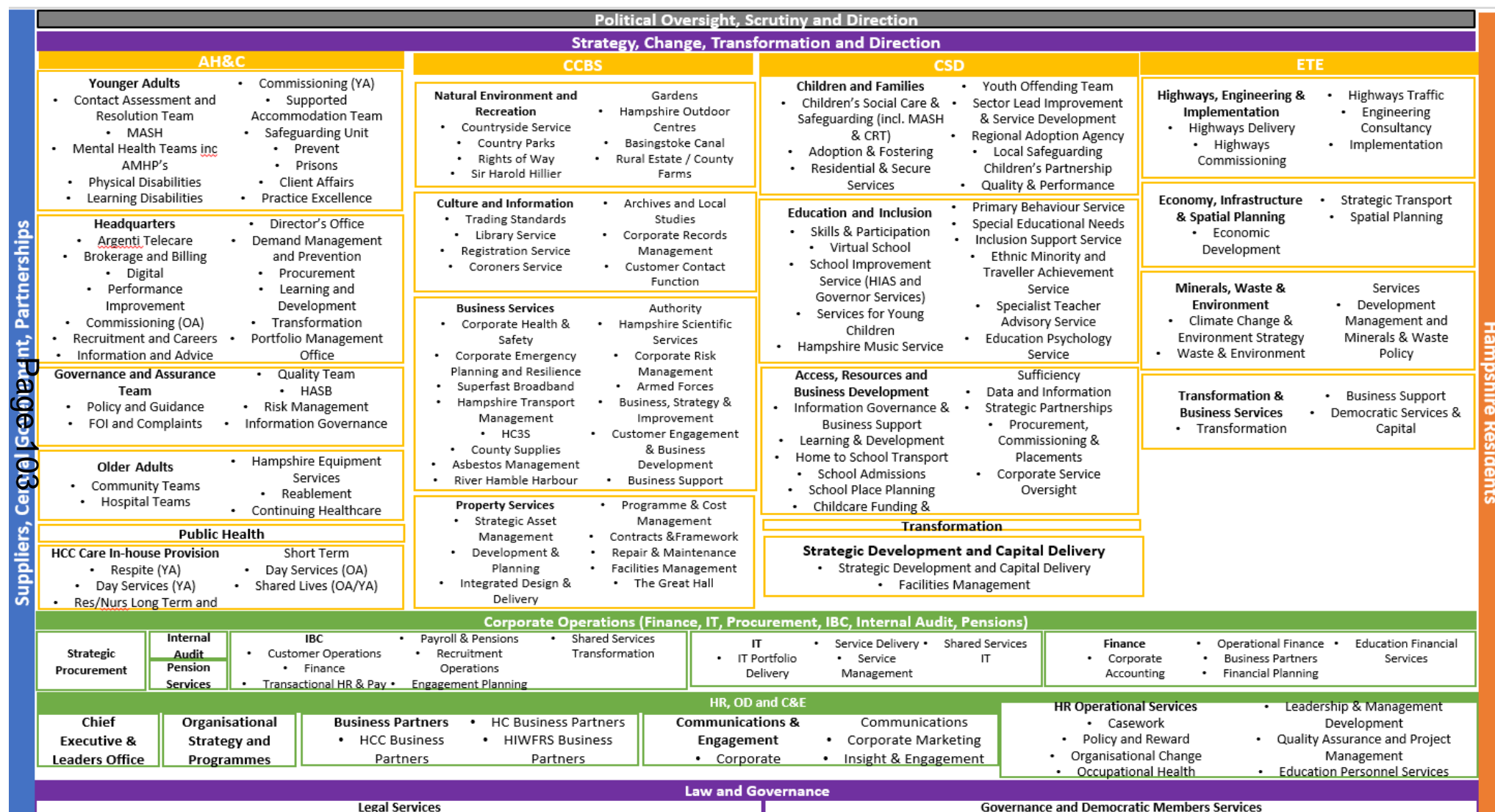
- The need to remove or minimise disadvantages suffered by persons sharing a relevant protected characteristic that are connected to that characteristic;
- Take steps to meet the needs of persons sharing a relevant protected characteristic that are different from the needs of persons who do not share it;
- Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

2. Equalities Impact Assessment:

There are no changes proposed in this report. As such a further equalities impact assessment has not been undertaken.

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‘AS IS’ Organisation Model – by department and service grouping



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Proposed Organisation Model – by directorate and service grouping

Place focused directorate	HAMPSHIRE 2050 & Assistant Chief Executive (ACX)			
	<ul style="list-style-type: none">Economic DevelopmentStrategic TransportStrategic Spatial PlanningClimate Change and Environmental StrategyMinerals and Waste Policy	<ul style="list-style-type: none">Skills and Participation (excluding lead for HCC Apprenticeships)Strategic Capital Planning - Property and Land (all directorates)Strategic Asset ManagementRural Estates and Strategic Land (including County Farms)Superfast Broadband	<ul style="list-style-type: none">Culture and Communities (includes lead for Cultural trust, Rural Communities Strategy and Local Nature Recovery Strategy)PartnershipsDevolutionPolicy	
Public facing directorate	ADULTS' HEALTH & CARE		CHILDREN'S SERVICES	
	<div><div>Younger Adults<ul style="list-style-type: none">Contact Assessment and Resolution TeamMulti-Agency Safeguarding Hub (MASH)Mental Health TeamsPhysical DisabilitiesLearning DisabilitiesCommissioningSupported Accommodation TeamSafeguarding UnitPreventPrisonsClient AffairsPractice Excellence</div><div>Older Adults<ul style="list-style-type: none">Community TeamsHospital TeamsHampshire Equipment ServicesReablementContinuing Healthcare</div><div>HCC Care In-house Provision<ul style="list-style-type: none">RespiteDay ServicesRes/Nurse Long Term and Short TermShared Lives</div></div> <div><div>Governance and Assurance Team<ul style="list-style-type: none">Policy and GuidanceFreedom of Information requests and ComplaintsQuality TeamHampshire Adults Safeguarding BoardRisk ManagementInformation Governance</div><div>Headquarters<ul style="list-style-type: none">Argenti TelecareBrokerage and BillingDigitalPerformance ImprovementCommissioningRecruitment and CareersInformation and AdviceDirector's OfficeDemand Management and PreventionProcurementLearning and DevelopmentTransformationPortfolio Management Office</div><div>Public Health</div></div>	<div><div>Children and Families<ul style="list-style-type: none">Children's Social Care & Safeguarding (incl. Multi-Agency Safeguarding Hub & Children's Reception Team)Adoption & FosteringResidential & Secure ServicesYouth Offending TeamSector Lead Improvement & Service DevelopmentRegional Adoption AgencyLocal Safeguarding Children's PartnershipQuality & Performance</div><div>Education and Inclusion<ul style="list-style-type: none">Virtual SchoolSchool Improvement Service (Hampshire Inspection and Advisory Service and Governor Services)Services for Young ChildrenHampshire Music ServicePrimary Behaviour ServiceSpecial Educational Needs</div></div> <div><ul style="list-style-type: none">Inclusion Support ServiceEthnic Minority and Traveller Achievement ServiceSpecialist Teacher Advisory ServiceEducation Psychology ServiceCounty Supplies</div> <div>Business Development and Transformation<ul style="list-style-type: none">Information Governance & Business SupportLearning & DevelopmentHome to School TransportSchool AdmissionsSchool Place PlanningChildcare Funding & SufficiencyData and InformationStrategic PartnershipsProcurement, Commissioning & PlacementsTransformationHC3SLibrary Service</div>	UNIVERSAL SERVICES	
			<div><div><ul style="list-style-type: none">Countryside ServiceCountry ParksRights of WaySir Harold Hillier GardensHampshire Outdoor CentresBasingstoke CanalTrading StandardsRegistration ServiceCoroners ServiceArchives and Local StudiesCorporate Records ManagementCustomer Contact FunctionProperty Services operational deliveryFacilities ManagementRepair & MaintenanceThe Great HallCounty Farms (operational delivery)Rural delivery</div><div><ul style="list-style-type: none">Hampshire Transport ManagementAsbestos ManagementRiver Hamble Harbour AuthorityHampshire Scientific ServicesBusiness, Strategy & ImprovementCustomer Engagement & Business DevelopmentBusiness SupportTransport schemesHighways DeliveryHighways CommissioningHighways TrafficEngineering ConsultancyWaste and Environmental ServicesBusiness SupportTransformationPlanning Control and Development Management (including Minerals and Waste and Reg 3 Planning Applications and Enforcement)</div></div>	
Organisational facing directorate	CORPORATE OPERATIONS (Finance, IT, Procurement, IBC, Internal Audit, Pensions)			
	<div><div><ul style="list-style-type: none">Finance<ul style="list-style-type: none">Business PartnersOperational FinanceFinancial PlanningCorporate AccountingEducation Financial Services (EFS)</div><div><ul style="list-style-type: none">Pensions, Investments & BorrowingStrategic ProcurementInternal Audit</div><div><ul style="list-style-type: none">IT<ul style="list-style-type: none">IT Portfolio DeliveryService DeliveryService ManagementShared Services IT</div><div><ul style="list-style-type: none">IBC<ul style="list-style-type: none">Customer OperationsTransactional FinanceTransactional HR & PayPayroll & PensionsRecruitment OperationsEngagement PlanningShared ServicesTransformation</div></div>			
	PEOPLE AND ORGANISATION			
	<div><div><ul style="list-style-type: none">HR and Organisational Development<ul style="list-style-type: none">HR Business PartnersCaseworkPolicy and RewardOrganisational ChangeOccupational HealthLeadership & Management Development</div><div><ul style="list-style-type: none">Quality Assurance and Project ManagementEducation Personnel Services (EPS)Inclusion and Diversity</div><div><ul style="list-style-type: none">Lead for HCC ApprenticeshipsLegal Services (and Monitoring Officer)Governance (and Data Protection Officer)Democratic Services</div><div><ul style="list-style-type: none">Organisational Strategy and ProgrammesCorporate Communications & EngagementCorporate Health & SafetyCorporate Risk</div><div><ul style="list-style-type: none">Chief Executive and Leaders Office<ul style="list-style-type: none">Corporate Emergency Planning and ResilienceArmed Forces</div></div>			

KEY: Coloured text denotes where a service area/function is moving from a different department/area of responsibility:

• Services currently within Children's Services

• Services currently within CCBS

• Services currently within ETE

• Services currently within Law & Governance

• Functions currently led by ACX

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Proposed Chief Officer and Deputy Chief Officer Salary Framework

Membership	Role	Description	Salary £'000
CMT (Chief Officers)	Statutory Chief Officer	Reporting directly to the Chief Executive and responsible for the leadership of a directorate which delivers statutory and/or non-statutory local authority services including any specific additional functions as set in the Council Constitution across the local authority area, or the central co-ordination of strategic functions which support the delivery of such services.	166
	Non-statutory Chief Officer		157
DM (Deputy Chief Officers)	Deputy Director / Director of Public Health, or equivalent	Reporting directly to a Chief Officer and responsible for a major service, or group of services within a directorate which have significant impact across the local authority area, or the central coordination of strategic functions which support the delivery of local authority services and deputise for Chief Officer where appropriate across the whole directorate.	119 to 130
	Assistant Director	Reporting directly to a Chief Officer and responsible for a major service or group of services within a directorate which have significant impact across the local authority area, or the central coordination of strategic functions which support the delivery of local authority services.	101 to 115
Notes:	<ol style="list-style-type: none"> 1. As defined in Part 1 Chapter 13 of the Council's Constitution 2. Excludes any additional acting up allowances 3. The salaries detailed in the framework will be increased to reflect any annual pay award agreed for Chief Officers and Deputy Chief Officers in relation to 2022/23, and beyond. 		

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By virtue of paragraph(s) 1, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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