



## OFFICER REPORT TO COUNCIL

### AMENDMENTS TO THE SCHEME OF DELEGATION

#### **KEY ISSUE/DECISION:**

The Council has been invited to amend the Pay Policy Statement. To give effect to those amendments it is further recommended that the Council:

1. amends the terms of reference of the People, Performance and Development Committee to include determining pay progression for individual staff on senior pay.
2. delegates to the appropriate head of service and the Head of Human Resources and Organisational Development the additional responsibility for determining pay progression of staff on salaries below senior pay.

#### **DETAILS:**

The relevant amendment to the Pay Policy Statement reads:

*Salary progression for individual members of staff may be awarded exceptionally during the current period of pay restraint and must be approved by the People, Performance and Development Committee for all staff on senior pay or by the appropriate head of service and the Head of HR&OD for staff on salaries below senior pay .*

The terms of reference for the People, Performance and Development Committee are set out in Part 3 of the Constitution at 6.12. This currently includes responsibility for determining policy on pay, terms and conditions of employment of all staff but does not extend to determinations about individual officers' pay and conditions.

In order to give effect to the relevant provision of the Pay Policy Statement it is necessary to amend the Constitution to reflect the People, Performance and Development Committee's new responsibility. The proposed addition reads:

*To determine pay progression for individual staff on senior pay in accordance with the Pay Policy Statement*

Likewise the Head of Human Resources and Organisational Development currently has delegated power in Section 3 of Part 3 of the Constitution in relation to Human Resources policy but not individual pay. To give effect to the amended Pay Policy Statement, it is recommended that the following function be delegated to the appropriate head of service and the Head of Human Resources and Organisational Development:

*To determine pay progression for individual for individual Officers who are not on senior pay in accordance with the Pay Policy Statement.*

**RECOMMENDATIONS:**

The Council agrees:

- To amend the terms of reference for the People, Performance and Development Committee to include “*To determine pay progression for individual staff on senior pay in accordance with the Pay Policy Statement.*”
- To amend the scheme of delegation to officers to include the following:

TITLE OF POSTHOLDER	FUNCTIONS DELEGATED
Head of HR &OD with relevant Head of Service	To determine pay progression for individual for individual Officers who are not on senior pay in accordance with the Pay Policy Statement.

**REASONS FOR RECOMMENDATIONS:**

To formalise and give effect to the amendments to the Pay Policy Statement.

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