

Runnymede Borough CouncilSTANDARDS AND AUDIT COMMITTEE30 August 2006 at 10 a.m.

Members of the
Committee present: Councillor J.B. Dean (Chairman), Mrs L.M. Gillham and Mrs. C. Spurling
(independent Member)

Members of the
Committee absent: Councillor M.J. Brown, Mrs C.E. Gant (Vice-Chairman), A.P. Tollett and Dr. R.F.
Miller (independent Member)

185. ELECTION OF VICE-CHAIRMAN

Councillor Mrs C.E. Gant was elected as Vice-Chairman for the Municipal Year 2006/07.

186. MINUTES

The Minutes of the meeting of the Committee held on 14 February 2006 were confirmed and signed as a correct record.

187. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M.J. Brown, Mrs C.E. Gant, A.P. Tollett and the independent Member of the Committee, Dr R.F. Miller.

188. REGRADING APPEAL

By resolution of the Committee the press and public were excluded from the meeting during the consideration of this item under Section 100A (4) of the Local Government Act 1972 on the grounds that the item in question would be likely to involve the disclosure of exempt information of the description specified in paragraph 1 of Part 1 of Schedule 12A of the Act.

The Committee heard a regrading appeal which had been lodged by an employee in the Technical Services Department. The hearing was conducted strictly in accordance with the procedure set out in the Council's "Personnel Policies and Procedures" as applicable at the date the appeal was lodged.

The Committee heard detailed argument from both parties. It sought clarification of the issues and particular points to assist its understanding of the reasons for the appeal and justification of the decision made by Management to reject the application for a regrading.

The Committee agreed that given the evidence presented, the grading of the employee's post was reasonable but determined that the salary supplement currently being paid should be incorporated into the base salary for the purposes of Performance Related Pay (PRP) and the annual cost of living increase with effect from 1 July 2006.

Members noted that insufficiently detailed communications between the two parties had given rise to misunderstandings. The Committee noted that the Council's Appeals Procedure for Salary Gradings had recently been reviewed and requested that it be the subject of a report to a future meeting of the Committee to examine how such points were now covered for salary and grievance appeals and whether there was any scope for improvement.

The Chairman welcomed the appellant's statement that he would be happy to contribute to a review of the procedure.

The Chairman thanked all parties present for the way in which the appeal had been conducted in a polite and courteous manner.

RESOLVED that –

- i) in the light of the evidence presented to the Committee the grading of the post currently operating is reasonable;**
- ii) the present salary supplement of £2,000 per annum presently being paid be incorporated into the base salary for the purposes of PRP and cost of living increases with effect from 1 July 2006; and**
- iii) the recently introduced procedure for personnel matters (Appeals Procedure for Salary Grading) in relation to communications between the two parties in an appeal of this nature be the subject of a report to a future meeting of the Standards and Audit Committee**

Chairman

(The meeting ended at 1.52 p.m.)