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## CHIEF OFFICERS' APPOINTMENT COMMITTEE, 24.02.15

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**Present:** Councillor Peredur Jenkins (Chairman)

Councillors Stephen Churchman, Dyfed Edwards, Trevor Edwards, Jean Forsyth, Selwyn Griffiths, Alwyn Gruffydd, Sian Gwenllian, Jason Humphreys, Brian Jones, Eric M. Jones, Angela Russell, Dyfrig Siencyn and R.H. Wyn Williams.

**Also in attendance:** Dilwyn Williams (Chief Executive), Iwan Evans (Legal Service Manager), Rhun ap Gareth (Senior Solicitor) and Lowri Haf Evans (Member Support and Scrutiny).

**1. Apologies**

An apology was received from Councillor Liz Saville Roberts.

**2. DECLARATION OF PERSONAL INTEREST**

The following members declared a personal interest for the reasons noted:

Dilwyn Williams in item 6. He noted that it was not proposed to discuss the salary of the Chief Executive but as his salary was noted in the Pay Policy, should there be any discussion on that matter, then he would have to withdraw from the meeting.

Iwan Evans (Legal Service Manager), in item 6 on the agenda as his post was considered a chief officer's post and, therefore, the subject of the Pay Policy.

**4. URGENT ITEMS**

None to note

**5. MINUTES**

The Chairman signed the minutes of the previous meeting of this committee, held on 16 October 2014, as a true record.

**6. PAY POLICY REPORT – ANNUAL REVIEW**

The Pay Policy Report was submitted to Members by the Chief Executive. It was explained that there was a legal obligation on all councils in Wales to adopt a Pay Policy for their staff. The statutory provision required that this should be a function of the Full Council.

The Appointment Committee was requested to advise the Council on its Pay Policy for 2015/16. The Pay Policy would be considered by the Full Council on March 5.

The Legal Service Manager withdrew from the meeting for the discussion on Chief Officers' Salary.

In his presentation, the Chief Executive highlighted the main recommendations that had to be considered.

- i) The effects of restructuring services that had happened in 2014/15.  
It was reported that the post of Head of Customer Care, the post of Head of Legal Services and one Corporate Director's post had been deleted from the structure with a further intention of merging the post of Head of Human Resources Department with the post of Head of Strategic and Improvement Department by deleting two posts and creating one new post of Head of Department. It was reported that all these steps had saved over £700,000 in a full year, but to achieve these savings there was a need to allocate several responsibilities to the other Heads of Department.
- ii) Evaluation of the effects of restructuring.  
In a report commissioned by the Hay Group, it appeared that only the post of Head of Finance Department justified a rise to a higher salary band as a result of reallocation of responsibilities. It was noted that there was no change to the salary bands of other posts of Heads of Departments affected by the restructuring.
- iii) In terms of the Chief Officers' salaries that were benchmarked against the market, an observation was made that the Council had decided to consider updating in 2015/16. The Hay Group had suggested in their report that the benchmarks had increased £1,500 for the posts of Heads of Department. However, in the face of the financial climate, it was highlighted that it was not timely to review these benchmarks and consequently there would be no change to the general Pay Policy for next year in terms of the benchmark levels, i.e. median level and lower quartile for the same posts.
- iv) Attention was drawn to the national annual increase of 2% paid to the remainder of Council staff in accordance with their national agreement. The need was highlighted to recommend to the Council that the national salary increase for Chief Officers would be implemented from 1 January 2015.
- v) One further change to the Pay Policy would be to note that point 8 would become the Council's minimum wage point, rather than point 7 - this would be a step towards implementing a Living Wage.

The Chief Executive was thanked for the presentation.

In response to a question regarding a request to consider the Appointment Committee's function in having an input in deciding on amendments to the structure, the Chief Executive expressed that although the constitution stated that it was his right and duty as the Head of the Council's Paid Service to make the final decision, there was a risk that it would affect the Cabinet's ability to act and therefore for this reason he had consulted with the Cabinet (19.2.15) and it had accepted that risk.

In further response to the next steps in ensuring a Living Wage, it was noted that work had been commissioned to review the appropriate steps with the intention of submitting a report, when it had been completed, to the Cabinet or to the Appointment Committee. In terms of benchmarking

Principal Officers' salaries, it was reported that it was intended to keep an eye on the benchmarks and to review the situation on an annual basis.

It was highlighted that there was a need to develop a recruitment procedure across the Council. It appeared that there was a need to foster talent and to build on the strengths of individuals so that the Council would not face difficult situations in the future. Care had to be taken not to cut too much in a difficult period and that clear guidance was shared with Heads and Chief Officers during a period of changing functions. It was noted also that perhaps the current pay system for staff was not necessarily appropriate for disseminating the principles of the Gwynedd Way and, therefore, the system would have to be reviewed in due course to ensure an appropriate pay system.

- vi) The Chief Executive left the meeting so that the Committee could hold a discussion on the salary of the Chief Executive.

The Senior Solicitor reported that the salary scale was included in the Pay Policy and it would be reviewed annually.

**THE REPORT WAS ACCEPTED UNANIMOUSLY IN ACCORDANCE WITH THE RECOMMENDATIONS BELOW.**

- **The salary of the Head of Finance Department that has been recently evaluated, must be set at £75,511 from 1 January 2015.**
- **There is no change to the salary bands of other posts of Heads of Departments affected by the restructuring.**
- **That there is no change to the overall Pay Policy for next year in terms of the benchmark levels i.e. median and lower quartile for the same posts.**
- **The next consideration will be re-grading real pay to benchmark levels when reviewing the 2016/17 Pay Policy and annually thereafter.**
- **That the Pay Policy is adapted to note that point 8 will be the Council's lowest salary, rather than point 7.**
- **That the Council adopts the attached Pay Policy for 2015/16 including the national pay increase of 2% for Chief Officers which will be implemented from 1 January 2015.**

The meeting commenced at 3.30pm and concluded at 4.40pm.