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12 September 2014

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the HMS Brave Room at these Offices on Monday 22 September 2014 at 6.00 pm when the following business will be transacted.

Members of the public who require further information are asked to contact Rebecca Brough on (01304) 872304 or by e-mail at rebeccabrough@dover.gov.uk.

Yours sincerely

A handwritten signature in black ink, appearing to read "Nicky", written over a white background.

Chief Executive

General Purposes Committee Membership:

Councillor S M Le Chevalier (Chairman)
Councillor M D Conolly (Vice-Chairman)
Councillor M R Eddy
Councillor C J Smith
Councillor P Walker

AGENDA

1 **APOLOGIES**

To receive any apologies for absence.

2 **APPOINTMENT OF SUBSTITUTE MEMBERS**

To note appointments of Substitute Members.

3 **DECLARATIONS OF INTEREST** (Page 3)

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

4 **MINUTES** (Pages 4 - 5)

To conform the attached Minutes of the meeting of the Committee held on 8 April 2014.

5 **LOCAL GOVERNMENT PENSION SCHEME 2014**

To consider the report (to follow) of the Director of Governance.

Access to Meetings and Information

- Members of the public are welcome to attend meetings of the Council, its Committees and Sub-Committees. You may remain present throughout them except during the consideration of exempt or confidential information.
- All meetings are held at the Council Offices, Whitfield unless otherwise indicated on the front page of the agenda. There is disabled access via the Council Chamber entrance and a disabled toilet is available in the foyer. In addition, there is a PA system and hearing loop within the Council Chamber.
- Agenda papers are published five clear working days before the meeting. Alternatively, a limited supply of agendas will be available at the meeting, free of charge, and all agendas, reports and minutes can be viewed and downloaded from our website www.dover.gov.uk. Minutes are normally published within five working days of each meeting. All agenda papers and minutes are available for public inspection for a period of six years from the date of the meeting.
- If you require any further information about the contents of this agenda or your right to gain access to information held by the Council please contact Rebecca Brough, Team Leader - Democratic Support, telephone: (01304) 872304 or email: rebeccabrough@dover.gov.uk for details.

Large print copies of this agenda can be supplied on request.

Declarations of Interest

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

Minutes of the meeting of the **GENERAL PURPOSES COMMITTEE** held at the Council Offices, Whitfield on Tuesday, 8 April 2014 at 6.00 pm

Present:

Chairman: Councillor C J Smith (Vice-Chair in the Chair)

Councillors: M D Conolly
M R Eddy
P G Heath

Officers: Chief Executive
Director of Governance
Team Leader – Democratic Support
Democratic Support Officer

593 APOLOGIES

An apology for absence was received from Councillor S M Le Chevalier.

594 APPOINTMENT OF SUBSTITUTE MEMBERS

It was noted that, in accordance with Council Procedure Rule 4, that Councillor P G Heath had been appointed as substitute for Councillor S M Le Chevalier.

595 DECLARATIONS OF INTEREST

There were no declarations of interest received from members.

596 MINUTES

The Minutes of the meeting of the Committee held on 9 April 2013 were approved as a correct record and signed by the Chairman.

597 BENEFIT IN KIND POLICIES

Members considered the report of the Head of Paid Service for changes to five Benefit in Kind Policies that form part of the Officer's Conditions of Service.

A review of the Conditions of Service concluded that a number of Benefit in Kind Policies were found to be no longer fit for purpose, and/or required regularising and/or not fit with the salary scales introduced with the 2009 Job Evaluation scheme. A 45 day formal consultation with all staff and negotiations between representatives of Corporate Management Team and the recognised Trade Unions led to the recommendation of the five revised policies to be introduced from 1 April 2014, including seeking approval to vary the terms and conditions of employment of all staff in accordance with the revised policies.

RESOLVED: (a) That the five Benefit in Kind Policies contained within the report be APPROVED for introduction from 1 April 2014.

- (b) That the terms and conditions of all staff are varied in accordance with the policies with effect from 1 April 2014 and that any new staff be employed on the revised terms and conditions.
- (c) That the Director of Governance be authorised to make any associated adjustments to the Statement of Particulars and Condition of Service documents.

598 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the remainder of the business on the grounds that the item to be considered involves the likely disclosure of exempt information as defined in the paragraph of Part 1 of schedule 12A of the Act.

599 PAY AWARD 2014

The Committee considered the report of the Head of Paid Service which outlined proposals for a 1.5% pay award on the salary of all staff with effect from 1 April 2014.

In accordance with the Collective Bargaining Agreement (CBA), the Head of Paid Service sought independent advice on market positioning regarding pay from Total Rewards Projects Ltd (TRP) which had recommended a pay award of 1.5%. Following negotiations between management and the recognised Trade Unions (Unison and GMB (MPO), the recognised unions informed management that they accepted the offer.

Members acknowledged the hard work of staff and the effort put in during the recent floods and fully supported the pay award.

RESOLVED: That the pay award of 1.5% on the salary of all staff be APPROVED with effect from 1 April 2014.

The meeting ended at 6.14 pm.