

Membership from June 2020

Councillor Bowen
Councillor Caesar – Vice Chair
Councillor Drummond
Councillor Hood
Councillor Hulbert
Councillor Jefferys
Councillor Kerby
Councillor O'Neill - Chairman
Councillor Yarrow



Newmarket
TOWN COUNCIL

The Memorial Hall, High Street, Newmarket Suffolk CB8 8JP

You are hereby summoned to attend a meeting of the
HUMAN RESOURCES COMMITTEE to be held virtually
Monday 14th September 2020 at 7pm

The meeting is open to the public who are encouraged to join the meeting and participate at the appropriate time. The meeting is held on the online Zoom platform, no special software is required. The link to join the meeting is as follows: <https://us02web.zoom.us/j/88291230902?pwd=bk5Sb25zZWVjYk45VHRXMmt5TVBYZz09>

Or by telephone: +16699006833 /Meeting ID 882 9123 0902& password 240936

The meeting will be conducted in the usual way with one person speaking at a time, those wishing to speak putting their hands up and the Mayor determining whose turn it is to speak. Voting will be orally, by roll call.

Occasionally matters relating to contractual or staffing issues do have to be held in the confidential part of the meeting. Members of the public and press may not report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The meeting will be recorded. Any member of the public in attendance who does not wish to be included in the recording can disable their video although this would prohibit their ability to participate in the meeting at the appropriate time.

AGENDA

1. **CHAIR TO ANNOUNCE** that proceedings are being recorded and to advise that all participants will be muted by the host of the meeting who will unmute the individual the Chairman has invited to speak
2. **APOLOGIES** To receive and accept apologies for absence
3. **REGISTER OF INTERESTS** Declaration of Members' Interests & to remind Councillors of the need to keep up to date their Register of Members' Interests and to consider any requests received for Members' Dispensations.
4. **MINUTES OF PREVIOUS MEETING** To receive and confirm the minutes of the meeting held on 10th August 2020 and any matters arising.
5. **PUBLIC PARTICIPATION** An invitation to members of the public to put questions or statements of not more than 3 minutes duration. Resolutions can only be made on items that are on the agenda, but Councillors are very happy for matters relating to the Town to be brought to their attention.
6. **ACCOUNTS** - To receive the financial accounts for Human Resources for Month 5: August 2020.
7. **MEMBER/OFFICER PROTOCOL** – To receive and consider an amended protocol (herewith).
8. **STAFF APPRAISAL SCHEME** – To review the current scheme and authorise any actions.
9. **NALC NJC NATIONAL PAY SCALES FOR 2020/2021** – To receive revised pay scales and authorise any actions (herewith)
10. **DATE OF NEXT MEETING** – Monday 12th October 2020.
11. Items for inclusion on next Agenda
12. **EXCLUSION OF THE PRESS & PUBLIC**
To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information relating to individuals.
13. **STAFF UPDATE** – To receive an update on current staff matters and consider any issues.
14. **STAFF TRAINING** – To consider requests for training.

To: Chairman and Members of HR Committee
Other Council Members – The Press – FOR INFORMATION

Signed:

Debbie Baines, Town Clerk

8th September 2020

To: Chairman and Members of HR Committee
Other Council Members – The Press – FOR INFORMATION



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Human Resources Committee Held on Monday 10th August 2020 at 7:00pm via Zoom

Attendance:

Councillor C O'Neill (Chairman)
Councillor A Drummond
Councillor R Hood

Councillor P Hulbert
Councillor M Jefferys
Councillor K Yarrow

Also Present: Debbie Baines – Town Clerk, Cathy Whitaker - RFO, Julie Ashton – Minute Assistant and 2 Members of the Public.

	Minute	Action by
H/20/08/1	<u>CHAIRMAN TO ANNOUNCE THAT PROCEEDINGS ARE BEING RECORDED AND TO ADVISE THAT ALL PARTICIPANTS WILL BE MUTED BY THE HOST OF THE MEETING WHO WILL UNMUTE THE INDIVIDUAL THE CHAIRMAN HAS INVITED TO SPEAK</u> The Chairman opened the meeting and announced that proceedings were being recorded. All participants would be muted and would be unmuted when the Chairman invited individuals to speak. There were no other requests to record the meeting.	
H/20/08/2	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Cllrs Bowen, Caesar and Kerby.	
H/20/08/3	<u>DECLARATION OF MEMBER'S INTERESTS AND TO REMIND COUNCILLORS OF THE NEED TO KEEP UP TO DATE THEIR REGISTER OF MEMBER'S INTERESTS AND TO CONSIDER ANY REQUESTS RECEIVED FOR MEMBER'S DISPENSATION</u> None noted.	
H/20/08/4	<u>TO RECEIVE AND CONFIRM FOR ACCURACY THE MINUTES OF THE MEETING HELD ON MONDAY 13TH JULY 2020 AND ANY MATTERS ARISING</u> Members received the minutes of the Human Resources Committee Meeting held on Monday 13th July 2020 and the following was agreed: <u>H/20/08/4.01 Resolved</u> That the minutes of the Human Resources Committee meeting held on Monday 13th July 2020 be adopted and would be signed as a true record by the Chairman of the Human Resources Committee after the meeting. There were no matters arising.	
H/20/08/5	<u>PUBLIC PARTICIPATION AN INVITATION TO MEMBERS OF THE PUBLIC TO PUT QUESTIONS/STATEMENTS OF NOT MORE</u>	

THAN 3 MINUTES DURATION. NO RESOLUTIONS CAN BE MADE BUT COUNCILLORS ARE VERY HAPPY FOR MATTERS TO BE BROUGHT TO THEIR ATTENTION

Two residents spoke to item 9 one in favour and the other was opposed to revised Term & Conditions for staff.

H/20/08/6 TO RECEIVE THE FINANCIAL ACCOUNTS FOR HUMAN RESOURCES

The HR accounts for July 2020 were received and noted.

H/20/08/7 HELPLINE COVER

The Town Clerk advised that the system had now been changed to a voice mail service and there was no further need for call handlers. The Helpline message would have options to point people with urgent requests, to alternative support resources.

H/20/08/8 MEMBER/ OFFICER PROTOCOL

At the last meeting the Town Clerk had been tasked with comparing existing and proposed policy with that of West Suffolk. As a number of differences were noted, it was agreed to defer this item to the next meeting.

H/20/08/9 TERMS & CONDITIONS OF EMPLOYMENT

The report on the Sickness Absence Scheme and Policy were considered and a recorded vote was requested.

Votes for: Cllrs Jefferys, O'Neill and Yarrow

Votes against: Cllrs Drummond, Hood and Hulbert

With the vote being tied, the Chairman used his casting vote for and the motion was carried. The following was agreed:

H/20/08/9.01 Recommendation

That the National Joint Council Staff Sickness Scheme be adopted. That the Sickness Absence Policy be approved and implemented. That a variation of contract letter be sent to employees.

The report on the level of contributions to the Staff Pension Scheme was considered and a recorded vote was requested.

Votes for: Cllrs Jefferys, O'Neill and Yarrow

Votes against: Cllrs Drummond, Hood and Hulbert

With the vote being tied, the Chairman used his casting vote for and the motion was carried. The following was agreed:

H/20/08/9.02 Recommendation

That the contributions to the Staff Pension Scheme be increased to 10% and be reviewed in six months' time. That employees be made aware of the option to make additional payments to their pension pots.

H/20/08/10 EXCLUSION OF THE PRESS & PUBLIC

With the vote being unanimous, it was:

H/20/08/10.01 Resolved

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.

The public and Minute Assistant left the meeting

H/20/08/11 * NATIONAL JOINT COUNCIL SCALES *****

The report on NJC Salary Scales was considered and a recorded vote was requested.

Votes for: Cllrs Jefferys, O'Neill and Yarrow

Votes against: Cllrs Drummond, Hood and Hulbert

With the vote being tied, the Chairman used his casting vote for and the motion was carried. The following was agreed:

H/20/08/11.01 Recommendation

That Town Council staff salaries be aligned with NJC Salary Scales. To introduce progression through the defined pay scales annually at 1st April (unless identified as inappropriate through an Appraisal scheme). That formation of an Appraisal Policy Working Group be added as an agenda item at the next meeting

H/20/08/12 *STAFF UPDATE*****

Town Clerk advised that the probation period for the Caretaker had been completed and the following was agreed:

H/20/08/12.01 Recommendation

That following successful completion of the probation period, the Caretaker be offered a permanent position.

H/20/08/13 *TO CONSIDER REQUESTS FOR STAFF TRAINING*****

The requests for staff training were considered and the following was agreed:

H/20/08/12.01 Recommendation

That the requests for staff training be approved and that costings be presented to Town Council Meeting.

H/20/08/14 DATE OF NEXT MEETING

Monday 14th September 2020 via Zoom.

H/20/08/15 ITEMS FOR INCLUSION ON NEXT AGENDA

- Appraisal Scheme Working Group
- Member - Officer Protocol

- Caretaker – Job Description
- Introduction to Local Council Administration (ILCA) course

Meeting closed at 19:55 pm

Signed _____ Date _____

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07/09/2020

Newmarket Town Council

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Detailed Income & Expenditure by Budget Heading as at 31/8/2020

Month No: 5

Committee Report Human Resources M5

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Human Resources								
102 Staff Costs								
4010 Staff Uniform/Workwear	0	0	400	400		400	0.0%	
4020 Misc. Staff Costs	213	216	1,400	1,184		1,184	15.5%	
4501 Staff Salaries	10,934	59,522	163,500	103,978		103,978	36.4%	
4503 Employers National Insurance	870	3,495	11,200	7,705		7,705	31.2%	
4504 Employers Pension	176	993	7,500	6,507		6,507	13.2%	
Staff Costs :- Indirect Expenditure	12,193	64,227	184,000	119,773	0	119,773	34.9%	0
Net Expenditure	(12,193)	(64,227)	(184,000)	(119,773)				
Human Resources :- Income	0	0	0	0			0.0%	
Expenditure	12,193	64,227	184,000	119,773	0	119,773	34.9%	
Movement to/(from) Gen Reserve	(12,193)	(64,227)						
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	12,193	64,227	184,000	119,773	0	119,773	34.9%	
Net Income over Expenditure	(12,193)	(64,227)	(184,000)	(119,773)				
Movement to/(from) Gen Reserve	(12,193)	(64,227)						



PROTOCOL ON MEMBER/OFFICER RELATIONS

Date of review: Finance & Policy Committee 13th July 2020
to go to full Council 27th July 2020

Adopted by Council on 28th May 2019.

Date of next review: July 2021

Adopted by Council on 28th May 2019.

Date of next review: July 2021

This protocol is based on a model used by the West Suffolk Councils.

1. Introduction

1.1 The reputation and integrity of the Council is influenced significantly by the effectiveness of Councillors and Officers and the extent to which they work together to support each other's roles. The purpose of this Protocol is to guide Members and Officers of the Council in their relations with one another, ~~in order to so as to protect the Council's reputation and integrity and to ensure-~~ the that Council business is conducted in a smooth and effective running of the Council manner.

1.2 Given the variety and complexity of such relations, this Protocol does not seek to be either prescriptive or comprehensive. It seeks simply to offer guidance on some of the issues which most commonly arise. It is hoped, however, that the approach which it adopts to these issues will serve as a guide to dealing with other issues.

2. Role of Members/Officers

2.1 Both Councillors and Officers are servants of the public and they are indispensable to one another. But their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council. Their job is to give advice to Councillors and the Council, and to carry out the Council's work under the direction and control of the Council, their Committees and Sub-Committees.

2.2 Members undertake many different roles. Broadly these are:

- (a) as politicians – expressing political values and supporting the policies of the group to which they belong;
- (b) as representatives and advocates – representing the ward and the citizens who live there;
- (c) as decision-makers – on full Council, on Committees, on partnership organisations;
- (d) as policy makers – developing and reviewing policy and strategy;
- (e) providing scrutiny and overview - monitoring and reviewing policy implementation and service quality;
- (f) as regulators - regulating certain activities e.g. planning, licensing; and
- (g) as community leaders and networkers - through active partnerships with other organisations.

2.3 In broad terms, Officers have the following main roles:-

- (a) managing and providing the services for which the Council has given them responsibility and being accountable for the efficiency and effectiveness of those services and for proper practice in discharging their responsibilities;
- (b) providing advice to the Council, its Committees, Sub-committees and Members in respect of its services;

- (c) initiating policy proposals as well as implementing agreed policy;
- (d) ensuring that the Council always acts in a lawful manner.

3. Expectations

3.1 All Councillors can expect:

- A commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from Officers to enquiries and complaints;
- Officer's professional advice, not influenced by political views or personal preferences;
- Regular, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from Officers;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by Officers outside the council's agreed procedures;
- That Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly;
- That Officers will at all times comply with the relevant code of conduct.

3.2 Officers can expect from Councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be used to make a political statement;
- Not to be bullied or to be put under undue pressure;
- That Councillors will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly;
- That Councillors will at all times comply with the council's adopted Code of Conduct.

4. Relations between Members and Officers

4.1 Mutual respect between Members and Officers is essential to good local government. Close personal familiarity between individual Members and Officers can damage this relationship and prove embarrassing to other Councillors and Officers.

4.2 It is not enough to avoid actual impropriety. Members and Officers should, at all times, avoid any occasion for suspicion and any appearance of improper conduct. Members must declare to the Town Clerk any relationship with an Officer which might be seen as influencing their work as a Member or vice-versa. This includes any family, business or close personal relationship. It is not possible to define exactly the range of relationships that would be considered as close or personal. Examples, however, would include a family or sexual relationship or regular social mixing such as holidays or meals together.

4.3 Officers serve the Council through its Committees, Sub-committees and Working Groups. They work to the instructions of their senior Officers - not individual members of the Council, whatever office the Member may hold. It follows, therefore, that Officers must not be asked to exceed the bounds of authority they have been given by their manager nor should they have

Comment [t1]: 3. Expectations
Additional section

unreasonable demands placed on them in terms of support to an individual Member (or Members).

4.4 In line with the need for "mutual respect" it is important that any dealings between Members and Officers both written and oral, should observe professional standards of courtesy and that neither party should seek to take unfair advantage of their position.

4.5 To avoid reputational damage to the Council, disagreements between Members and Officers should be acknowledged and resolved in private, rather than in public or through the media.

4.6 This policy prohibits Members raising matters related to the conduct or capability of employees in public. They must be aware of the lines of accountability within service areas and must not apply pressure to an Officer to act in a manner contrary to the instructions of his or her line manager.

4.7 Officers must not allow their personal or political opinions to influence or interfere with their work. Officers should not take part, and Members should not ask Officers to take part, in any activity which could be seen as influencing support for a political party. Officer support in these circumstances must not extend beyond providing information and advice in relation to matters of Council business.

4.8 Both Members and Officers should adhere to the rules and regulations set by Council to manage committee business, for example, Procedural Standing Orders and Committee Terms of Reference and Delegated Functions.

4.9 Both Members and Officers have access to information which has not yet been made public and is still confidential. It is a betrayal of trust to breach such confidences. Confidential information must never be disclosed or used for personal or political advantage or to the disadvantage or the discredit of the Council or anyone else. The Town Clerk will instigate any appropriate investigations into actual or alleged breaches of confidence in relation to the release of confidential information.

4.10 Officers should ensure that they provide the necessary respect and courtesy due to Members in their various roles. Equally, Members should ensure that they provide the necessary respect and courtesy due to Officers in their roles.

4.11 Members should not put pressure on an Officer with regard to matters which have been delegated for Officer decision under the Scheme of Delegation to Officers. Officers should be left to make decisions that are objective and can be accounted for; and are fair and consistent in their application.

4.12 Members should not bring influence to bear on any Officer to take any action which is contrary to law or against the Council's approved procedures, including but not limited to the following procedures: a breach of Personnel procedures; conflict with standing orders; or policies.

4.13 All Councillors have the same rights and obligations in their relationship with Officers, regardless of their status or political party and should be treated equally.

4.14 An Officer may report views of individual Councillors on an issue, but the recommendation should be the Officer's own. If a Councillor wishes to express a contrary view, they should not pressurise the Officer to make a recommendation contrary to the Officer's professional view, nor victimise an Officer for discharging, his/her responsibilities.

4.15 Councillors should not involve themselves in the day to day running of the Council. This is the Town Clerk's responsibility, acting on the instructions from the Council or its Committees, within an agreed job description.

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5. Complaints or Concerns about Officers or Services

5.1 Members have the right to criticise reports or the actions taken by Officers but they should always:

- (a) avoid personal attacks on or abuse of Officers;
- (b) ensure that criticism is constructive and well founded; and
- (c) take up an individual concern with the Officer privately, where possible.

5.2 Members should not raise matters relating to the conduct or capability of an Officer at committee meetings or in any public forum. This could be damaging both to effective working relationships and to the image of the Council. An Officer has no means of responding to such criticisms in public. If a Member feels he has not been treated with the proper respect, courtesy or has any concerns about the conduct or capability of an Officer, and fails to resolve it through direct discussion with the Officer, he should raise the matter with the Town Council Clerk. The Town Council Manager Clerk will look into the facts and report back to the Member. A complaint about the Town Council Manager Clerk should be raised with the Mayor. Any action taken against an Officer in respect of a complaint will be in accordance with the provisions of the Council's disciplinary rules.

5.3 Where an Officer feels that he/she has not been properly treated with respect and courtesy he should raise the matter with his/her Manager, or Town Council Manager Clerk as appropriate, especially if he does not feel able to discuss it with the Member concerned. In these circumstances the Manager, or Town Council Manager Clerk will take appropriate action by approaching the individual Member and/or Mayor.

5.4 Members and Officers have a duty to raise any issues where they have reason to believe fraud or corruption of any sort is involved. The District Council's Standards Committee may, in certain circumstances, consider complaints of misconduct made against individual Members.

6. Officer advice to Members and Party Groups

6.1 It must be recognised by all Officers and Members that in discharging their duties and responsibilities, Officers serve the Council as a whole and not exclusively any political group, combination of groups or any individual Member of the Council.

6.2 There is statutory recognition for party groups and it is common practice for such groups to give preliminary consideration to matters of Council business in advance of such matters being considered by the relevant Council decision making body. Officers may properly be called upon to provide information to party groups but must at all times maintain political neutrality. All Officers must, in their dealings with political groups and individual Members, treat them in a fair and even-handed manner.

6.3 The support provided by Officers can take many forms, ranging from a briefing meeting with the Chairman/Vice-Chairman prior to a Committee meeting to a presentation to a full party group meeting. This would be a rare occurrence at Town level and is restricted to the Town Council Manager or Finance Manager. Attendance at a party meeting would be made known to other party groups. Whilst in practice such Officer support is likely to be in most demand from whichever party group is for the time being in control of the Council, such support is available to all party groups.

6.4 Certain points must, however, be clearly understood by all those participating in this type of process, Members and Officers alike. In particular:
(a) Officer support must not extend beyond providing information and advice in relation to matters of Council business. Officers must not be involved in advising on matters of party business. The

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observance of this distinction will be assisted if Officers are not expected to be present at meetings or parts of meetings, when matters of party business are to be discussed;

(b) Party group meetings, whilst they form part of the preliminaries to Council decision making, are not empowered to make decisions on behalf of the Council. Conclusions reached at such meetings do not, therefore, rank as Council decisions and it is essential that they are not interpreted or acted upon as such; and

(c) Similarly, where Officers provide information and advice to a party group in relation to a matter of Council business, this cannot act as a substitute for providing all necessary information and advice to relevant Committee or Sub-Committee when the matter in question is considered.

56.5 Special care needs to be exercised whenever Officers are involved in providing information and advice to a party group meeting which includes persons who are not Members of the Council. Such persons are not bound by the Members' Code of Conduct (in particular, the provisions concerning the declaration of interests and confidentiality). For this and other reasons Officers may not attend and give information and advice as they would to a Members' only meeting.

6.6 Officers must respect the confidentiality of any party group discussions at which they are present in the sense that they should not relate the content of any such discussion to another party group.

7. Officer/Chairman Relationships

7.1 It is clearly important that there should be a close working relationship between the Chairman of a Committee or Sub-Committee and the Officers who report to or interact with that body. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the Officer's ability to deal impartially with other Members and other party groups.

7.2 As with delegated powers in the Terms of Reference, at some meetings, a resolution may be passed which authorises named Officers to take action between meetings in consultation with the Chairman. It must be recognised that it is the Officer, rather than the Chairman, who takes the action and it is the Officer who is accountable for it.

6.7.3 Finally, it must be remembered that Officers are accountable to their Manager and that, whilst Officers should always seek to assist a Chairman (or indeed any Member), they must not, in so doing, go beyond the bounds of whatever authority they have been given by their Manager or the Town Council Manager.

8. Correspondence

8.1 Correspondence between an individual Member and an Officer, particularly when it has been initiated by the Member, should not normally be copied (by the Officer) to any other Member. Where exceptionally it is necessary to copy the correspondence to another Member, this should be made clear to the original Member. In other words, a system of "silent copies" should not be employed.

8.2 Official letters on behalf of the Council should normally be sent in the name of the appropriate Officer, rather than in the name of a Member. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter to appear in the name of a Member, but this should be the exception rather than the norm. Letters which, for example, create obligations or give instructions on behalf of the Council should never be sent out in the name of a Member.

9. Media Liaison

9.1 Communications with the media can be an important part of a Member's workload. Generally, Members provide comments and views and Officers provide factual information. If any Member is unsure about the facts of any issue, he should contact the appropriate Officer or ask the media representative to do so.

Page | 6 9.2 Official media liaison for the Council is handled by the Town Council Manager. A separate protocol on publicity and media communications may be issued by the Council and this must be observed.

9.3 All local government publicity material must also comply with the national code of recommended practice on local authority publicity. The Town Council Manager should be contacted with any queries in this respect.

9.4 If a Member contacts or is contacted by the media, he/she should indicate in what capacity he is speaking, e.g. in a personal capacity, as Ward Member, as Chairman of a Committee, on behalf of the Council or on behalf of his political group. A Member must never purport to represent the view of the Council, unless authorised to do so. In most circumstances it may be useful to advise the Town Council Manager, of the Member's press release or the discussion.

10. Conclusion

10.1 Mutual understanding, openness and basic respect are the greatest safeguard of the integrity of the Council, its Members and Officers.

10.2 Copies of the Protocol will be issued to all Members as part of the Council's Constitution.

~~Planned Review date: May 2020.~~

West Suffolk Council

Member/Officer Protocol

Effective working between Councillors and Officers is critical to the effective running of a Council. Together, they form an essential skills and knowledge base; their roles are very different, but need to work in a complementary way.

The purpose of this Protocol is to develop a clear understanding of the role of Councillors and Officers; clarify the relationship and provide avenues to resolve matters when things go wrong.

This Protocol is not intended to provide a comprehensive guide to all situations that Councillors and Officers may encounter. Instead, it should be seen as a set of principles that should help provide guidance on how to deal with situations, and should be considered in conjunction with the respective Codes of Conduct that apply to both Members and Officers.

Roles

Members are elected to serve their public. They are accountable to their electorate, and to the Council. They are expected to comply with the Code of Conduct, and guidance provided to them. Officers are responsible to, and employed by the Council. They should act in accordance with their own Code of Conduct and relevant policies and procedures.

The role of Councillor and Officers can overlap; in evaluating performance of the Council and ensuring services are effectively delivered to the public; in responding to queries and resolving community challenges, or in making decisions on how to deal with challenging issues. A collaborative approach, based on a positive working relationship, is the most effective way to support each other.

In general, Councillors set the strategies and high level policies of the Council, including the Council's overall strategic plan and budget requirement; they are not expected to be involved in the day-to-day running of the many services the Council provides. Once Councillors have set the strategic framework, the Council employs staff, known as officers, to run the Council's activities and operations in the way that they consider appropriate. The Council operates an executive-leader model of governance, whereby particular Councillors will operate as "portfolio holders" for services and will be accountable to their peers for how those services are being delivered by the Council's Officers.

Both Officers and Councillors can be authorised (delegated) to make decisions on behalf of the Council. However, there are limits placed on what decisions can be

delegated through the Council's constitution and Councillors and Officers should respect the authority of their own limits, and not make commitments that cannot be kept. All decisions should be justified and subject to appropriate recording to ensure all decision making is transparent and legitimate. Both Councillors and Officers must respect the need to ensure any personal conflicts they have in a decision that will be made are appropriately disclosed and resolved.

The Council actively encourages positive dialogue between Members and Officers to assist in developing relationships and sharing information on issues that affect the Council.

Basic Principles of Councillor – Officer Working

The following principles should be used as a basis for effective working relationships:

- Operate an atmosphere of mutual trust and respect
- Understand the role, knowledge and insight that each other has
- Challenge should be constructive
- Communication should be clear and unambiguous
- Both sides should avoid poor, negative, aggressive or obstructive behaviour

What can Councillors expect from Officers?

Officers are required to serve the whole Council. They are expected to provide reasonable support and assistance to Councillors, but would not be expected to provide more general administrative support, unless they were specifically employed to do so.

Officers are expected to be courteous towards Councillors, recognising that Councillors are elected representatives of their electors. Officers should not force their own personal issues on to Councillors, nor to advance political causes. They should acknowledge that Councillors are often busy people, and not put them under undue pressure to respond to issues; officers should raise relevant matters with councillors on a timely basis and proactively engage with them on appropriate matters.

What can officers expect from Councillors?

Councillors should respect the role of the officer, and not seek to put undue pressure on officers to take particular action against their professional opinion or Council policy / procedure. Councillors should respect that officers often have demanding roles and competing priorities, and not put them under undue pressure to respond at short notice to complex issues, or address matters urgently that may not be of priority. Officers should not be unfairly pushed to advocate political views, to overstep their delegated authority.

Councillors should actively seek the advice and opinion of officers on matters relevant to their role, but not use the opinions of officers for political or personal gain. Councillors may make recommendations and suggestions to Officers, but should also seek to respect their professional opinion and may not require officers to amend reports or correspondence against the Officers' professional judgement.

New Councillors and Officers

Entering into a new Council can be a daunting environment. Councils all have their own unique practices, which new Councillors and Officers may not be familiar with. It is particularly important that Councillors and Officers work to support each other as they learn about the practices that operate at the Council, and in their journey in the Council. Councillors and Officers are both encouraged to be inquisitive, and to seek support and help to learn more about the Council.

Support to Executive Members and Committee Chairs

The Leaders, Cabinet Portfolio Holders and Committee Chairmen will necessarily need to maintain a close watching brief on matters that may fall within their domain.

As a result, Officers and postholders may seek to establish regular briefings and informal discussions to discuss emerging or sensitive matters. Such discussions would usually be confidential, albeit when possible to do so, relevant subject matter information will be shared with other members who may have a need to be informed.

Any such briefings should not pre-empt or undermine the decision making processes of the Council, which should be respected. Where officers and Councillors are delegated to make decisions, then they may find it useful to brief and consult with other Councillors before exercising their delegation.

Political Groups

Groups are a recognised part of Council working. There are statutory requirements in respect of how they are formed, and it is common practice for groups to discuss matters before a Council decision is made.

Political groups cannot make decisions, and Officers are not obliged to operate in line with the wishes of a group meeting. Political groups can support the work of the Council through:

- Ensuring their Members are briefed on important issues.
- Raising collective concerns or development needs through appropriate officers to resolve in a co-ordinated way.
- Supporting their Members, particularly new Members, in understanding the requirements placed on them in their role in the Council and the protocols and practices they are expected to comply with.

- Supporting the Council in ensuring high standards of conduct are upheld by the members of their group.

Officers may request to attend political group meetings, or groups may request an officer to attend. Wherever possible, all such requests will be complied with, however no officer is obliged to accept an invitation to a group meeting and similarly, no Officer is entitled to insist on attending a meeting.

If in attendance at a group meeting, Officers may present information and provide their professional opinion. However, they are entitled not to discuss or advise groups on other matters, and are not required to act on, or take into account the views and the decisions of the group.

Officers who attend more than one group meeting should not divulge any discussions to members of other groups. It is expected they will discuss the views of any political group meeting they have attended with other officers working on relevant matters. Should notes be taken of group meetings, it would be expected officers have the opportunity to verify any comments they make in that meeting (this does not entitle Officers to see all notes taken at group meetings).

Independent Members

Some Members of the Council may decide not to form part of any political group. Many of the same working practices will operate with independent members as with political groups; so, for example, officers may request to meet with independent members to brief them on issues, and independent members may also request meetings with officers.

Where the relationship goes wrong

Unless there is evidence of serious wrongdoing on the part of either an officer or councillor, it would usually be expected that councillors and officers will work together in an amicable way to resolve differences of opinion so that lasting working relationships can be re-formed. Councillors and officers should seek to raise issues promptly, to ensure these can be quickly resolved and not escalate.

Councillors and officers should, as a principle, avoid personal attacks or abuse of each other, particularly at meetings or on social media. All criticism and challenge should be constructive and well founded, with evidence to support challenge made.

Where a Councillor is concerned about the action or behavior of a **senior** officer, they should seek to discuss this in the first instance with the officer to understand what has happened, and why. If they remain dissatisfied, then they may raise this with the officers' relevant **Service Manager, Assistant Director, Director or Chief Executive** to further investigate the matter. In relation to junior officers, it may be more appropriate to refer the matter to the **Service** Manager in the first instance rather than seeking to raise this directly with the officer directly.

Where an Officer is concerned about the actions of a Member, then they should seek to raise this with their **Service** Manager. Either the Officer (if they remain concerned), or the Manager, may seek to raise the matter with the Monitoring Officer and the **Chief Executive**. It would usually be expected that discussion would take place with the Councillor to understand what has happened and why, which may also result in officers seeking to discuss any concerns with the relevant group leader. In the most serious of offences, the Monitoring Officer may find it necessary to progress the matter as a breach of the Code of Conduct.

Use of Resources

Council resources should be used for Council purposes only. In particular, Council resources should not be used for personal or political gain. Council resources may not be used for electoral purposes except where allowed by law.

Councillors have the right to visit and use the premises and facilities of the Council offices. They should do so in a sensible manner and are required to comply with any safety or security requirements, including training and induction of buildings where appropriate, and should not interfere in the delivery of services by other partners who may occupy the premises.

Local Member Protocol

Members should be informed about matters that affect their wards for example community events, activities with community groups, new developments. Each member of staff, when dealing with a local issue, has the responsibility to keep the councillor informed on a timely basis, and ensure their views are taken into account when a decision is made.

Members would not normally be informed regarding personal applications and entitlements of individuals that are considered to be in the normal course of business. For example, local members would not be informed about new applicants for housing; individuals claiming council tax support, or day-to-day monitoring of food business.

On occasions, the Council's Executive may be considering a particularly sensitive matter or transaction within a local Members' wards. It would be expected that wherever it is feasible to do so, the local Members will be informed before a decision is made, and informed of the relative levels of confidentiality relating to the issue.

When a public meeting is being arranged by the Council to consider a local issue, all Members representing that area should be invited to the meeting. If they are unable to attend, Officers should ensure they are updated on a timely basis following the meeting. Similarly, all local consultations should allow local Members to contribute.

Where a Councillor or Officer is dealing with a matter related to an individual within a locality, they should ensure that the individual is aware if their personal details are likely to be shared with the Council or Councillor. Any sharing of personal data should only be undertaken in line with the Data Protection Act; it must be fair to share the information and where possible anonymised as far as possible, for example through the use of phrases such as “a local resident” rather than the name of the resident.

Members Access to Information

Members have an enhanced right to information when compared to members of the public. This entitles them to have access to confidential papers being considered by committees, and to consider background material relating to decisions that have been made, as set out in the Council’s Access to Information Procedure Rules.

However, this does not entitle members to receive all information in the possession of the Council and in particular, it is normally expected that the Council’s Executive is afforded a “safe space” in which to develop policy and formative plans/policies would not be shared more widely with Councillors without the consent of the executive. The Council may also hold information on behalf of other organisations that officers are not permitted to share with Councillors, or may have to confirm with the organisation whether they have permission to share.

As above, Councillors may need to access information regarding individuals in order to enable them to help resolve issues raised by local residents. However, if it is not clear that the individual has consented to their data being shared with the Councillor, or there is no other legitimate reason for providing the data to the Councillor, it may be necessary to seek to obtain consent from the individual concerned. Any queries regarding the sharing of personal data with Councillors should be referred to the Council’s Data Protection Officer.

If there is a query whether a Member should be provided with access to a particular document, then this should be referred to the Chief Executive or Monitoring Officer.

Correspondence

Councillors and Officers are entitled to handle correspondence in their own name and title. However, they may only purport to be acting on behalf of the Council, or express the opinion of the Council, where they have appropriate authority to do so by virtue of the scheme of delegation, as a result of a decision made by the Council, or by legal authority.

Publicity and Press

Officers in the Council’s Communications Team will proactively issue press releases, or post on social media, as well as reacting to press and social media enquiries. Except in a pre-election period, any quotations included within Council statements will be issued in the name of an appropriate Member, usually the Leader of the

Council or a Portfolio Holder in responding to a matter of Council policy, or local members in relation to a local issue.

Councillors are entitled to respond to press enquiries. It is helpful to inform the Council's Communications Team Officers of all such enquiries and requests for statements, who can assist in ensuring responses are factually accurate and provide general support to members in responding to enquiries.

During a pre-election period (commonly referred to as Purdah), the Council is obliged to be particularly sensitive in its communications. The Council should not draw attention to any candidate, or take action that may sway public support towards a candidate or party in an election. During this period, press statements may include quotations from a "Council spokesperson" but the Council would not normally seek to respond to requests for interviews or personal statements unless it is in the public interest to do so.

26 AUGUST 2020

E01-20 | 2020-21 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020.

The annex below lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2020.

Due to the introduction of the national living wage, the NJC agreement included the introduction of a new pay spine on 1 April 2019. Reference to the former pay scales has been removed. However, if you wish to see how the old spinal column points and scale ranges translated to the new scales, these are set out in E02-18.

	1 April 2019		1 April 2020		Scale ranges
SCP	£ per annum	£ per annum	£ per annum	* £ per hour	Based on SCP
1	£17,364	£9.02	£17,842	£9.27	Below LC Scale (for staff other than clerks)
2	£17,711	£9.21	£18,198	£9.46	
3	£18,065	£9.39	£18,562	£9.65	
4	£18,426	£9.58	£18,933	£9.84	
5	£18,795	£9.77	£19,312	£10.04	
5	£18,795	£9.77	£19,312	£10.04	LC1 (5-6) (below substantive range)
6	£19,171	£9.96	£19,698	£10.24	LC1 (7-12) (substantive benchmark range)
7	£19,554	£10.16	£20,092	£10.44	
8	£19,945	£10.37	£20,493	£10.65	
9	£20,344	£10.57	£20,903	£10.86	
10	£20,751	£10.79	£21,322	£11.08	
11	£21,166	£11.00	£21,748	£11.30	LC1 (13-17) (above substantive range)
12	£21,589	£11.22	£22,183	£11.53	
13	£22,021	£11.45	£22,627	£11.76	
14	£22,462	£11.67	£23,080	£12.00	
15	£22,911	£11.91	£23,541	£12.24	
16	£23,369	£12.15	£24,012	£12.48	

17	£23,836	£12.39	£24,491	£12.73	
18	£24,313	£12.64	£24,982	£12.98	LC2 (18-23) (below substantive range)
19	£24,799	£12.89	£25,481	£13.24	
20	£25,295	£13.15	£25,991	£13.51	
21	£25,801	£13.41	£26,511	£13.78	
22	£26,317	£13.68	£27,041	£14.05	
23	£26,999	£14.03	£27,741	£14.42	
24	£27,905	£14.50	£28,672	£14.90	LC2 (24-28) (substantive benchmark range)
25	£28,785	£14.96	£29,577	£15.37	
26	£29,636	£15.40	£30,451	£15.83	
27	£30,507	£15.86	£31,346	£16.29	
28	£31,371	£16.31	£32,234	£16.75	
29	£32,029	£16.65	£32,910	£17.10	LC2 (29-32) (above substantive benchmark range)
30	£32,878	£17.09	£33,782	£17.56	
31	£33,799	£17.57	£34,728	£18.05	
32	£34,788	£18.08	£35,745	£18.58	
33	£35,934	£18.68	£36,922	£19.19	LC3 (33-36) (below substantive range)
34	£36,876	£19.17	£37,890	£19.69	
35	£37,849	£19.67	£38,890	£20.21	
36	£38,813	£20.17	£39,880	£20.73	
37	£39,782	£20.68	£40,876	£21.25	LC3 (37-41) (substantive benchmark range)
38	£40,760	£21.19	£41,881	£21.77	
39	£41,675	£21.66	£42,821	£22.26	
40	£42,683	£22.18	£43,857	£22.79	
41	£43,662	£22.69	£44,863	£23.32	
42	£44,632	£23.20	£45,859	£23.84	LC3 (42-45) (above substantive benchmark range)
43	£45,591	£23.70	£46,845	£24.35	
44	£46,732	£24.29	£48,017	£24.96	
45	£47,896	£24.89	£49,213	£25.58	
46	£49,101	£25.52	£50,451	£26.22	LC4 (46-49) (below substantive range)
47	£50,318	£26.15	£51,702	£26.87	
48	£51,429	£26.73	£52,843	£27.47	
49	£52,869	£27.48	£54,323	£28.23	
50	£54,194	£28.17	£55,684	£28.94	LC4 (50-54) (substantive)
51	£55,544	£28.87	£57,071	£29.66	
52	£57,397	£29.83	£58,975	£30.65	

53	£59,244	£30.79	£60,873	£31.64	benchmark range)
54	£61,099	£31.76	£62,779	£32.63	
55	£62,967	£32.73	£64,699	£33.63	LC4 (55-62) (above substantive benchmark range)
56	£64,812	£33.69	£66,594	£34.61	
57	£66,679	£34.66	£68,513	£35.61	
58	£68,510	£35.61	£70,394	£36.59	
59	£70,246	£36.51	£72,178	£37.51	
60	£72,019	£37.43	£74,000	£38.46	
61	£73,835	£38.38	£75,865	£39.43	
62	£75,701	£39.35	£77,783	£40.43	

* Hourly rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours.

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