

## **SENIOR REMUNERATION SUB-COMMITTEE**

**Monday, 2 July 2018**

**Minutes of the meeting of the Senior Remuneration Sub-Committee held at the Guildhall EC2 at 3.00 pm**

### **Present**

#### **Members:**

Deputy Edward Lord (Chairman)  
Deputy Catherine McGuinness (Deputy Chairman)  
Deputy Keith Bottomley  
Simon Duckworth  
Deputy Kevin Everett  
Deputy the Revd Stephen Haines  
Jeremy Mayhew  
Alderman Sir David Wootton

#### **Officers:**

John Barradell	- Town Clerk and Chief Executive
Chrissie Morgan	- Director of Human Resources
Angela Roach	- Town Clerk's Department

### **1. APOLOGIES**

An apology for absence was received from Ruby Sayed.

### **2. MEMBERS DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF THE ITEMS ON THE AGENDA**

There were no declarations.

### **3. TERMS OF REFERENCE OF THE SUB-COMMITTEE**

The Sub-Committee considered its terms of reference. It was noted that more tailored terms of reference were likely to be developed as the work of the Sub-Committee progressed.

RESOLVED – that the terms of reference of the Sub-Committee be noted.

### **4. SENIOR MANAGEMENT GROUP REMUNERATION**

The Sub-Committee considered a joint report of the Town Clerk and Chief Executive and the Director of Human Resources concerning the process for the remuneration of Officers in the Senior Management Group (SMG).

The Director was heard in support of the report and explained that the process for all City Corporation staff progressing through the salary scales was based on performance. She advised that once an employee on grade D – J reached

the top of the scale, they could be considered for a performance payment ranging between 3 – 6%. The percentage applicable to SMG Officers at the top of their scale was between 0 – 6%.

During detailed discussion, amongst other things, the following comments were made:-

- It was noted that, whilst the approval of performance payments to Chief Officers rested with the Town Clerk and Chief Executive, he had done so in consultation with the Chairmen of the Policy and Resources, Finance and Establishment Committees. The Establishment Committee was however of the view that the process would benefit from increased Member oversight and agreed to the creation of this Sub-Committee.
- It was also noted that the views of some service committee chairmen on Chief Officers were also sought as part of the assessment process.
- Reference was made to the other factors which were considered as part of the assessment of SMG Officers and to the setting of their objectives.
- A new online appraisal system, which would allow continuous feedback, was currently being developed and piloted. It was suggested that a report on the new system should be considered by the Sub-Committee in due course.
- In response to a question on the mechanism for dealing with disagreements between the Sub-Committee and the Town Clerk and Chief Executive, Members were advised that whilst this was unlikely, the approval of performance pay for the SMG was the responsibility of the Town Clerk and Chief Executive.
- It was noted that a further report would be submitted to the Sub-Committee in the autumn on the pay ranges of Chief Officers and that the details of all posts attracting a salary of £100,000 and above would also be submitted for oversight and scrutiny.

RESOLVED – that:-

1. the content of the report be noted, and that Members proceed to consider the contribution payments awarded to the Senior Management Group in the non-public, confidential, part of the meeting; and
2. following completion of the pilot, the Director of Human Resources be requested to submit a report on the new online appraisal system.

5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

There were no questions.

**6. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
There were no urgent items.

**7. EXCLUSION OF THE PUBLIC**

MOTION - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act:-

<b>Item Nos.</b>	<b>Paragraph(s) in Schedule 12A</b>
8	1 and 2

**Part 2 - Non-Public Confidential Agenda**

**8. SENIOR MANAGEMENT GROUP REMUNERATION**

A schedule of the proposed remuneration of individual members of the Senior Management Group (SMG) was laid round the table.

The Sub-Committee proceeded to discuss each proposal in turn and noted the supporting statements. It was agreed that the reason given for each payment should include more detailed information on performance. The Director of Human Resources withdrew from the meeting during discussion of the proposals relating to her proposed contribution pay.

Details of the pay scales of Chief Officers were also laid round the table. The Director reiterated that a review of the salaries was scheduled to be undertaken and that a report on the outcome together with any proposals for change would be submitted to the Sub-Committee in the autumn.

RESOLVED – That:-

1. the proposed level of contribution pay for SMG Officers be noted;
2. more detailed information on performance be included in the proposed payments schedule in future;
3. an alternative method of recognition payment be considered in respect of one Officer and the details be circulated to the Sub-Committee for information, with the approval of the payment being delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman; and
4. it be noted that a review of Chief Officer salaries was scheduled to be undertaken and that a report on the outcome together with any proposals for change would be submitted to the Sub-Committee in the autumn.

The Town Clerk withdrew from the meeting whilst the following item was considered.

**9. TOWN CLERK AND CHIEF EXECUTIVE REMUNERATION**

The Sub-Committee proceeded to discuss the proposed contribution pay in relation to the Town Clerk. It was noted that the Chairman of the Policy and Resources Committee was responsible for assessing his performance and any remuneration in consultation with the Director of Human Resources.

RESOLVED – that the proposed level of contribution pay be noted.

**The meeting closed at 3.55pm**

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Chairman

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