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## Remuneration Committee

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WEDNESDAY, 21ST JUNE, 2006 at 19:00 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, N22 8LE.

MEMBERS: Councillors Bull, Neil Williams, Griffith (Chair), Harris, Hoban and Meehan

### **AGENDA**

**1. APOLOGIES FOR ABSENCE**

**2. URGENT BUSINESS**

The Chair will consider the admission of any late items of urgent business. (Late items will be considered under the agenda item where they appear).

**3. DECLARATIONS OF INTEREST**

A member with a personal interest in a matter who attends a meeting of the Authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest.

**4. MINUTES (PAGES 1 - 6)**

To confirm and sign the unrestricted minutes of the meetings of the Remuneration Committee held on (i) 21 June, (ii) 31 August, and (iii) 14 November 2005.

5. **UPDATE REPORT ON THE FUNCTIONS OF THE REMUNERATION COMMITTEE (REPORT OF THE CHIEF EXECUTIVE) (PAGES 7 - 10)**
6. **ADVICE AND GUIDANCE FOR MEMBERS OF THE REMUNERATION COMMITTEE (VERBAL REPORT OF THE CHIEF EXECUTIVE ON THE OPERATION OF THE PERFORMANCE APPRAISAL PROCESS FOR CHIEF OFFICERS)**
7. **NEW ITEMS OF URGENT BUSINESS : TO CONSIDER ANY ITEMS ADMITTED AT ITEM 2 ABOVE**
8. **EXCLUSION OF THE PUBLIC AND PRESS:**

The following business is likely to be the subject of a motion to exclude the press and public from the meeting as it contains "exempt" information as defined within Section 100A of the Local Government Act 1972: Para 1 – Information relating to any individual, Para 2 Information which is likely to reveal the identity of an individual.

9. **NEW ITEMS OF EXEMPT URGENT BUSINESS: TO CONSIDER ANY ITEMS ADMITTED AT ITEM 2 ABOVE.**
10. **MINUTES (PAGES 11 - 16)**

To confirm and sign the exempt minutes of the meetings of the Remuneration Committee held on (i) 21 June, (ii) 31 August, and (iii) 14 November 2005.

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13 June 2006

Councillors: \*Rice (Chair), \*Adje, Bull, \*Sulaiman and \*Williams

\*Members present

**RC001 Election of Chair/Vice-Chair of the Committee for Municipal Year 2005/6**  
(Agenda Item 1)

The Clerk advised that as this was the first meeting of the Committee for the Municipal Year 2005/06, he requested nominations for the Chair and Vice-Chair of the Committee for the Municipal Year 2005/06.

Councillor Adje nominated Councillor Rice as Chair of the Remuneration Committee for the Municipal Year 2005/06. Councillor Sulaiman seconded the nomination.

There being no further nominations it was:-

**RESOLVED**

That Councillor Rice be elected Chair of the Remuneration Committee for the Municipal Year 2005/06.

The Chair nominated Councillor Bull as Vice-Chair of the Remuneration Committee for the Municipal Year 2005/06. Councillor Adje seconded the nomination.

**RESOLVED**

That Councillor Bull be elected Vice-Chair of the Remuneration Committee for the Municipal Year 2005/06.

**RC002 APOLOGIES FOR ABSENCE** (Agenda Item 2)

An apology was received on behalf of Councillor Bull.

**RC003 URGENT BUSINESS** (Agenda Item 3)

The Chair advised that except for the consideration of Item 6 below there was no other urgent business.

**RC004 DECLARATIONS OF INTEREST** (Agenda Item 4)

No declarations stated.

**RC005 EXCLUSION OF PUBLIC AND PRESS** (Agenda Item 5)

**RESOLVED**

That the press and public be excluded from the meeting as Item 6 contained exempt information as defined in section 100A of the Local Government Act 1972; namely exempt information relating to a particular employee.

**SUMMARY OF EXEMPT/CONFIDENTIAL PROCEEDINGS**

**RC006 CHIEF EXECUTIVE'S APPRAISAL** (Report of the Assistant Chief Executive – Organisational Development):

**AGREED** – the recommendations as contained within the report.

The meeting terminated at 9.15am.

Councillor Rice  
Chair

**UNRESTRICTED MINUTES OF THE SPECIAL REMUNERATION COMMITTEE  
31 AUGUST 2005**

Councillors: \*Rice (Chair), \*Adje, Bull, \*Sulaiman and Williams

\*Members present

**RC012 APOLOGIES FOR ABSENCE** (Agenda Item 1)

An apology for absence was received on behalf of Councillor Bull.

**NOTED**

**RC013 URGENT BUSINESS** (Agenda Item 2)

The Chair advised that except for the consideration of Item 5 below there was no other urgent business.

**RC014 DECLARATIONS OF INTEREST** (Agenda Item 3)

No declarations stated.

**RC010 EXCLUSION OF PUBLIC AND PRESS** (Agenda Item 4)

**RESOLVED**

That the press and public be excluded from the meeting as Item 6 contained exempt information as defined in section 100A of the Local Government Act 1972; namely exempt information relating to a particular employee.

**SUMMARY OF EXEMPT/CONFIDENTIAL PROCEEDINGS**

**RC011 SENIOR MANAGEMENT PERFORMANCE APPRAISAL** (Agenda Item 5)  
(Report of the Assistant Chief Executive – Organisational Development):

**AGREED** – the recommendations as contained within the report as amended by the Committee in respect of one member of staff.

The meeting terminated at 19.17HRS

Councillor Rice  
Chair

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**UNRESTRICTED MINUTES OF THE SPECIAL REMUNERATION COMMITTEE  
14 November 2005**

Councillors: \*Rice (Chair), \*Adje, Bull, Sulaiman and \*Williams

\*Members present

**RC017 APOLOGIES FOR ABSENCE** (Agenda Item 1)

Apologies for absence were received from Councillors Bull and Sulaiman.

**RC018 URGENT BUSINESS** (Agenda Item 2)

The Chair advised that except for the consideration of Item 5 below there was no other urgent business.

The Interim Chief Executive – Mr Caller advised the meeting that the matter before them was urgent in order to consider and agree the salary of Chief Executive designate prior to ratification of their appointment at full Council later that evening.

**RC019 DECLARATIONS OF INTEREST** (Agenda Item 3)

No declarations stated.

**RC020 EXCLUSION OF PUBLIC AND PRESS** (Agenda Item 4)

**RESOLVED**

That the press and public be excluded from the meeting as Item 6 contained exempt information as defined in section 100A of the Local Government Act 1972; namely exempt information relating to a particular employee.

**SUMMARY OF EXEMPT/CONFIDENTIAL PROCEEDINGS**

**RC021 REMUNERATION OF THE CHIEF EXECUTIVE** (Agenda Item 5)  
(Report of the Head of Personnel):

**AGREED** – the recommendations as contained within the report.

The meeting terminated at 18.25HRS

Councillor Rice  
Chair

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**Remuneration Committee****On 21<sup>st</sup> June 2006**Report Title: **Terms of Reference for Remuneration Committee**Report of: **Head of Personnel**Wards(s) affected: **all**Report for: **Information****1. Purpose**

1.1 To provide Members with an introduction to the terms of reference and operation of the Remuneration Committee.

**2. Recommendations**

2.1 To note the report.

Report Authorised by: **Chief Executive**Contact Officer: **Stuart Young, Head of Personnel, 020 8489 3174****3. Executive Summary**

3.1 This report provides Members of the Remuneration Committee with a summary of the purpose, terms of reference and operating arrangements for the Committee. It is intended as a useful first report to the new municipal year.

**4. Reasons for any change in policy or for new policy development (if applicable)**

4.1 n/a

**5. Local Government (Access to Information) Act 1985**

5.1 none

## 6. What the Remuneration Committee does

The Committee considers and makes decisions on all matters relating to the application of a scheme for the performance appraisal and remuneration of the Council's senior managers/chief officers, and the chief executive. Further details of each body can be found in the Council's Constitution Part E7 – Section 1.

The Chair of the Committee is Councillor Griffith and the Members of the Committee are:

Councillor G. Bull  
Councillor G. Meehan  
Councillor C. Harris  
Councillor W. Hoban  
Councillor N. Williams

The Committee Clerk responsible for this Committee is Clifford Hart who can be contacted on 0208 489 2920 [clifford.hart@haringey.gov.uk](mailto:clifford.hart@haringey.gov.uk)

The terms of reference of the Committee are:

- (a) To monitor the application of a scheme for the performance appraisal and remuneration of the Council's senior managers/chief officers.
- (b) To audit the outcomes of the scheme and scrutinise both appraisal and pay outputs.
- (c) To decide on the remuneration of posts covered by the Senior Management Performance Appraisal scheme.
- (d) To agree senior management, chief officer and chief executive terms and conditions of employment and pay grades.
- (e) To evaluate the scheme's effectiveness, review the operation of the scheme and recommend changes as required to improve the system.
- (f) To monitor pay trends and receive advice about the Council's senior management pay and retention strategy.

(The Council's General Purposes Committee is responsible for appointing and dismissing senior officers subject to the Officer Employment Procedure Rules. (Part K2 of the Constitution)).

## 7. Frequency & Quorum of meetings

Meetings take place roughly every quarter with the timetable designed to mirror the appraisal stages. This is not generally a large meeting although it is accessible to the public. Items relating to pay and appraisal are generally subject to a motion to exclude

the public in accordance with section 100 of the Local Government Act. The meeting requires 2 Members to be quorate.

## **8. Chair & Lead Officers**

Cllr Griffith is the Chair of the meeting. Reports are generally submitted by the Head of Personnel. The Committee is advised by an independent person. Currently the Local Government Employers provide this service and the adviser is Richard Penn.

## **9. Role of the Clerk**

The Clerk controls the full administration of the Committee. The Clerk will ensure the despatch of the agenda (5 clear working days before the date of the Meeting)

The Clerk takes minutes at the meeting for despatch within 5 working days.

## **10. Recommendations**

10.1 Members are asked to note the report.

## **11. Legal and Financial Comments**

11.1 There are no legal or financial implications of the report

## **12. Equalities Implications**

12.1 There are no equality implications of the report

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of the Local Government Act 1972.

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