

**MINUTES OF THE CORPORATE COMMITTEE  
TUESDAY, 20 MARCH 2012**

Councillors Meehan, McNamara, Watson, Whyte, Jenks, Griffith

Apologies Councillor Amin, Williams, Gorrie, Khan,

Also Present: Councillor Egan, Strang, Stuart Young, Steve Davies, Kevin Crompton, Anne Woods, Amanda Berger – North.

<b>MINUTE NO.</b>	<b>SUBJECT/DECISION</b>	<b>ACTION BY</b>
<b>CC109</b>	<p><b>APOLOGIES FOR ABSENCE(IF ANY)</b></p> <p>Apologies for absence were received from Cllr Amin, Cllr Gorrie, Cllr Khan, and Cllr Williams.</p> <p>Apologies were noted from the non voting co-optee members, Roger Melling, Keith Brown, and Michael Jones.</p> <p>Cllr Egan and Cllr Strang substituted for Cllr Amin and Cllr Gorrie. Prior notification had been given in accordance with Committee standing order 52 and 53.</p>	
<b>CC110</b>	<p><b>URGENT BUSINESS</b></p> <p>There were no items of urgent business put forward.</p>	
<b>CC111</b>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>There were no declarations of interest put forward.</p>	
<b>CC112</b>	<p><b>DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS</b></p> <p>The committee received a deputation from Chris Taylor (UNISON) on: Agenda item 5) Work Place Learning and Experience Policy.</p> <p>Details of his comments and representations are recorded under the relevant minute below.</p>	
<b>CC113</b>	<p><b>WORK PLACE LEARNING /EXPERIENCE POLICY</b></p> <p>In accordance with the committee's responsibilities for terms and conditions of employment, they were asked to consider a policy for handling workplace learning and experience arrangements. The policy was stimulated by interest shown by services in offering these work and volunteer opportunities. As a large employer it had been felt prudent to have a policy in place that would provide guidance and process for services offering these work experience opportunities. It would also be</p>	

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important to determine pay and conditions for these roles. According to the proposed policy, services would need to put forward their work experience placement case to the Head of Human Resources who would determine, using HMRC guidance, whether the person was a 'worker' or a 'volunteer'. If the person was determined a worker they would have access to the national minimum wage. The policy was designed to protect people undertaking these roles and ensure that were remunerated if classified a 'worker' instead of a 'volunteer'. Also it was good practice for the council to have this policy in place in line with the national position

Although a work experience policy for year 10 students in the borough had been operating over a number of years, this scheme did not highlight the need for payment. However, requests for recruiting apprentices and internships would need direction and advice from HR, hence the policy being compiled.

The following clarifications were provided following member questions :

- The current and past number of internships
- Those apprenticeship opportunities were not exclusive to young people and could be offered to older people.
- If apprenticeship schemes were offered by services it was likely to be over a specific period and with a cohort of people being recruited. Internship appointments were likely to be more sporadic.

UNISON representative, Chris Taylor, was invited by the Chair to provide his views on the report. UNISON welcomed the policy at a time of high unemployment levels for young people and because it provided equality of opportunity and ensured that people defined as a worker were able to access the London Living wage. Issues highlighted to the committee to take account of were: resolving whether there were redeployment rights at the end of an internship, (for apprenticeship schemes) identifying if there were opportunities for an employment position, ensuring that internship offers were widely advertised to offer equal access to positions and guard against positions being obtained through acquaintance. UNISON further requested decisions on work placements should be undertaken through delegated authority, to allow union comments to be included, and a yearly report produced on how work placements opportunities had been taken forward.

**RESOLVED**

The committee considered the information which was outlined above and agreed the policy for work place learning/experience opportunities attached at appendix A.

**Ho HR**

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<b>CC114</b>	<p><b>THE ANNUAL INTERNAL AUDIT PLAN AND INTERNAL AUDIT STRATEGY</b></p> <p>The Corporate Committee considered the annual internal audit plan which contained a summary of the main areas of audit for 2012/13 together with the internal audit strategy for agreement. The plan also facilitated the requirement for the council's key financial systems to have an audit opinion in place; this was required once every four years.</p> <p>The other areas of audit had been chosen by considering: planned savings targets, high scoring risk areas extracted from risk registers of departments, external annual audit and inspection letter, new projects reported to council policy decision making bodies, and fraud investigation work completed in 2011/12.</p> <p>The committee were further reminded that, in addition to investigations set out on the draft audit plan, Internal audit undertook investigations into financial irregularity, completed pro – active anti fraud work, provided advice on risks and controls and offered grant certification work.</p> <p>Although the impact of the Localism Act on council working was not referenced in the draft internal audit plan as an area of audit, Members were assured that there was an allocation of time and resources in reserve to review the changes being made by the council and ensure that they were in line with legislation. There was also a contingency in the plan to revisit resources assigned to the implementation of the Leisure services externalisation.</p> <p>The following responses were provided to questions:</p> <ul style="list-style-type: none"><li>• The council would receive external grants that were for the purpose of redistribution to the third sector and therefore these organisations would need to be compliant with set financial regulations. If there were any concerns raised by the Voluntary sector team, in their monitoring role of these organisations and depending on their nature, then consideration would be given to whether audit investigation was needed. However, there was also a need to keep in mind that the grant distribution process was changing for 2013/14 financial year and these changes could have an impact on the working relationship between the council and voluntary sector.</li><li>• The council were part of Pan London agreement to receive audit services from Deloitte and Touche. The council were in the last two years of the framework contract and were hopeful of extending this a further three years.</li><li>• In terms of tackling insurance fraud, the council were part of the London Insurance Consortium which shared best practice for tackling insurance fraud.</li></ul>	
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	<p>There would be an internal audit into the reporting of staff declarations of interest in the summer and members of the committee would receive a copy of the findings. There would then follow a report to Corporate Committee in September 2012 on how the policy was being followed and the changes required.</p> <p><b>RESOLVED</b></p> <ul style="list-style-type: none"> <li>i. That the internal audit strategy be approved.</li> <li>ii. That the Annual Internal Audit Plan for 2012/13 be approved.</li> </ul>	Clerk
CC115	<p><b>PAY POLICY STATEMENT</b></p> <p>The committee considered the pay policy as part of its responsibility for staffing pay and conditions. The Localism Act 2011 required relevant authorities to prepare and publish an annual Pay Policy Statement which outlines the local authority's approach to the pay of its workforce and in particular the pay of its senior staff. Following DCLG (Department for Communities and Local Government) guidance full Council will be given the opportunity to vote on large salary packages offered to new senior appointments. The posts that this would be applicable to had a starting salary of over £100k and were set out at paragraph 4.4 of the attached report. The committee considered this list of posts and asked legal representatives at the meeting to clarify if the Homes for Haringey Chief Executive should be included; as Homes for Haringey were a council owned company. If they did not need to conform to this aspect of the Localism Act, then it would still be important for the council to promote the objectives of transparency and accountability and encourage the company to publish a Pay Policy Statement.</p> <p>The council would publish specific information on the pay and reward of staff earning more than £50,000 on its website in line with the Code of Recommended Practice for Local Authorities on data Transparency and the accounts Audit regulations 2011. Also for staff on senior manager grades, chief officer grades and the chief executive additional information will be supplied including employee salaries, names of employees (subject to their agreement), job titles, staff budget and number of staff.</p> <p>The committee noted that the Council was obliged to publish a pay multiple, this was the ratio between the highest paid salary and the median average salary figure for all employees in the council. The committee learned that this was currently a ratio of 1 to 6.8 and a low figure compared to other local authorities.</p> <p>The committee further considered the chief officer appraisal scheme at</p>	Ho Legal

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	<p>appendix D and were provided with clarification on how the bandings and starting points of the Chief Executive's salary were agreed and the committee recommended an amendment to the Pay Policy Statement to convey that the salary banding of the Chief Executive should be determined by the recruitment panel and following this decision the Leader of the Council would determine the starting point in the salary banding.</p> <p>Given the committee's responsibility for employment terms and conditions and the pay structure of senior posts they needed to examine and have input on the Pay Policy statement. Given the relatively short timescale for pulling together this first Pay Policy Statement and the fact that its compilation would be an annual process, the committee felt that it would be helpful and prudent to establish an informal cross party working group to consider the pay policy arrangements going forward. This would include making recommendations on the make up and arrangements for salary bandings for senior managers and chief officers, including those for new appointments, and to have input on a new performance appraisal scheme for Chief Officers for 2013/14.</p> <p><b>RESOLVED</b></p> <ul style="list-style-type: none"> <li>i. The recommendation of approval to full council of the Pay Policy Statement included at Appendix A of the attached covering report on the Pay Policy Statement 2012- Localism Act 2011.</li> <li>ii. That an informal cross party working group be established to facilitate consideration of pay and appraisal arrangements for chief officers before the next Annual Pay Policy Statement is due.</li> </ul>	<p><b>ACE</b></p> <p><b>ACE</b></p>
<p><b>CC116</b></p>	<p><b>EXEMPT ITEMS OF BUSINESS</b></p> <p>The following part of the minutes were exempt as they contained information as defined in Section 100a of the Local Government Act 1972; Para 1&amp;2 - information relating to an individual and information likely to reveal the identity of an individual.</p>	
<p><b>CC117</b></p>	<p><b>PERFORMANCE APPRAISAL SCHEME FOR CHIEF OFFICERS AND SENIOR MANAGERS</b></p> <p><b>RESOLVED</b></p> <ul style="list-style-type: none"> <li>i. That the analysis of the application of performance appraisal for senior managers in the council at paragraph 7.5 and the Chief Executive's application of the appraisal be noted;</li> <li>ii. That the 1<sup>st</sup> tier chief officer's included at paragraph 7.6 be awarded a single incremental increase in their salary scale.</li> </ul>	<p><b>CE</b></p>

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Cllr Meehan

Chair