

additional papers 1

Overview and Scrutiny Committee

Tue 2 Apr
2013
7.00 pm

Committee Room Two
Town Hall
Redditch



www.redditchbc.gov.uk

Access to Information - Your Rights

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000, has further broadened these rights, and limited exemptions under the 1985 Act.

Your main rights are set out below:-

- Automatic right to attend all Council and Committee meetings unless the business would disclose confidential or “exempt” information.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Council and its Committees (or summaries of business undertaken in private) for up to six years following a meeting.
- Automatic right to inspect lists of background papers used in the preparation of public reports.
- Access, upon request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending meetings of the Council and its Committees etc.
- Access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned.
- Access to a summary of the rights of the public to attend meetings of the Council and its Committees etc. and to inspect and copy documents.
- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council’s Website:
www.redditchbc.gov.uk

**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact
Jess Bayley and Michael Craggs
Democratic Services Officers**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: (01527) 64252 Ext: 3268 / 3267 Fax: (01527) 65216
e.mail: jess.bayley@bromsgroveandredditch.gov.uk /
Michael.craggs@bromsgroveandredditch.gov.uk**

Welcome to today's meeting.

Guidance for the Public

Agenda Papers

The **Agenda List** at the front of the Agenda summarises the issues to be discussed and is followed by the Officers' full supporting **Reports**.

Chair

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the Committee Support Officer who gives advice on the proper conduct of the meeting and ensures that the debate and the decisions are properly recorded. On the Chair's other side are the relevant Council Officers. The Councillors ("Members") of the Committee occupy the remaining seats around the table.

Running Order

Items will normally be taken in the order printed but, in particular circumstances, the Chair may agree to vary the order.

Refreshments : tea, coffee and water are normally available at meetings - please serve yourself.

Decisions

Decisions at the meeting will be taken by the **Councillors** who are the democratically elected representatives. They are advised by **Officers** who are paid professionals and do not have a vote.

Members of the Public

Members of the public may, by prior arrangement, speak at meetings of the Council or its Committees. Specific procedures exist for Appeals Hearings or for meetings involving Licence or Planning Applications. For further information on this point, please speak to the Committee Support Officer.

Special Arrangements

If you have any particular needs, please contact the Committee Support Officer.

Infra-red devices for the hearing impaired are available on request at the meeting. Other facilities may require prior arrangement.

Further Information

If you require any further information, please contact the Committee Support Officer (see foot of page opposite).

Fire/ Emergency instructions

If the alarm is sounded, please leave the building by the nearest available exit – these are clearly indicated within all the Committee Rooms.

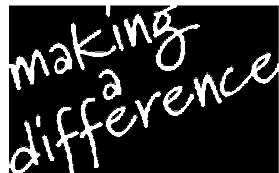
If you discover a fire, inform a member of staff or operate the nearest alarm call point (wall mounted red rectangular box). In the event of the fire alarm sounding, leave the building immediately following the fire exit signs. Officers have been appointed with responsibility to ensure that all visitors are escorted from the building.

Do Not stop to collect personal belongings.

Do Not use lifts.

Do Not re-enter the building until told to do so.

The emergency Assembly Area is on Walter Stranz Square.



Overview and Scrutiny

Committee

2nd April 2013

7.00 pm

Committee Room Two, Redditch
Town Hall

Agenda

Membership:

| | | |
|--------|------------------------------|--------------------------------|
| Cllrs: | Juliet Brunner (Chair) | Andrew Fry Pattie Hill |
| | Simon Chalk (Vice- Chair) | Gay Hopkins Pat Witherspoon |
| | Andrew Brazier | |
| | David Bush | |
| | John Fisher | |

6. Living Wage - Outline Report

(Pages 1 - 4)

Exec Director (Finance and Corporate Resources)

To consider further information about the living wage and the implications for staff employed by Redditch Borough Council.

Members are asked to consider what further scrutiny work, if any, is required on this subject following consideration of the report.

(Report to follow).

(No Specific Ward Relevance);

**OVERVIEW AND SCRUTINY
COMMITTEE**

2nd April 2013

REPORT TITLE

| | |
|------------------------------|--|
| Relevant Portfolio Holder | Councillor Phil Mould, Portfolio Holder for Corporate Management |
| Portfolio Holder Consulted | |
| Relevant Head of Service | Teresa Kristunas |
| Ward(s) Affected | N/A |
| Ward Councillor(s) Consulted | N/A |
| Non-Key Decision | |

1. SUMMARY OF PROPOSALS

To report to the Overview and Scrutiny Committee information regarding the Living Wage and the current implications for employees.

2. RECOMMENDATIONS

**The Committee is asked to RESOLVE that
the information regarding the living wage be noted**

3. KEY ISSUES

- 3.1 The living wage is an annual rate set independently and updated annually. The Living wage is calculated according to the basic cost of living in the UK. Employers choose to pay the Living Wage on a voluntary basis.
- 3.2 The Living wage is £7.45 per hour (for those living outside of London)
- 3.3 The minimum wage is the minimum pay per hour all workers are entitled to by law with the exception of Apprentices and Volunteers. The minimum wage is £6:19 per hour. All Redditch Borough Council employees are paid above the national minimum wage.
- 3.4 The Council currently has 36 members of staff who earn less than the living wage. This equates to 5 % of the total workforce
- 3.5 Subject to the successful implementation of Job Evaluation all posts will be on Scale 2 and above resulting in a minimum hourly rate of £7.64 for employees based on the proposed new pay and grading model.
- 3.6 Scale 1 remains on the pay scale, however, having Job Evaluated all current posts within the Authority no posts have been graded to scale 1 to date. The minimum rate for scale 1 under the new proposed pay model is £6.47.

**OVERVIEW AND SCRUTINY
COMMITTEE**

2nd April 2013

Current Salary Grades

| Grade | SCP | Annual Salary | Hourly Rate |
|----------|-----|---------------|-------------|
| SCALE 1A | 1 | 12145 | 6.29 |
| | 2 | 12312 | 6.38 |
| SCALE 1B | 3 | 12489 | 6.47 |
| | 4 | 12556 | 6.50 |
| SCALE 1C | 5 | 12787 | 6.62 |
| | 6 | 12957 | 6.71 |
| SCALE 1D | 7 | 13189 | 6.83 |
| | 8 | 13589 | 7.04 |
| SCALE 1E | 9 | 13874 | 7.19 |
| | | | |
| SCALE 2 | 11 | 14733 | 7.63 |
| | 12 | 15039 | 7.79 |
| | 13 | 15444 | 8.00 |

- 3.7 There are currently 7 apprenticeships in post within the Council. The Council currently pays apprentices £125 per week which is above the National Apprenticeship rate of £95 per week.

Financial Implications

- 3.8 There are no financial implications as a direct result of this report however, should Members wish to investigate further the full financial impact of implementing the living wage formally there will be an additional cost to the Council. This would have to be reported to a future meeting.

Legal Implications

- 3.9 There are no Legal Implications for this report.

Service / Operational Implications

- 3.10 The pay scales are used across the whole organisation and therefore there would be no individual impact on services.

Customer / Equalities and Diversity Implications

- 3.11 None

4. RISK MANAGEMENT

There are none identified

5. APPENDICES

There are no appendices.

**OVERVIEW AND SCRUTINY
COMMITTEE**

2nd April 2013

6. **BACKGROUND PAPERS**

None

AUTHOR OF REPORT

Name: Becky Talbot

email: becky.talbot@redditchandbromsgrove.gov.uk

Tel.: 01527 64252 ext 3385

