



## **CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY – EMPLOYMENT COMMITTEE**

### **MINUTES**

**Date: 28th March 2018**

**Time: 13:15pm**

#### **Present**

Mayor James Palmer	Mayor (Chair)
Councillor Charles Roberts	Deputy Mayor (Statutory) (Vice-Chair) & Portfolio Holder for Industrial Strategy
Councillor John Holdich	Deputy Mayor (Constitutional) & Portfolio Holder for Employment and Skills
Councillor Lewis Herbert	Portfolio Holder for Strategic Planning
Councillor Steve Count	Portfolio Holder for Fiscal Strategy

#### **Officers:**

Martin Whiteley	Chief Executive Officer
Kim Sawyer	Legal Counsel and Monitoring Officer
Anne Gardiner	Scrutiny Officer
Pearl Roberts	Housing Lead

#### **1. Apologies**

1.1 No apologies were received.

#### **2. Declaration of Interests**

2.1 No declarations of interest were made.

#### **3. Minutes of the Meeting held on 14<sup>th</sup> February 2018**

3.1 The minutes of the meeting held on 14 February were approved as a correct record.

#### **4. Recruitment of Senior Roles**

4.1 The Committee received the report from the Chief Executive Officer which outlined the job descriptions, salary grades for the posts and the proposed recruitment process for the Directors.

4.2 The following points were raised:

- The Chief Executive advised the committee that a full organisation structure would be brought to the committee in April.
- The pay bandings were an interesting point for discussion and the market analysis carried out showed that pay was an important factor for most people although other factors such as location were also considered.
- When considering appropriate candidates, the type of person would be an important factor; someone with behaviors that would drive and challenge the existing way of doing things.
- Members observed that although the remuneration for each position was the same, the roles would call for different levels of responsibility and workload. The Chief Executive advised that the remuneration would be re-evaluated to reflect the level of responsibility that each role entailed.
- The Legal and Monitoring Officer advised that it would be for the Employment Committee to set the final salary amount for each position.
- The Mayor advised that the goal would be to commission staff out where possible with a core team employed by the Combined Authority to keep the focus.

4.3 The Employment Committee approved the proposed recruitment process and timetable to specifically include:

(i) The process for engaging with search consultants to source quality candidates and;

(ii) to establish sub-committees for each Director role;

(iii) Membership of each sub-committee would include the Mayor, the Chief Executive Officer

(iv) delegation of the long and short listing of applicants to the Chief Executive in consultation with the Mayor and Portfolio Holder responsible for the work areas being recruited to

(v) the job descriptions as detailed in Appendix 2 of the report.

(vi) independent review of salary grades to be carried out by Hays.

## **5. Recruitment of Director of Housing and Development**

5.1 The Committee received the report which asked the Committee to consider the role of Director of Housing and Development ahead of the April paper which will also propose all other Deputy Chief Officer roles.

5.2 The Committee debated the need to provide a market supplement with the following points being raised:-

- The proposed remuneration level offered was more than sector AD roles. When considering appropriate candidates, the type of person and their skill set (e.g. commerciality, innovation, delivery, drive and challenge to traditional ways of delivering housing) these would be more important than appointing a candidate from the housing sector.
- The proposed remuneration level allowed flexibility. The Legal and Monitoring Officer advised that it would be for the Employment Committee to set the final salary.
- The proposed market supplement recognised that the Cambridgeshire and Peterborough Combined Authority is the only Combined Authority outside of London with responsibility for housing and that the role will play a key role in attracting additional investment, stimulating the market and leading high value, large scale commercial deals and opportunities;
- The current market for similar comparator roles is highly competitive, it includes both public and private sector organisations. The recruitment consultant had benchmarked the role against similar roles and remuneration levels. It was also noted that the costs of living in the Cambridgeshire area are significantly higher than other areas outside of London due to both the proximity to London and also general property prices.
- The Committee concluded they would like to explore an outcomes based performance related element within the remuneration package.

5.3 The Committee agreed that a revised package should be produced to incorporate a performance related reward and the package would be brought back at a future date for members to agree.

5.4 The Committee agreed that the membership for the subcommittee for the recruitment of the Housing Director would be made up of the:  
Mayor (James Palmer)  
Chief Executive Officer, Martin Whiteley,  
Cllr Charles Roberts  
Cllr Lewis Herbert

Meeting Closed: 15:50pm.