

Thurrock: A place of opportunity, enterprise and excellence, where individuals, communities and businesses flourish

## General Services Committee

The meeting will be held at **7.00 pm** on **6 August 2015**

**Committee Room 2, Civic Offices, New Road, Grays, Essex, RM17 6SL**

### Membership:

Councillors John Kent (Chair), Robert Gledhill (Vice-Chair), Mark Coxshall, Roy Jones, Barbara Rice, Graham Snell and Lynn Worrall

### Substitutes:

Councillors James Halden, Barry Johnson, Jane Potheary and Gerard Rice

### Agenda

Open to Public and Press

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<b>1. Apologies for Absence</b>	
<b>2. Minutes</b>	<b>5 - 6</b>
To approve as a correct record the minutes of General Services Committee meeting held on 23 June 2015.	
<b>3. Items of Urgent Business</b>	
To receive additional items that the Chair is of the opinion should be considered as a matter of urgency, in accordance with Section 100B (4) (b) of the Local Government Act 1972.	
<b>4. Declarations of Interests</b>	
<b>5. Proposal to Implement a Pay Award for Music Tutors working for Thurrock Music Services</b>	<b>7 - 14</b>

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- Access the modern.gov app
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# DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

Breaching those parts identified as a pecuniary interest is potentially a criminal offence

## Helpful Reminders for Members

- *Is your register of interests up to date?*
- *In particular have you declared to the Monitoring Officer all disclosable pecuniary interests?*
- *Have you checked the register to ensure that they have been recorded correctly?*

## When should you declare an interest *at a meeting*?

- **What matters are being discussed at the meeting?** (including Council, Cabinet, Committees, Subs, Joint Committees and Joint Subs); or
- If you are a Cabinet Member making decisions other than in Cabinet **what matter is before you for single member decision?**



Does the business to be transacted at the meeting

- relate to; or
- likely to affect

any of your registered interests and in particular any of your Disclosable Pecuniary Interests?

Disclosable Pecuniary Interests shall include your interests or those of:

- your spouse or civil partner's
- a person you are living with as husband/ wife
- a person you are living with as if you were civil partners

where you are aware that this other person has the interest.

A detailed description of a disclosable pecuniary interest is included in the Members Code of Conduct at Chapter 7 of the Constitution. **Please seek advice from the Monitoring Officer about disclosable pecuniary interests.**

**What is a Non-Pecuniary interest?** – this is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest.

### Pecuniary

If the interest is not already in the register you must (unless the interest has been agreed by the Monitoring Officer to be sensitive) disclose the existence and nature of the interest to the meeting

If the Interest is not entered in the register and is not the subject of a pending notification you must within 28 days notify the Monitoring Officer of the interest for inclusion in the register

**Unless you have received dispensation upon previous application from the Monitoring Officer, you must:**

- **Not participate or participate further in any discussion of the matter at a meeting;**
- **Not participate in any vote or further vote taken at the meeting; and**
- **leave the room while the item is being considered/voted upon**

**If you are a Cabinet Member you may make arrangements for the matter to be dealt with by a third person but take no further steps**

### Non- pecuniary

Declare the nature and extent of your interest including enough detail to allow a member of the public to understand its nature



**You may participate and vote in the usual way but you should seek advice on Predetermination and Bias from the Monitoring Officer.**

**Thurrock: A place of opportunity, enterprise and excellence, where individuals, communities and businesses flourish**

To achieve our vision, we have identified five strategic priorities:

**1. Create a great place for learning and opportunity**

- Ensure that every place of learning is rated “Good” or better
- Raise levels of aspirations and attainment so that local residents can take advantage of job opportunities in the local area
- Support families to give children the best possible start in life

**2. Encourage and promote job creation and economic prosperity**

- Provide the infrastructure to promote and sustain growth and prosperity
- Support local businesses and develop the skilled workforce they will require
- Work with communities to regenerate Thurrock’s physical environment

**3. Build pride, responsibility and respect to create safer communities**

- Create safer welcoming communities who value diversity and respect cultural heritage
- Involve communities in shaping where they live and their quality of life
- Reduce crime, anti-social behaviour and safeguard the vulnerable

**4. Improve health and well-being**

- Ensure people stay healthy longer, adding years to life and life to years
- Reduce inequalities in health and well-being
- Empower communities to take responsibility for their own health and wellbeing

**5. Protect and promote our clean and green environment**

- Enhance access to Thurrock’s river frontage, cultural assets and leisure opportunities
- Promote Thurrock’s natural environment and biodiversity
- Ensure Thurrock’s streets and parks and open spaces are clean and well maintained

## Minutes of the Meeting of the General Services Committee held on 23 June 2015 at 2.00 pm

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**Present:** Councillors John Kent (Chair), Mark Coxshall, Roy Jones, Barbara Rice, Graham Snell and Lynn Worrall

**Apologies:** Councillors Robert Gledhill (Vice-Chair)

**In attendance:** Jackie Hinchliffe, Head of HR, OD & Transformation

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### 7. Minutes

The Minutes of the General Services Committee held on 16 June 2015 were approved as a correct record.

### 8. Items of Urgent Business

There were no items of urgent business

### 9. Declarations of Interests

There were no declarations of interest

### 10. Interviews for Chief Executive and Head of Paid Service

The Committee interviewed five candidates and unanimously agreed the successful candidate.

The Committee extended their thanks to Penny Ransley and Martin Tucker of Gatenby Sanderson and Jackie Hinchliffe and team for coordinating and supporting the selection process.

**RESOLVED That Lyn Carpenter be recommended to Council as the Chief Executive and Head of Paid Service for Thurrock Council.**

**The meeting finished at 9.30 pm**

Approved as a true and correct record

**CHAIR**

**DATE**

**Any queries regarding these Minutes, please contact  
Democratic Services at [Direct.Democracy@thurrock.gov.uk](mailto:Direct.Democracy@thurrock.gov.uk)**



<b>6 August 2015</b>		<b>ITEM: 5</b>
<b>General Services Committee</b>		
<b>Proposal to implement a pay award for Music Tutors working for Thurrock Music Services</b>		
<b>Wards and communities affected:</b> None	<b>Key Decision:</b> Non-key	
<b>Report of:</b> Richard Brittain, Head of Music Services		
<b>Accountable Head of Service:</b> Carmel Littleton, Director of Children's Services		
<b>Accountable Director:</b> Chief Executive		
<b>This report is public</b>		

## Executive Summary

This report is to propose a pay award of 2.2% for work undertaken by Music Tutors for Thurrock Music Services effective from 1<sup>st</sup> September 2015.

- The Music Tutors have not received any form of pay award for a number of years.
- Music Tutors working for Essex Music Services were awarded a 2.2% pay increase from 1<sup>st</sup> January 2015, and there is great parity/similarity in the pay structures and types of work undertaken.
- Several of the music tutors work part-time hours for other neighbouring organisations in addition to Thurrock.
- There is evidence that over time some tutor capacity has been re-directed to neighbouring organisations.
- Music tutor capacity has reduced to such a level that responding to customer demand is becoming increasingly more challenging.
- This pay award is proposed to enable the music service to remain competitive and be better placed to recruit and retain suitably skilled and experienced Music Tutors for the future.

### 1. Recommendation(s)

- 1.1 Approval is sought for a pay award of 2.2% to be implemented for work undertaken by Music Tutors working for Thurrock Music Services, effective from 1<sup>st</sup> September 2015.**

## **2. Introduction and Background**

- 2.1 The Music Service is an externally grant funded service, through the provision of the Music Education HUB grant received from Arts Council England on behalf of the Department for Education. The required programme of delivery is in accordance with the grant requirements and is linked to the National Plan for Music Education. In order to realise this programme, the service is heavily reliant on capacity provided by a team of part-time music tutors. The breadth of the provision dictates the need for a tutor team able to offer collectively a broad range of music tuition skills and respond to customer demand.

## **3. Issues, Options and Analysis of Options**

- 3.1 Music tutors receive remuneration for tuition they provide based on a set of hourly rates and dependent on the type of work that is being delivered (see Appendix 1). The majority of the team work also for neighbouring organisations, providing a similar provision.
- 3.2 The tutors have not received a pay award for a number of years and there has been a noticeable movement of tutor capacity away from Thurrock. This has led to increasing challenges in the ability of the music service to respond fully to customer demand.
- 3.3 In January 2015, music tutors working for Essex Music Service received a pay award of 2.2% in line with the Local Government Services award for staff on Bands 1-4.

## **4. Reasons for Recommendation**

- 4.1 In order to remain competitive and to retain/recruit music tutors with suitable skills, experience and expertise, a 2.2% pay award, effective from 1<sup>st</sup> September 2015, is proposed.
- 4.2 The proposed increase would be funded by a combination of the Music Education HUB grant and generated income from front line delivery and, therefore, at no cost to the council.
- 4.3 Whilst the current grant reaches a conclusion in March 2016, tutors are paid only for work delivered, agreed with schools and pupils on a school term by term basis. The spring term 2016 programme concludes at the end of March 2016.
- 4.4 A shortage of tutor capacity would lead to increasing difficulties in offering and delivering a full range of provision in accordance with the requirements of the Music Education HUB grant and the National Plan for Music Education.

## **5. Consultation (including Overview and Scrutiny, if applicable)**

- 5.1 This proposal has been discussed with the Chair of the Thurrock Music Education HUB Board, who is in full agreement. Also, the Director of Children's Services (Carmel Littleton) has been made aware of this in relation to the attached Appendix table (*Proposed TMS Hourly Rates for Music Tutors – effective from 01-09-2015 ~ including 2.2% pay award*), defining the elements of pay including holiday entitlement.

## **6. Impact on corporate policies, priorities, performance and community impact**

- 6.1 The work of the music services contributes significantly to Council priorities around Learning; Opportunity; Building Pride and Respect.
- 6.2 Pupils engaging with the services programme of opportunity come from throughout the borough and tuition takes place in schools and at other locations across Thurrock.
- 6.3 A reduction in available tutor capacity would, inevitably have an impact on the extent to which the service would be able to contribute to each of these priorities.

## **7. Implications**

### **7.1 Financial**

Implications verified by: **Kay Goodacre**  
**Finance Manager**

The Music Service is externally grant funded through the Music Education HUB grant and in receipt of generated income from service delivery.

The total projected music tutor cost for 2015-2016 delivery, including on-costs, is £367k. This does not include the cost of capacity provided by core members of staff that are salaried. The projected cost of implementing the pay award up to March 31<sup>st</sup> 2016 is app. £5.4k additional. Any costs beyond March 31<sup>st</sup> 2016 are subject to what follows after the conclusion of the current grant arrangement. It is not anticipated that there will be any further indication until after the conclusion of the impending Government departmental spending review.

## 7.2 Legal

Implications verified by: **Chris Pickering**  
**Principal Solicitor – Employment and  
Litigation**

The music tutors have not yet benefitted from any recent pay awards implemented in the public sector.

## 7.3 Diversity and Equality

Implications verified by: **Rebecca Price**  
**Community Development Officer**

The proposed pay award for music tutors would apply equally across the board in accordance with the defined pay rates for different types of delivery.

## 7.4 Other implications (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

A shortage of music tutor capacity would bring into question the ability of the music service to maintain and develop provision in accordance with the requirements of the Music Education HUB grant and the National Plan for Music Education.

## 8. Background papers used in preparing the report (including their location on the Council's website or identification whether any are exempt or protected by copyright):

## 9. Appendices to the report

- Appendix 1 - Proposed TMS Hourly Rates for Music Tutors – effective from 01-09-2015 ~ including 2.2% pay award.
- Appendix 2 - Proposed TMS Music Tutor Pay scales from September 01-09-2015 – comparison with Essex Music Service pay rates.

### Report Author:

Richard J Brittain  
Head of Thurrock Music Services  
Children's Services

# HOURLY RATES FOR PART-TIME MUSIC TUTORS WORKING FOR TMS (THURROCK MUSIC SERVICES)

## HOLIDAY PAY from 1st September 2015

		60% Rate Instrumental & Vocal Tuition			
Spine Point	Contact Only Hourly Rate	Actual Teaching Rate (including holiday pay and marking, preparation and assesment pay)	Element of marking, prep, assessment & report writing time included in each hour	Element of holiday pay included in each hour	
BAR 1	M61	£11.92	£19.07	£5.59	Based on level of experience and range of skills being offered
	M62	£12.54	£20.06	£5.88	
	M63	£13.15	£21.04	£6.17	
	M64	£13.84	£22.14	£6.49	
	M74	£14.39	£23.02	£6.75	
BAR 2	M75	£14.86	£23.78	£6.97	First Access Programme Support Tutor
	M76	£15.40	£24.64	£7.23	First Access Programme Lead Tutor Teacher in Charge of Music School additional payment (1 hour per session)

### Notes:

- 1 Holiday pay is calculated as 25 days, plus 9 bank holidays, x 7.4 hours = 251.60 hrs
  - 2 1924 hours is defined as:- 37 hours per week x 52 weeks
  - 3 The percentage of holiday pay is  $(251.60/1924) \times 100 = 13.08\%$
  - 4 The + 60% = teaching rate to reflect time required for marking, prep, assessment & report writing
  - 5 Preparation time includes - preparing materials for the lesson, scheme of work, course outline, setting up and down of session, arriving in good time to begin lesson promptly, assessments & report writing
- BAR 1 M61 - M74 spinal points for Instrumental and Vocal Tutors
- BAR 2 M75 - M76 for First Access whole class provision in schools (M76 Lead Tutor, M75 Support Tutor)
- 6 Other types of work, such as supporting workshops and events are offered at a fixed rate depending on duration
  - 7 CPD days - tutors are currently offered a fixed contribution of £75 a day pro-rata to attend voluntarily

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## Proposed Thurrock Music Services Pay Scales from September 2015

Pay Code	Current HourlyRate	With 2.2% Increase	ESSEX Jan 15	
M61	18.66	19.07	18.89	Scale points used for 1:1 tuition; small groups; ensemble direction; twilight/music centre activities
M62	19.62	20.06	19.95	
M63	20.59	21.04	20.96	
M64	21.66	22.14	22.29	
M74	22.52	23.02	22.68	
M75	23.26	23.78	23.54	Scale points used for Whole Class projects - M76 Lead Tutor, Music School TIC additional allowance per session & M 75 Support Tutor for 2 person delivery
M76	24.12	24.65	24.66	

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