

Thurrock: An ambitious and collaborative community which is proud of its heritage and excited by its diverse opportunities and future

General Services Committee

The meeting will be held at **7.00 pm** on **5 December 2023**

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

Membership:

Councillors Andrew Jefferies (Chair), John Kent (Vice-Chair), Deborah Arnold, Kairen Raper, Graham Snell, Luke Spillman and Lynn Worrall

Substitutes:

Councillors Paul Arnold, George Coxshall, Barry Johnson, Ben Maney, Valerie Morris-Cook, Sara Muldowney and Lee Watson

Agenda

Open to Public and Press

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1 Apologies for Absence	
2 Minutes	5 - 12
To approve as a correct record the minutes of General Services Committee meeting held on 10 October 2023.	
To approve as a correct record the minutes of General Services Committee meeting held on 30 October 2023.	
To approve as a correct record the minutes of General Services Committee meeting held on 31 October 2023.	
3 Items of Urgent Business	
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.	
4 Declarations of Interests	

Exclusion of the Public and Press

Members are asked to consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, Members are asked to decide whether, in all the circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

5	Senior Manager Pay Review	13 - 24
6	Pay and Reward Review - Options Analysis	25 - 58

Queries regarding this Agenda or notification of apologies:

Please contact Jenny Shade, Senior Democratic Services Officer by sending an email to Direct.Democracy@thurrock.gov.uk

Agenda published on: **27 November 2023**

Information for members of the public and councillors

Access to Information and Meetings

Advice Regarding Public Attendance at Meetings

If you are feeling ill or have tested positive for Covid and are isolating you should remain at home, the meeting will be webcast and you can attend in that way.

Hand sanitiser will also be available at the entrance for your use.

Recording of meetings

This meeting will be live streamed and recorded with the video recording being published via the Council's online webcast channel: www.thurrock.gov.uk/webcast

If you have any queries regarding this, please contact Democratic Services at Direct.Democracy@thurrock.gov.uk

Guidelines on filming, photography, recording and use of social media at council and committee meetings

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities. If you wish to film or photograph the proceedings of a meeting and have any special requirements or are intending to bring in large equipment please contact the Communications Team at CommunicationsTeam@thurrock.gov.uk before the meeting. The Chair of the meeting will then be consulted and their agreement sought to any specific request made.

Where members of the public use a laptop, tablet device, smart phone or similar devices to use social media, make recordings or take photographs these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee. The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of these activities, in their opinion, are disrupting proceedings at the meeting.

Thurrock Council Wi-Fi

Wi-Fi is available throughout the Civic Offices. You can access Wi-Fi on your device by simply turning on the Wi-Fi on your laptop, smartphone or tablet.

- You should connect to TBC-GUEST
- Enter the password **Thurrock** to connect to/join the Wi-Fi network.
- A Terms & Conditions page should appear and you have to accept these before you can begin using Wi-Fi. Some devices require you to access your browser to bring up the Terms & Conditions page, which you must accept.

The ICT department can offer support for council owned devices only.

Evacuation Procedures

In the case of an emergency, you should evacuate the building using the nearest available exit and congregate at the assembly point at Kings Walk.

How to view this agenda on a tablet device



You can view the agenda on your [iPad](#) or [Android Device](#) with the free modern.gov app.

Members of the Council should ensure that their device is sufficiently charged, although a limited number of charging points will be available in Members Services.

To view any “exempt” information that may be included on the agenda for this meeting, Councillors should:

- Access the modern.gov app
- Enter your username and password

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.

Our Vision and Priorities for Thurrock

An ambitious and collaborative community which is proud of its heritage and excited by its diverse opportunities and future.

1. **People** – a borough where people of all ages are proud to work and play, live and stay
 - High quality, consistent and accessible public services which are right first time
 - Build on our partnerships with statutory, community, voluntary and faith groups to work together to improve health and wellbeing
 - Communities are empowered to make choices and be safer and stronger together

2. **Place** – a heritage-rich borough which is ambitious for its future
 - Roads, houses and public spaces that connect people and places
 - Clean environments that everyone has reason to take pride in
 - Fewer public buildings with better services

3. **Prosperity** – a borough which enables everyone to achieve their aspirations
 - Attractive opportunities for businesses and investors to enhance the local economy
 - Vocational and academic education, skills and job opportunities for all
 - Commercial, entrepreneurial and connected public services

PUBLIC Minutes of the Meeting of the General Services Committee held on 10 October 2023 at 6.00 pm

- Present:** Councillors Andrew Jefferies (Chair), John Kent (Vice-Chair), Deborah Arnold, Kairen Raper, Graham Snell, Luke Spillman and Lee Watson (Substitute) (substitute for Lynn Worrall)
- Apologies:** Councillor Lynn Worrall
- In attendance:** Dr Dave Smith, Chief Executive
Jackie Hinchliffe, Director of HR, OD & Transformation
Asmat Hussain, Director of Legal and Governance and Monitoring Officer
Steven Mair, Interim Chief Financial Officer/Section 151 Officer
Patrick McDermott, Chief of Staff to the Thurrock Commissioners
Elizabeth Roy, Senior HR Business Partner
Elaine Sheridan, Electoral Services Manager
Nicole Wood, ECC Best Value Commissioner
Greg Hayes, Tile Hill Recruitment Consultants
Anthony Lewis, Tile Hill Recruitment Consultants
Jenny Shade, Senior Democratic Services Officer
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Before the start of the Meeting, all present were advised that the meeting was being recorded, with the audio recording to be made available on the Council's website.

19. Public Minutes

Public Minutes of the General Services Committee held on the 24 August 2023 were approved as a correct record.

20. Items of Urgent Business

There were no urgent items of business.

21. Declarations of Interests

There were no declarations of interest made.

At 6.02pm, the meeting went into exempt session.

22. Shortlisting - Assistant Chief Executive, Executive Director of Place, Chief Financial Officer and Executive Director of Corporate Services (Monitoring Officer)

Exempt session.

23. Exempt Minutes

Exempt Minutes of the General Services Committee held on the 24 August 2023 were approved as a correct record.

24. Post Election Report - 4 May 2023

At 6.58pm, Jackie Hinchliffe, Liz Roy and Tile Hill left the meeting.

At 6.58pm, the meeting reconvened into public session.

At 6.58pm, Asmat Hussain, Steven Mair and Elaine Sheridan joined the meeting.

The report presented shared with General Services Committee the outcome and review of Elections for the Council by thirds, which took place on the 4 May 2023.

The following points were raised:

- Member referred to paragraph 2.6, confirmation was given that the 8 Inspectors were staff of the returning officer.
- Member referred to paragraph 3.2, 51 people refused ballot papers and questioned whether this figure could be broken down into wards as this would be useful to understand the reasoning. (see action point 1)
- Member referred to paragraph 3.7, 218 voter authority certificates applications received and questioned how this compared to other local authorities close to Thurrock. Electoral Services Manager stated that a lot of local authorities had found the number to be lower than expected.
- Member referred to paragraph 6.1, questioned whether the complaints regarding intimidation and fly posting were in the same ward. It was confirmed the fly posting occurred in the Stanford le Hope area with details not being to hand for the intimidation complaint. The Monitoring Officer confirmed the process undertaken in this instance.
- Member noted from results of the survey that 100% respondents answered they had enjoyed their day.
- Member stated the ID Data had limited value.
- Members stated that it was disappointing that some electors were unable to vote.
- Member praised the work undertaken by the elections team.
- Member questioned the overall cost for the election to which the Electoral Services Manager stated this was contained within the budget set for the election. (see action point 2)
- Member requested that a post election report be provided after every election.
- Member requested information on Postal Vote Amendments to enable members to help residents and provide support for those already on postal vote and for those residents not able to use IT. Electoral Services Manager would like to arrange to meet with group leaders and

independent members to share the information coming from the Elections Act. Understand what help could be provided, help those who were digitally challenged, communications and what would help assist members working with the elections team. (see action point 3)

- Members agreed it was important to reach out to those residents who were not digitally engaged but wanted to vote.
- Member referred to the Voter Authority Certificate and how he had assisted residents and was amazed on the quick service.
- The Electoral Services Manager stated measures were already in place to reach out to residents, such as Local Area Coordinators assisting residents, help line, contact centre and having the option of a postal vote.

Actions:

1. Electoral Services Manager to check whether this information could be broken down into ward level and whether this information was available on the web site.
2. Electoral Services Manager to share overall costings for the election.
3. Electoral Services Manager to liaise with group leaders and independent members.

RESOLVED

The General Services Committee noted that a high-level report with data and general information be taken to General Services Committee for noting and comments.

25. Polling District and Places Review 2023

The report presented to the detailed plans for a statutory review of polling districts and polling places within Thurrock.

The following points were raised:

- Member stated there was a need to move away from temporary polling stations.
- Member questioned when the boundary review would be undertaken and how permanent those polling stations would be if the boundary review took place in 2025/26.
- Member raised concern that a lot of money could be spent creating new permanent polling stations, which would then need to be changed based on the consequences of the boundary review. Members were informed as part of the consultation proposed to remove temporary polling stations which were inadequate and more expensive than using existing buildings. There was no intention to add costs but to make this more efficient and accessible for residents within the boundary currently constituted.
- Member referred to Polling District Y, Grays Thurrock Ward, for a consultation on moving the polling station back to Stanley Lazell Hall which would then be in the centre of the ward. (see action point 1)

- The Monitoring Officer advised for a further recommendation to be added that once the consultation had concluded a report would be tabled to full council.

Actions:

1. Electoral Services Manager to look at the proposals following the meeting.

RESOLVED

1. **General Services Committee noted the report and plans outlined within the report.**
2. **Once the consultation had concluded a report would be tabled to full council.**

At 7.23pm, Elaine Sheridan left the meeting.

26. Employment Matter - Finance Department Restructure

The report presented set out the process and timescale for implementation, the wider outcome of the consultation and other related matters in relation to the structure of the finance department.

Members noted the report and agreed the recommendation.

RESOLVED

General Services Committee agreed the addition of an Assistant Director post within the revised structure of the Finance Department.

The public recording of this meeting can be found from the following link:

[General Services Committee - Tuesday 10 October 2023, 6:00pm - Thurrock Council committee meeting webcasts \(public-i.tv\)](#)

The meeting finished at 7.26 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

Minutes of the Meeting of the General Services Committee held on 30 October 2023 at 9.00 am

Present: Councillors Andrew Jefferies (Chair), John Kent (Vice-Chair), Deborah Arnold and Lee Watson (substitute for Lynn Worrall)

Apologies: Councillor Lynn Worrall

Before the start of the Meeting, all present were advised that the meeting was not being filmed or recorded due to the exempt item.

27. Items of Urgent Business

There were urgent items of business.

28. Declarations of Interests

No interests were declared.

29. Senior Appointment - Interviews

At 9.05am the meeting went into exempt session.

The meeting finished at 8.30 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

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Minutes of the Meeting of the General Services Committee held on 31 October 2023 at 9.00 am

Present: Councillors Andrew Jefferies (Chair), John Kent (Vice-Chair), Deborah Arnold and Lynn Worrall

Apologies: None

Before the start of the Meeting, all present were advised that the meeting was not being filmed or recorded due to the exempt item.

30. Items of Urgent Business

There were no items of urgent business.

31. Declarations of Interests

No interests were declared.

32. Senior Appointment - Interviews

At 9.05am the meeting went into exempt session.

The meeting finished at 7.30 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

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