

STAFFING COMMITTEE

- Date and Time:-** Monday 19 May 2025 at the rising of the Cabinet Meeting (approximately 11.00 a.m.)
- Venue:-** Rotherham Town Hall, The Crofts, Moorgate Street, Rotherham. S60 2TH
- Membership:-** Councillors Alam (Chair), Read (Vice-Chair), Z. Collingham and Jones.

The items which will be discussed are described on the agenda below and there are reports attached which give more details.

Rotherham Council advocates openness and transparency as part of its democratic processes.

Anyone wishing to record (film or audio) the public parts of the meeting should inform the Chair or Governance Advisor of their intentions prior to the meeting.

AGENDA

1. Apologies for Absence

To receive the apologies of any Member who is unable to attend the meeting.

2. Minutes of the previous meeting held on 10th February, 2025 (Pages 3 - 5)

To consider the minutes of the previous meeting of the Staffing Committee held on 10th February, 2025 and approve them as a true and correct record of the proceedings and to be signed by the Chair.

3. Declarations of Interest

To receive declarations of interest from Members in respect of items listed on the agenda.

4. Exclusion of the Press and Public

To consider whether the press and public should be excluded from the meeting during consideration of any part of the agenda.

**5. Recruitment of Assistant Director of Property and Facilities Services
(Pages 7 - 12)**

6. Urgent Business

To determine any item which the Chair is of the opinion should be considered as a matter of urgency.

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10th February, 2025

Present:- Councillor Alam (in the Chair); Councillors Read and Jones.

An apology for absence was received from Councillor Z. Collingham.

17. MINUTES OF THE MEETING HELD ON 23RD JANUARY, 2025

The Committee requested two amendments to Minute No. 14 – Recruitment of Director of Public Health.

Resolution 2 was amended to read as follows:

(2) In the event that a suitably qualified applicant could not be secured at the agreed salary for the role, consideration could then be given to applying a market supplement.

A further amendment was made to page 2, paragraph 4 of the minutes, replacing the word “amending” with “applying.”

Resolved:- That the minutes (as amended) of the previous meeting held on 23rd January, 2025 be approved as a true and correct record of the proceedings for signature by the Chair.

18. DECLARATIONS OF INTEREST

There were no declarations of interest to report.

19. EXCLUSION OF THE PRESS AND PUBLIC

The Chair advised that there were no items of business on the agenda that would require the exclusion of the press and public from the meeting.

20. PAY POLICY STATEMENT 2025-26

Consideration was given to the report presented by the Assistant Chief Executive which provided details of the Pay Policy Statement for 2025-26 that the Council was required to publish under Chapter 8 of the Localism Act 2011. The Pay Policy Statement must be published following approval by the Council by the 31st March of each year and detail the remuneration of its Chief Officers.

In accordance with the Council's Scheme of Delegation, the Staffing Committee determined conditions of service, employment policies and procedures and remuneration relating to the Chief Executive and Chief Officers, in line with the Pay Policy Statement

In addition, the Council must approve any salary package, as defined in the Council's Pay Policy Statement, of £100,000 per annum or more before it was offered in respect of a new post.

The Committee reviewed the Pay Policy Statement for 2025-26 (attached to the submitted report at Appendix 1.) An amendment was agreed to Appendix A of Appendix 1 (in the Director of Public Health/Additional Allowances cell) to include the word "currently" immediately prior to "£20,300 pay supplement". With the amendment, the Committee recommended approval by Council.

Resolved:- (1) That the Pay Policy Statement for 2025-26 be accepted.

(2) Recommended:- That Council approve the Pay Policy Statement 2025-26.

21. GENDER PAY GAP STATEMENT 2024

Consideration was given to the report presented by the Assistant Chief Executive which provided the detail of the Gender Pay Gap information as at the 31st March 2024 that the Council was obliged to publish under reporting legislation.

In 2017, the Government introduced the Gender Pay Gap Information Regulations which required employers with 250 or more employees to publish statutory calculations every year, showing how large the pay gap in their organisation was between their male and female employees. A positive pay gap indicated that men were paid more than women and a negative pay gap that women were paid more than men.

The gender pay gap showed the difference in the average pay between all men and women in a workforce regardless of job role. The smaller the value of the gap, the more equal the pay gap was between genders. If a workforce had a particularly high gender pay gap, this could indicate there may be a number of issues to deal with and individual calculations may help to identify what those issues were.

The Council, therefore, had up to twelve months following the annual snapshot date of 31st March to publish this information on the Council and Government website. The deadline to report on details taken at the snapshot date of 31st March 2024 for public sector employers was 30th March 2025.

The Council had, therefore, chosen to include a narrative with its calculations to explain the reasons for the results and details of actions being taken to reduce or eliminate the gender pay gap.

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The mean value was based on total pay for the group, divided by the number in the group being measured. The mean gender pay gap for the Council at the end of March 2024 had continued to reduce to 5.5%, from 7.3% in 2023 and 8.5% in 2022.

There was no legislative requirement to publish information on other protected characteristics, however, analysis for Black, Asian, and Minority Ethnic (BAME) employees showed the Council had a negative 6.11% median pay gap and a negative 0.17% mean figure demonstrating that BAME employees on average were paid more per hour. This was due to a higher proportion of BAME workers being employed in the 'upper' and 'upper middle' quartile.

For disabled employees, there was a negative median of 7.01% and a negative 3.10% mean figure demonstrating that disabled employees were paid more than non-disabled employees by both measures. This was due to a higher proportion of disabled workers being employed in the 'upper middle' quartile.

Resolved:- That the Gender Pay Gap report be approved and subsequently be published (as set out as Appendix 1 to the submitted report).

22. URGENT BUSINESS

The Chair reported that there were no urgent items of business requiring the Committee's consideration.

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Public Report
Staffing Committee

Committee Name and Date of Committee Meeting

Staffing Committee 19th May 2025

Report Title

Recruitment of Assistant Director of Property and Facilities Services

Is this a Key Decision and has it been included on the Forward Plan?

No

Strategic Director Approving Submission of the Report

Judith Badger, Strategic Director of Finance and Customer Services

Report Author(s)

Lynsey Linton

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Ward(s) Affected

Borough-Wide

Report Summary

This report sets out proposals to appoint to the post of Assistant Director, Property and Facilities Services.

Recommendations

That Staffing Committee:

1. Approve the request to fill the post of Assistant Director, Property and Facilities Services; and
2. Refer the process to the Senior Officer Appointments Panel to undertake the recruitment process.

List of Appendices Included

None

Background Papers

Localism Act 2011 Hutton review of Fair Pay in the Public Sector

Local Government Transparency Code 2015

Pay Policy Statement

Other Employment Procedure Rules

Consideration by any other Council Committee, Scrutiny or Advisory Panel

None

Council Approval Required

No

Exempt from the Press and Public

No

Recruitment of Assistant Director of Property and Facilities Services

1. Background

- 1.1 The post of Assistant Director, Property and Facilities Services was created in 2024 and appointed to on a temporary basis.
- 1.2 The role is responsible for asset management, catering and facilities services. There are significant responsibilities within the role which relate to building safety compliance, and staffing responsibility for circa 1300 employees.
- 1.3 Due to the significance of the responsibilities of this role, it has become apparent that there is a need to appoint to the role on a permanent basis to enable to improvements and efficiencies, which have been evidenced to date, to continue.

2. Key Issues

- 2.1 Staffing Committee is asked to give their approval to recruit to the post of Assistant Director, Property and Facilities Services on a permanent basis.
- 2.2 As per the Officer Employment Procedure Rules and Code of Conduct, Staffing Committee is asked to agree plans to immediately begin the selection process and refer the matter to the Senior Officer Appointments Panel.
- 2.3 The salary for the post of Assistant Director, Property and Facilities Services is £99,174. The 2025-26 pay award is not yet agreed. Although there is no intention to amend the grade of the post, local benchmarking information is included for transparency at Appendix 1.
- 2.4 It is proposed that the temporary postholder would continue in the role until the permanent appointment takes place.

3. Options considered and recommended proposal

- 3.1 In accordance with usual process for the appointment of Assistant Directors, it is proposed that permanent recruitment should be undertaken by a Senior Officer Appointments Panel.
- 3.2 No other options are available for the appointment of this role.

4. Consultation on proposal

- 4.1 Consultation has taken place with the Chief Executive and Leader of the Council.

5. Timetable and Accountability for Implementing this Decision

- 5.1 It is proposed to refer the process to the Senior Officer Appointments Panel.

- 5.2 Based on current plans the post will be advertised in June 2025, with the assessment process and final interview panels completed by July 2025.

6. Financial and Procurement Advice and Implications

- 6.1 Provision for the post of Assistant Director, Property and Facilities Services has been made within the Council's Budget, therefore, the current and future costs of the post are factored into the Council's financial planning.

7. Legal Advice and Implications

- 7.1 The Post carries significant responsibilities as described in the report above. Should the Committee decide not to fill the post then there is a requirement set out in the Constitution (Paragraph 6.1 of the Officer Appointment Procedure Rules) for the Committee to suggest how the responsibilities of the post would be fulfilled.

8. Human Resources Advice and Implications

- 8.1 An appropriately rewarded workforce motivates employees and meets standards of fairness and equity required by employment legislation.
- 8.2 Due to the strategic nature of this role, it is important that the post is considered for appointment on a permanent basis and in accordance with the process detailed above.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 There are no direct implications arising from this report.

10. Equalities and Human Rights Advice and Implications

- 10.1 Fair pay structures are a requirement of employment and equalities legislation.

11. Implications for CO₂ Emissions and Climate Change

- 11.1 There are no direct implications arising from this report, although appointing to this strategic role will support continued leadership of the Council's strategies.

12. Implications for Partners

- 12.1 This role will work corporately with Elected Members and external stakeholders to ensure the Council's vision, priorities and values are actively promoted and made a reality.

13. Risks and Mitigation

- 13.1 Failure to proceed with the appointment process to this role would create risk for the Council due to the responsibilities of the role.

Accountable Officer(s)

Lynsey Linton, Assistant Director, Human Resources

Approvals obtained on behalf of:

	Name	Date
Chief Executive	Sharon Kemp OBE	28/04/25
Strategic Director of Finance & Customer Services (S.151 Officer)	Rob Mahon	28/04/25
Assistant Director of Legal Services (Monitoring Officer)	Phillip Horsfield	25/04/25
Assistant Director of Human Resources (if appropriate)	Lynsey Linton	24/04/25
The Strategic Director with responsibility for this report	Judith Badger, Strategic Director of Finance and Customer Services	25/04/25
Consultation undertaken with the relevant Cabinet Member	Councillor Taylor	28/04/25
Consultation undertaken with the relevant Cabinet Member	Cllr Cusworth	28/04/25

Report Author: Lynsey Linton, Assistant Director Human Resources Lynsey Linton

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This report is published on the Council's [website](#).

Appendix 1 Benchmarking

There are no direct comparator job titles included in the table as structures within Councils are designed differently in this area. The following roles align with the scope of the AD Property and Facilities Services.

Council	Post Title	Salary
North Yorkshire	Assistant Director Property, Procurement and Commercial	£102,750
Wakefield	Service Director Property, Facilities and Health and Safety	£97,810 (March 24)
Doncaster	Assistant Director, Economy and Development	£102,253
Barnsley	Service Director, Economy and Culture	£105,000-109,999
East Riding of Yorkshire	Director of Infrastructure and Facilities	£109,098 (August 24)

*Information taken from pay policy statements and/or salary structures on relevant council websites.