

Review of Pay Structure and Grading Process for Methodist Council Employees Terms of Reference for Grading and Remuneration Sub-Committee of the Council

Contact Name and Details	Nick Moore, Head of Support Services; mooren@methodistchurch.org.uk
Status of Paper	Final
Action Required	Decision
Draft Resolution	33/1. The Council receives the report. 33/2. The Council approves the Terms of Reference for the Grading and Remuneration Sub-Committee 33/2. The Council approves the membership of the Grading and Remuneration Sub-Committee as set out in the report.

Summary of Content

Subject and Aims	To seek approval from the Council on the Grading and Remuneration Sub-Committee terms of reference
Background Context and Relevant Documents (with function)	SRC/14/5, 5A, 5B, 5C MC/14/3 SRC/13/36
Consultations	The small group established by the SRC worked together to produce the terms of reference and project plan

Summary of Impact

Personnel	The review will affect all Methodist Council posts
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Review of Pay Structure and Grading Process for Methodist Council Employees including Terms of Reference for Grading and Remuneration Sub-Committee of the Methodist Council

1. Background

- a. The SRC agreed the following resolutions in November 2013 which were approved by the Methodist Council in January 2014:
 - i. The SRC recommends to the Council that the Job Evaluation Committee and D&P Sub-Committee be replaced by a Grading and Remuneration Sub-Committee and directs the Senior Leadership Group of the Team to draft terms of reference to be presented to its March meeting
 - ii. The SRC directs the Senior Leadership Group of the Connexional Team to prepare a more detailed plan for a review of the Council pay scales and grading process for initial input from the SRC at its March 2014 meeting.
- b. Subsequently, at its meeting in March 2014, the SRC agreed the following:
 - i. endorsed the Terms of Reference for the Grading and Remuneration Sub-Committee
 - ii. confirmed the nominations for the Grading and Remuneration Sub-Committee members

2. Terms of Reference

- 2.1 The Grading and Remuneration Sub-Committee Terms of reference as recommended by the SRC are;

Purpose

To determine and keep under review the core principles of the Methodist Council's pay and grading structure.

To ensure an appropriate salary policy and pay structure exists covering all Methodist Council employees.

To ensure an appropriate job grading process exists covering all Methodist Council employees.

To determine job grade evaluations as requested.

To monitor regularly the salary policy and effectiveness of the pay structure, effecting change as required.

To make recommendations to the Strategy and Resources Committee and to the Council.

Constitution

The Sub-Committee shall consist of five members, two of whom shall be members of the Strategy and Resources Committee, one of whom shall be the Chair of the Sub-Committee.

All members of the Sub-Committee shall ensure that they are free of any interest, business or other relationship which would reasonably be perceived materially to interfere with the exercise of independent judgment in the business of the Sub-Committee.

Officers and representatives in attendance

The Director of Development and Personnel or his/her representative shall normally be in attendance at Sub-Committee meetings.

A representative from the Staff Association may be in attendance at meetings.

Meetings

The Sub-Committee shall normally meet at least four times a year.

Meetings may be held and decisions taken either in person or through telephone conference or the exchange of emails.

Authority

The Sub-Committee shall be authorised by the Methodist Council to:

- investigate any activity within its Terms of Reference;
- obtain legal or independent employment law advice via the Development and Personnel office and with the approval of the Conference Officer for Legal and Constitutional Practice;
- secure the attendance of external contacts with relevant experience and expertise if necessary.

Reporting

The Sub-Committee shall report to the Strategy and Resources Committee and, where required the Methodist Council.

Servicing

The Sub-Committee shall be supported by the Development and Personnel Office whose duties in this respect will include:

- coordination of agenda items;
- recording of issues and matters arising;
- advising the Sub-Committee on pertinent areas;
- carrying out research and consultation on behalf of the Sub-Committee and writing reports.

2.2 Constitution and identifying membership

The two SRC members that have been identified are the Revd David Goodall, who will chair the Sub-Committee, and the Revd Susan Keegan von Allmen.

The membership of the existing Job Evaluation Committee will be incorporated with the constitution of the Grading and Remuneration Sub-Committee. There are three external members of the Job Evaluation Committee, one of whom is not able to continue in the role, therefore Norman Mann and Keith Webster will constitute the Grading and Remuneration Sub-Committee. Mrs Sue Jakeman will join the Grading and Remuneration Sub-Committee.

2.3 Meetings / time commitments

In addition to the occasions when the Sub-Committee will be expected to meet physically, it is anticipated that there will be virtual meetings as required. At this stage, it is not possible to identify the time commitment, but it is important to highlight that the practical and preparatory work will be undertaken by Development and Personnel staff and the appointed consultant as appropriate, to ensure that the committee is equipped to make fully informed decisions based on its Terms of Reference.

3. Detailed plan for review of Council pay scales and grading process

The review of the pay scales and grading process is at an exploratory stage, and the extent of the project cannot be defined to the finest details. Based on the assumption that there will be a change to the pay and grading process, two versions of the implementation plan were provided for consideration by the SRC. The SRC agreed a plan with a target implementation date of 1 September 2016.

This plan is attached.

*****RESOLUTIONS:**

33/1. The Council receives the report.

33/2. The Council approves the Terms of Reference for the Grading and Remuneration Sub-Committee.

33/3. The Council approves the membership of the Grading and Remuneration Sub-Committee as follows;

**The Revd David Goodall (Chair)
The Revd Sue Keegan von Allmen
Mrs Sue Jakeman
Mr Norman Mann
Mr Keith Webster**