

**MINUTES  
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

**Monday 21 September 2020**

Councillor John Clarke (Chair)

Councillor Michael Payne	Councillor Marje Paling
Councillor Michael Adams	Councillor Sam Smith
Councillor Bob Collis	Councillor John Truscott

Absent: Councillor Sandra Barnes

Officers in Attendance: D Archer, A Dubberley and M Hill

**16 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

Apologies had been received from Councillor Barnes with Councillor Truscott attending as substitute.

**17 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 24 JUNE 2020**

**RESOLVED:**

That the minutes of the above meeting, having been circulated, be approved as a correct record.

**18 DECLARATION OF INTERESTS.**

None.

**19 REVIEW OF FLEXIBLE AND AGILE WORKING**

The Service Manager Organisational Development introduced a report, which had been circulated in advance of the meeting, reporting on the effectiveness of the Flexible and Agile Working Policy that was formally approved by this committee in October 2019.

**RESOLVED to:**

- 1) Note that the policy is reported to be effective and that there have been no adverse impacts on its implementation in terms of operational service delivery; and
- 2) Confirm that the current policy should continue to be applied without amendment.

**20 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.**

Nothing was raised under this item.

**21 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(a)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraphs 1 and 4 of Part 1 of Schedule 12a of the Local Government Act 1972.

**22 RESPONSE TO GMB CHARTER TO STOP DOMESTIC ABUSE**

The Service Manager Organisational Development introduced a report, which had been circulated in advance of the meeting, reporting consultation responses received from trade unions and from the Joint Consultative and Safety Committee made in response to the GMB Charter to stop domestic abuse.

**RESOLVED:**

- 1) To note the supportive consultation comments and the recommendations from the Joint Consultative and Safety Committee; and
- 2) That having considered the consultation feedback, to implement the proposals made to support the GMB Charter to stop domestic abuse.

**23 BEREAVEMENT LEAVE**

The Service Manager Organisational Development introduced a report, which had been circulated in advance of the meeting, reporting the consultation responses received from trade unions and from the Joint Consultative and Safety Committee and to ask the committee to approve the recommendation to implement the proposal for policy change.

**RESOLVED:**

- 1) To note the supportive consultation comments and the recommendations from the Joint Consultative and Safety Committee; and

- 2) That having considered consultation feedback, to implement the proposals made to amend policy in respect to parental bereavement leave.

24

**AUTHORITY TO COMMENCE A FORMAL CONSULTATION PROCESS; MANAGEMENT RATIONALISATION AND RE-ORGANISATION (“PHASE 2”)**

The Chief Executive introduced a report, which had been circulated in advance of the meeting, introducing proposals for the rationalisation of the Council’s senior management structure and to seek authority to commence formal consultation.

**RESOLVED to:**

- 1) Support the proposals for rationalisation of the council’s senior management structure as detailed in the report proposals.
- 2) Authorise commencement of a formal consultation process comprising consultation with affected employees and recognised trade unions and a closure of consultation at a meeting of the Joint Consultative and Safety Committee.
- 3) Ask that the results of the consultation exercise are brought back to this committee for consideration and in order to inform the committee’s decision in relation to the implementation of a revised senior management structure.
- 4) Recognise that once the structure has been determined then this committee will also be responsible for conducting any selection process required for appointment to the posts of Director and for the designation of statutory roles where appropriate. For all other posts the Chief Executive will implement a final structure under delegated powers and make selection into this structure; and
- 5) Rename the existing “Service Manager Pay Scale” as “Head of Service Pay Scale” and to recognise that this pay scale will be applied to all new posts of Head of Service at a grade determined in the report proposals.

The meeting finished at 10.32 am

Signed by Chair:  
Date: