

Agenda

Appointments and Conditions of Service Committee

Date: **Wednesday 4 October 2023**

Time: **9.30 am**

Place: **Council Chamber**

For any further information please contact:

Democratic Services

committees@gedling.gov.uk

0115 901 3844

Appointments and Conditions of Service Committee

Membership

Chair Councillor John Clarke

Vice-Chair Councillor Michael Payne

Councillor Michael Adams
Councillor Paul Hughes
Councillor Jenny Hollingsworth
Councillor Marje Paling
Councillor Viv McCrossen

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Responsibility of committee:

- 1) To conduct the process of appointment, dismissal or taking disciplinary action in respect of the Chief Executive and Head of Paid Service and make recommendations to full Council in relation to appointment and dismissal.
- 2) Power to suspend the Chief Executive pending an investigation and to appoint an independent investigator to conduct an investigation in relation to allegations concerning the Chief Executive.
- 3) To determine appropriate disciplinary action, short of dismissal, in respect of the Head of Paid Service.
- 4) To appoint Statutory Chief Officers and non-Statutory Chief Officers.
- 5) To dismiss or take disciplinary action in respect of Chief Officers, other than the Head of Paid Service, Monitoring Officer or Chief Financial Officer.
- 6) To conduct the process of dismissal or taking disciplinary action in respect of the Monitoring Officer or Chief Financial Officer. To determine appropriate disciplinary action, short of dismissal, and make recommendations to full Council in relation to dismissal.
- 7) To approve corporate employment policies which form the terms and conditions of Council employees and determine the standard terms and conditions on which employees hold office including procedures for disciplinary action and dismissal.
- 8) To appoint Proper Officers, other than where such appointment is reserved to full Council.

- 9) To designate an Officer as Chief Financial Officer.
- 10) To designate an Officer as Head of Paid Service and to ensure the provision of sufficient staff and other resources.
- 11) To designate an Officer as Monitoring Officer and to ensure the provision of sufficient staff and other resources.
- 12) To provide staff and other resources to a person nominated by the Monitoring Officer.
- 13) To approve any proposals for significant restructuring of the Council's management structure proposed by the Chief Executive.
- 14) To approve any proposals from the Chief Executive for any changes to salary levels (including ranges of salaries) for the Chief Executive and Chief Officers.

AGENDA

Page

- 1 Apologies for absence**
- 2 To approve, as a correct record, the minutes of the meeting held on 2 August 2023** 5 - 6
- 3 Declaration of interests**
- 4 Exclusion of the public and press**
To move that under Section 100(A)(4) of the Local Government Act 1972 the public and press be excluded from the meeting during consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.
- 5 Review of Gifts and Hospitality Code of Practice for Members and Officers** 7 - 15
Report of the Monitoring Officer
- 6 Selection to the post of Head of Finance and ICT** 17 - 69
Report of the Head of HR, Performance and Service Planning
- 7 Any other item which the Chair considers urgent**

MINUTES APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

Wednesday 2 August 2023

Councillor John Clarke (Chair)

Councillor Michael Payne Councillor Marje Paling
Councillor Paul Hughes Councillor Viv McCrossen
Councillor Jenny Hollingsworth

Absent: Councillor Michael Adams

Officers in M Hill, D Archer and B Hopewell
Attendance:

8 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

None.

9 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 21 JUNE 2023.

RESOLVED:

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

10 DECLARATION OF INTERESTS.

None.

11 COMMENCEMENT OF RECRUITMENT PROCESS- HEAD OF FINANCE AND ICT

The Chief Executive introduced a report which had been circulated in advance of the meeting, setting out the process to recruit to the post of Head of Finance and ICT and to seek authority from Committee to progress with the recruitment and selection to the post.

RESOLVED to:

- 1) Approve the filling of the vacant post of Head of Finance and ICT;
- 2) Approve the recruitment and selection of process to be applied and as identified in the proposal including the delegation of operational tasks to the Chief Executive to:
 - I. Determine the placement of advertising
 - II. Determine the selection processes to be applied
 - III. Set questions/ tests to be used at interview by Committee

IV. Shortlist candidates to be interviewed

- 3) Approve the supporting documents to be used for recruitment and selection purposes (the advert wording and the job description and person specification to be applied to the post);
- 4) Approve the wording of the job advertisement;
- 5) Approve the timetable to be applied and, within the bounds of the Council Constitution, the role of the Committee and of officers in the selection process; and
- 6) Note that the selection interview will be undertaken by the full Appointments and Conditions of Service Committee which will then be responsible for the appointment decision.

12 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 10.10 am

Signed by Chair:
Date:

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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