

Agenda

Appointments and Conditions of Service Committee

Date: **Tuesday 5 March 2024**

Time: **10.00 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

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- 1 **Apologies for absence**
- 2 **To approve, as a correct record, the minutes of the meeting held on 6 December 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 Paragraphs 3 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972
- 5 **Staffing consultation report** 7 - 107
Report of the Chief Executive
- 6 **Any other item which the Chair considers urgent**

MINUTES APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

Wednesday 6 December 2023

Councillor John Clarke (Chair)

Councillor Paul Hughes

Councillor Marje Paling

Councillor Jenny Hollingsworth

Councillor Viv McCrossen

Absent: Councillor Michael Payne and Councillor Michael Adams

Officers in Attendance: D Archer, C McCleary and A Snodin

21 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Councillors Payne and Adams.

22 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 4 OCTOBER 2023

RESOLVED:

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

23 DECLARATION OF INTERESTS

None.

24 PAY POLICY STATEMENT- 2024-25

The Head of HR, Performance and Service Planning presented a report, which had been circulated prior to the meeting, seeking approval for the proposed pay policy statement to be referred to Council for adoption and subsequent publication on the Council's website.

RESOLVED to:

- 1) Approve the proposed Pay Policy Statement and method of implementation; and
- 2) Refer the general content of the new Pay Policy Statement to Council for approval and for subsequent publication on the Council's website.

25 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT

None.

26 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 report 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.

27 WORKFORCE STRATEGY - COMMENCEMENT OF CONSULTATION

The Head of HR, Performance and Service Planning presented a report, which had been circulated prior to the meeting, seeking authority to begin consultation with trade unions on a proposed Workforce Strategy and progress the adoption of the strategy through relevant committees.

RESOLVED:

To support the draft Workforce Strategy and commence consultation and implementation.

28 ANNUAL PERFORMANCE REPORT- CHIEF EXECUTIVE

The Head of HR, Performance and Service Planning introduced a report, which was circulated in advance of the meeting, to start the process for the annual performance review of the Chief Executive.

RESOLVED to:

- 1) Agree the appropriate action relating to pay progression for the Chief Executive; and
- 2) Authorise the Leader and other members of the committee (determined by the committee) to deliver feedback to the Chief Executive, in accordance with the pay policy shown at Appendix 1, and to implement any actions arising from the content of the feedback.

The meeting finished at 11:30am

Signed by Chair:

Date:

By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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