

Agenda

Appointments and Conditions of Service Committee

Date: **Tuesday 11 June 2024**

Time: **10.00 am**

Place: **Council Chamber**

For any further information please contact:

Democratic Services

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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 24 April 2024** 5 - 6
- 3 **Declaration of interests**
- 4 **Any other item which the Chair considers urgent**
- 5 **Exclusion of 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
- 6 **Interview for the post of Deputy Chief Executive and Monitoring Officer** 7 - 36
Report of the Chief Executive
- 7 **Recommended appointment into Chief Officer posts** 37 - 39
Report of the Chief Executive
- 8 **Policy changes (flexible working and care leave)** 41 - 54
Report of the Head of HR, Performance and Service Planning

MINUTES APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

Wednesday 24 April 2024

Councillor John Clarke (Chair)

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

Absent: Councillor Paul Hughes

Officers in Attendance: D Archer and M Hill

42 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Councillor Hughes.

43 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 20 MARCH 2024

RESOLVED:

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

44 DECLARATION OF INTERESTS

None.

45 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT

None.

46 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 4 of Part 1 of Schedule 12a of the Local Government Act 1972.

47 CONSULTATION CLOSURE - SENIOR STAFFING REPORT

The Chief Executive a report, which reported to committee the consultation response received from trade unions and from the Joint Consultative and Safety Committee (9 April 2024) and asked the committee to approve the recommendation to implement the proposals for the rationalisation of the Council's senior management structure.

RESOLVED:

That the Appointments and Conditions of Service Committee:

1. Receives the consultation comments from affected employees and trade unions and comments and recommendations from the Joint Consultative and Safety Committee (JCSC) of 9 April.
2. Receives and accepts the Chief Executive's proposed amendments made to the original report in response to consultation comments and as highlighted in the report.
3. Having considered consultation feedback from trade unions, affected employees and the JCSC, implements the revised proposals made for rationalisation of the Council's senior management structure as detailed in the report.
4. Recognises that once the structure has been determined then this Committee will also be responsible for appointment to all JNC Chief Officer posts through the methods identified in the proposals of this report.
5. Approves the creation of a new pay grade to be applied to the post of Deputy Chief Executive and Monitoring Officer, based on Director + 10%.
6. Confirms the proposal to apply the existing "Head of Service Pay Scale" to all new posts of Assistant Director at a grade determined in the report proposals.

The meeting finished at 10.42 am

Signed by Chair:
Date:

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

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

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