

Agenda

Appointments and Conditions of Service Committee

Date: **Monday 1 July 2024**

Time: **9.00 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 11 June 2024** 5 - 7
- 3 **Declaration of interests**
- 4 **Any other item which the Chair considers urgent**
- 5 **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
- 6 **Selection to the post of Director of Place** 9 - 11
Report of the Chief Executive
- 7 **Selection to the post of Director of Operations** 13 - 117
Report of the Chief Executive

MINUTES APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

Tuesday 11 June 2024

Councillor John Clarke (Chair)

Councillor Michael Payne
Councillor Michael Adams
Councillor Paul Hughes

Councillor Jenny Hollingsworth
Councillor Marje Paling

Absent: Councillor Viv McCrossen

Officers in Attendance: D Archer, M Hill and C Goodall

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Viv McCrossen.

2 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 24 APRIL 2024

RESOLVED:

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

3 DECLARATION OF INTERESTS

None.

4 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

5 EXCLUSION OF PUBLIC AND PRESS

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.

6 INTERVIEW FOR THE POST OF DEPUTY CHIEF EXECUTIVE AND MONITORING OFFICER

RESOLVED:

That the committee:

- a) Conducted the selection process and determined that the one applicant is appointable to the post of Deputy Chief Executive and Monitoring Officer; and
- b) Confirms designation of this post as Monitoring Officer; and
- c) Agrees the starting salary to be offered from within the three-point range detailed in the report; and
- d) Informs the Deputy Monitoring Officer of the recommendation of the Committee and asks the Deputy Monitoring Officer to implement due process to notify the Executive prior to formal offer of appointment.

7 RECOMMENDED APPOINTMENT INTO CHIEF OFFICER POSTS

RESOLVED:

That the committee:

- a) Supports the recommendation of the Chief Executive to appoint into post the following officers:
 - Tina Adams into the post of Chief Finance Officer and Section 151 Officer
 - Lance Juby into the post of Assistant Director, Communities, Leisure and Wellbeing
 - David Archer into the post of Director of Transformation (job-shared and for a period of up to two years)
- b) Confirms that the new post of Chief Finance Officer is designated as the Council's Chief Financial Officer (Section 151 Officer) as required under Section 151 of the Local Government Act 1972.
- c) Authorises the Monitoring Officer (or Deputy Monitoring Officer) to notify the Executive of the committee's recommendation and to ask if there are any material objections to the appointments.
- d) Notes that, should there be no such material objections received from the Executive, that the Leader of the Council shall confirm the post holders into post from a date determined by the Chief Executive.

8 POLICY CHANGES (FLEXIBLE WORKING AND CARE LEAVE)

RESOLVED

That the committee endorses the commencement of the consultation and implementation process as described and to support the change to policies.

The meeting finished at 12.00 pm

Signed by Chair:
Date:

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

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

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