

Agenda

Appointments and Conditions of Service Committee

Date: **Wednesday 8 October 2025**

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 Adams
Councillor David Ellis
Councillor Paul Hughes
Councillor Jenny Hollingsworth
Councillor Marje Paling
Councillor Viv McCrossen

WEBCASTING NOTICE

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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 and Substitutions.**
- 2 **To approve, as a correct record, the minutes of the meeting held on 18/06/2025.** 5 - 7
- 3 **Declaration of Interests.**
- 4 **Any other item which the Chair considers urgent.**
- 5 **Exclusion of the press and public**
Exclusion of the press and public. 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 report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
- 6 **Customer Services Staff Restructure** 9 - 77
A report of the Director of Transformation.
- 7 **Consultation closure on updated/new HR policies** 79 - 169
A report of the Assistant Director of Workforce.

MINUTES APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

Wednesday 18 June 2025

Councillor John Clarke (Chair)

Councillor David Ellis
Councillor Paul Hughes

Councillor Marje Paling

Absent: Councillor Michael Adams, Councillor Jenny Hollingsworth and
Councillor Viv McCrossen

Officers in Attendance: J Lovett and L Squires

28 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were received from Councillor J Hollingsworth, Councillor M Adams and Councillor V McCrossen.

29 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 19 MARCH 2025

RESOLVED:

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

30 DECLARATION OF INTERESTS

None.

31 REVIEW OF DBS POLICY

The Assistance Director for Workforce introduced a report, which had been circulated in advance of the meeting, to present to the Committee the review of our DBS procedures to ensure Gedling Borough Council remains compliant in its use of DBS checking to reduce safeguarding risks and increase efficiency in the processing of applications.

RESOLVED THAT:

The Appointments and Conditions of Service Committee approve:

1. Changes to the current policy which determine which roles are checked, the level and frequency of checks; and
2. Combining all existing policies and procedures on DBS checks into one document for ease of reference for managers and staff.

32 POLICY UPDATES ON SEXUAL HARASSMENT

A report of the Interim HR Business Partner was circulated prior to the meeting and presented by the Assistant Director of Workforce to review the changes required in law for the Council to be compliant.

RESOLVED THAT:

The Appointments and Conditions of Service Committee approve:

1. A new Prevention of Sexual Harassment Policy.
2. The draft amendments to the current Harassment policy Appendix 8 from the Staff Handbook, which incorporates Appendix 8a to cover the Council's duty to prevent Sexual Harassment in the workplace.

33 DELEGATED AUTHORITY TO LAUNCH HR POLICIES

Consideration was given to a report of the Deputy Chief Executive and Monitoring Officer, which had been circulated in advance of the meeting, to review the approval flow of policies by the Council's committees.

RESOLVED THAT:

The Appointments and Conditions of Service Committee:

1. Provide delegated authority to the Head of Paid Service to launch policy and strategy changes. These will continue to be subject to consultation through the Joint Consultative Committee and final approval would remain with the Appointments and Conditions of Service Committee.
2. Agree to amend the Council's Constitution to reflect the new delegated authority to the Head of Paid Service.

34 EXCLUSION OF THE PRESS AND PUBLIC

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

35 DIRECTORS PERFORMANCE RELATED PAY REVIEW

36 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT

None.

The meeting finished at 10.28 am

Signed by Chair:
Date:

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