

# Agenda

## **Appointments and Conditions of Service Committee**

Date: **Wednesday 3 December 2025**

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Time: **10.00 am**

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Place: **Council Chamber**

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For any further information please contact:

**Democratic Services**

[committees@gedling.gov.uk](mailto:committees@gedling.gov.uk)

0115 901 3844

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# 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

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- 1 **Apologies for Absence and Substitutions.**
- 2 **To approve, as a correct record, the minutes of the meeting held on 08/10/2025.** 5 - 6
- 3 **Declaration of Interests.**
- 4 **Pay Policy Statement 2026-27** 7 - 77  
Report of the Assistant Director of Workforce
- 5 **Exclusion of 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 - Consultation Closure** 79 - 115  
Report of the Director of Transformation
- 7 **Disclosure Barring Service (DBS) Policy - Consultation Closure** 117 - 134  
Report of the Assistant Director of Workforce
- 8 **Performance Assessment for the Director of Operations** 135 - 136  
Report of the Assistant Director of Workforce
- 9 **Performance Assessment of the CEO** 137 - 144  
Report of the Assistant Director of Workforce
- 10 **Performance and Pay Assessment - From Mike Hill** 145 - 149  
A report from the CEO (Head of Paid Service)
- 11 **Any other item which the Chair considers urgent.**