MINUTES
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

Wednesday 3 December 2025

Councillor John Clarke (Chair)

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

Officers in Attendance: M Hill, K Lindley, J Lovett and L Squires

44 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

No apologies for absence were received.

45 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 08/10/2025.

RESOLVED:

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

46 DECLARATION OF INTERESTS.

None.

47 PAY POLICY STATEMENT 2026-27

The Assistant Director of Workforce circulated a report prior to the meeting to ask the Appointments and Conditions of Service Committee to approve the proposed Pay Policy Statement and method of implementation, and to recommend its referral to, and adoption by Council for subsequent publication on the Council's website.

RESOLVED:

THAT Committee

1) Approved the proposed Pay Policy Statement and associated pay arrangements for employees for 2026-27.
2) Refered the general content of the new Pay Policy Statement to Council for approval and subsequent publication on the Council's website.

48 EXCLUSION OF PRESS AND PUBLIC

49 CUSTOMER SERVICES STAFF RESTRUCTURE - CONSULTATION CLOSURE

The Director of Transformation circulated a report prior to the meeting to close the formal consultation on proposals to reduce and reconfigure staffing in Customer Services.

RESOLVED:

THAT Committee

1) Note the feedback from employees and trade union representatives made during the consultation period.
2) Make any appropriate recommendations for consideration by the Chief Executive to authorise the implementation of any changes.

50 DISCLOSURE BARRING SERVICE (DBS) POLICY - CONSULTATION CLOSURE

The Assistant Director of Workforce circulated a report prior to the meeting to seek approval from the Committee to implement the revised DBS Policy.

RESOLVED:

THAT Committee

1) Acknowledged there was no feedback from the consultation period on the DBS Policy launched by the Appointments and Conditions of Service Committee on 18th June 2025.

2) Noted verbal feedback from the Joint Consultative and Safety Committee to be provided at the meeting by the Assistant Director of Workforce, owing to the overlap of the JCSC meeting being held on 27th November and timescale for publishing these papers.

51 PERFORMANCE ASSESSMENT FOR THE DIRECTOR OF OPERATIONS

The Chief Executive circulated a report prior to the meeting in accordance with policy, to ask for views of the committee to inform the decision of the Chief Executive in relation to the performance element of pay for the Operations Director.

RESOLVED:

THAT

1) Members agreed with the Chief Executives proposal to increase the Director's pay onto the next pay point.

52 PERFORMANCE ASSESSMENT OF THE CEO

The Assistant Director of Workforce circulated a report prior to the meeting to introduce the annual performance review of the Chief Executive.

RESOLVED:

THAT Committee

1) Authorised the Leader, Deputy Leader and Opposition Leader (or 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.

2) Considered the annual performance review of the Chief Executive within the framework template shown in Appendix 2 and to determine appropriate action relating to pay progression.

53 PERFORMANCE AND PAY ASSESSMENT - FROM MIKE HILL

The Assistant Director of Workforce circulated a report prior to the meeting to provide committee the performance and pay assessment of the Chief Executive.

RESOLVED:

1) Members shared views on the performance of the Chief Executive and completed the template for feedback on salary and performance with retention on the top pay point.

54 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

The meeting finished at 10.13 am

Signed by Chair:

Date: