

# Agenda

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

Date: **Wednesday 18 March 2026**

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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**

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# Appointments and Conditions of Service Committee

## Membership

<b>Chair</b>	Councillor John Clarke
<b>Vice-Chair</b>	Councillor Jenny Hollingsworth
	Councillor Michael Adams
	Councillor David Ellis
	Councillor Paul Hughes
	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 03/12/2025** 5 - 8
- 3 **Declaration of Interests**
- 4 **Exclusion of Press and Public**  
That, under the provisions of Section 100A of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985, the press and public be excluded for the consideration of the following item on the grounds that the report(s) contain information defined as exempt in Part 3 of Schedule 12A to the Local Government Act, 1972.
- 5 **Deputy Chief Executive Pay Assessment 2026** 9 - 13  
Report of the Chief Executive
- 6 **HR Dashboard** 15 - 27  
Report of the Assistant Director of Workforce
- 7 **Any other item which the Chair considers urgent.**

## **MINUTES APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

**Wednesday 3 December 2025**

Councillor John Clarke (Chair)

Councillor Michael Adams  
Councillor David Ellis  
Councillor Paul Hughes

Councillor Jenny Hollingsworth  
Councillor Marje Paling  
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) Referred 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 27<sup>th</sup> 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:

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) 1,2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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