

Agenda

Appointments and Conditions of Service Committee

Date: **Wednesday 17 June 2026**

Time: **10.00 am**

Place: **Council Chamber**

For any further information please contact:

Democratic Services

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Appointments and Conditions of Service Committee

Membership

Chair	Councillor John Clarke
Vice-Chair	Councillor Jenny Hollingsworth
	Councillor Michael Adams
	Councillor Paul Hughes
	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

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- 1 **Apologies for Absence and Substitutions**
- 2 **To approve, as a correct record, the minutes of the meeting held on 18.03.26** 5 - 6
- 3 **Declaration of Interests**
- 4 **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.
- 5 **Proposed Changes to Employees' Contracts of Employment** 7 - 15
Report of the Assistant Director of Workforce
- 6 **Employment Rights Act 2025**
Report of the Assistant Director of Workforce
- 7 **Directors Pay Assessment** 17 - 21
Report of the Chief Executive
- 8 **Any other item which the Chair considers urgent.**

MINUTES APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

Wednesday 18 March 2026

Councillor John Clarke (Chair)

Councillor Michael Adams
Councillor David Ellis
Councillor Paul Hughes

Councillor Viv McCrossen
Councillor Rachael Ellis

Absent: Councillor Jenny Hollingsworth and Councillor Marje Paling

Officers in Attendance: B Hopewell and J Lovett

55 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillors Hollingsworth and Paling. Councillor Rachael Ellis attended as substitute.

56 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 03/12/2025

RESOLVED:

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

57 DECLARATION OF INTERESTS.

None.

58 EXCLUSION OF 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 reports 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.

59 DEPUTY CHIEF EXECUTIVE PAY ASSESSMENT 2026

The Assistant Director for Workforce introduced a report, which had been circulated in advance of the meeting, seeking views of the Committee to inform the decision of the Chief Executive in relation to the

performance element of pay for the Deputy Chief Executive, in accordance with policy.

RESOLVED:

Members were unanimous in their decision, based on the performance of the Deputy Chief Executive, to support the CEO's decision in progressing the Deputy Chief Executive's pay to the top of the pay grade from 1st April, 2026.

60 HR DASHBOARD

The Assistant Director for Workforce introduced a report, which had been circulated in advance of the meeting, which introduced the HR Dashboard to the committee.

RESOLVED:

To approve that the HR Dashboard be continued in its use.

61 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 11.30 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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