

**MINUTES  
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

**Wednesday 6 December 2023**

Councillor John Clarke (Chair)

Councillor Paul Hughes                      Councillor Marje Paling  
Councillor Jenny Hollingsworth        Councillor Viv McCrossen

Absent:                                      Councillor Michael Payne and Councillor Michael Adams

Officers in Attendance:        D Archer, C McCleary and A Snodin

**21                      APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Councillors Payne and Adams.

**22                      TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 4 OCTOBER 2023**

**RESOLVED:**

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

**23                      DECLARATION OF INTERESTS**

None.

**24                      PAY POLICY STATEMENT- 2024-25**

The Head of HR, Performance and Service Planning presented a report, which had been circulated prior to the meeting, seeking approval for the proposed pay policy statement to be referred to Council for adoption and subsequent publication on the Council's website.

**RESOLVED to:**

- 1) Approve the proposed Pay Policy Statement and method of implementation; and
- 2) Refer the general content of the new Pay Policy Statement to Council for approval and for subsequent publication on the Council's website.

**25 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT**

None.

**26 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

**27 WORKFORCE STRATEGY - COMMENCEMENT OF CONSULTATION**

The Head of HR, Performance and Service Planning presented a report, which had been circulated prior to the meeting, seeking authority to begin consultation with trade unions on a proposed Workforce Strategy and progress the adoption of the strategy through relevant committees.

**RESOLVED:**

To support the draft Workforce Strategy and commence consultation and implementation.

**28 ANNUAL PERFORMANCE REPORT- CHIEF EXECUTIVE**

The Head of HR, Performance and Service Planning introduced a report, which was circulated in advance of the meeting, to start the process for the annual performance review of the Chief Executive.

**RESOLVED to:**

- 1) Agree the appropriate action relating to pay progression for the Chief Executive; and
- 2) Authorise the Leader and 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.

The meeting finished at 11:30am

Signed by Chair:

Date: