

**MINUTES  
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

**Wednesday 11 December 2024**

Councillor John Clarke (Chair)

Councillor Paul Hughes                      Councillor Marje Paling  
Councillor Jenny Hollingsworth

Absent:                      Councillor Michael Adams

Officers in                      M Hill, M Avery, J Lovett, E McGinlay and A Snodin  
Attendance:

**6                      APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

Apologies for absence were received from Councillor Adams.

**7                      TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE  
MEETING HELD ON 14 OCTOBER 2024.**

**RESOLVED:**

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

**8                      DECLARATION OF INTERESTS.**

The Chief Executive declared an interest in Item 8 of the agenda.

**9                      PAY POLICY STATEMENT - 2024-25.**

The assistant director of workforce introduced a report, which had been circulated in advance of the meeting, seeking approval of the proposed Pay Policy Statement and method of implementation. The report also sought approval for its referral to, and adoption by Council for subsequent publication on the Council's website.

**RESOLVED:**

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

**10                      ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.**

None.

**11 EXCLUSION OF THE 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 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.

**12 CONSULTATION FEEDBACK: STRUCTURE CHANGES TO HOUSING, GROWTH AND REGENERATION SERVICE AND REVENUES WELFARE SERVICE.**

Consideration was given to a report of the Director of Place, which had been circulated in advance of the meeting, which provided feedback on the consultation received from employees and the Joint Consultative and Safety Committee (JCSC) on proposals to alter the structure of the Housing, Growth and Regeneration Service and Revenues and Welfare Service.

**RESOLVED to:**

- 1) Receive the consultation comments from affected employees and trade unions and comments and recommendations from the JCSC of 26 November as detailed in Appendix 1 to the report;
- 2) Having considered consultation feedback from trade unions, affected employees and the JCSC, implement the revised proposals made for rationalisation of the Council's senior management structure as detailed in the 14 October Appointments and Conditions of Service (ACSC) report detailed in Appendix 2; and
- 3) Recognise that once the structure had been determined then the Committee would be responsible for appointment to all JNC Chief Officer posts through the methods identified in the proposals detailed in the 14 October ACSC report detailed in Appendix 2 to the report.

**13 ANNUAL PERFORMANCE REPORT - CHIEF EXECUTIVE.**

Consideration was given to a report of the Assistant Director of Workforce, which had been circulated in advance of the meeting, which introduced the annual performance review of the Chief Executive.

**RESOLVED to:**

- 1) To consider the annual performance review of the Chief Executive within the framework template shown in Appendix A and to determine appropriate action relating to pay progression; and
- 2) To authorise 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.

**14 CONSULTATION FEEDBACK: ELECTRIC CAR SCHEME.**

Consideration was given to a report of the Assistant Director of Workforce, which had been circulated in advance of the meeting, which provided feedback on the consultation received from trade unions and the JCSC on a proposed policy for an employee-funded, electric only, salary sacrifice car lease scheme and to progress the adoption of the policy through the relevant committees of the council.

**RESOLVED to:**

- 1) Receive the consultation comments from trade unions and recommendations from the JCSC held on 26 November; and
- 2) Having considered consultation feedback from trade unions and the JCSC, the ACSC gave final approval for implementation.

**15 CONSULTATION FEEDBACK ON PROPOSAL TO CREATE A NEW CARER'S LEAVE POLICY AND REVISE THE FLEXIBLE WORKING AND STATUTORY PATERNITY LEAVE PROCEDURES.**

Consideration was given to a report of the HR & Training Manager, which had been circulated in advance of the meeting, detailing the consultation response received from trade unions and from the JCSC held on 26 November and to ask Members to approve the recommendation to implement the proposals for policy change.

**RESOLVED to:**

- 1) Receive the consultation comments and recommendations from the JCSC and from unions as detailed in Appendix 6 to the report; and
- 2) Having considered consultation feedback, implemented the proposals made to policy in respect to the:
  - Flexible Working (Amendment) Regulations 2023 (the Regulations) – Appendix 2
  - Paternity Leave (Amendment) Regulations 2024 – Appendix 4
  - Carer's Leave Act 2023 – Appendix 5

The meeting finished at 11.03 am

Signed by Chair:  
Date: