

**PERSONNEL COMMITTEE
7TH JUNE 2022**

PRESENT: The Chair (Councillor Morgan)
The Vice Chair (Councillor Boldrin)
Councillors Barkley, B. Gray, Shepherd and Snartt

Chief Executive
Strategic Director; Environmental and Corporate
Services
Head of Strategic Support
Democratic Services Officer (NC)

APOLOGIES: Councillor Poland

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 29th March 2022 was confirmed as a correct record and signed.

2. DISCLOSURES OF PECUNIARY INTERESTS AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

No disclosures were made.

3. QUESTIONS UNDER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

4. PERSONNEL COMMITTEE PANELS - UPDATE

It was noted that a Panel of the Personnel Committee met on 25th April to complete the Chief Executive's annual personal review.

5. JNCC APPOINTMENT OF COUNCILLORS 2022-23

A report of the Strategic Director, Environmental and Corporate Services was submitted to appoint representative to the Joint Negotiating and Consultative Committee (JNCC) for 2022/23 (item 6 on the agenda filed with these minutes).

RESOLVED that Councillors Barkley, B. Gray, Morgan and Poland be appointed as representatives to the Joint Negotiating and Consultative Committee (JNCC) for 2022/23

Reason

To enable the operation of the Joint Negotiating and Consultative Committee in accordance with its constitution and therefore negotiation and consultation to take place between the Council as an employer and its employees.

6. APPOINTMENT TO PANELS 2022-23

A report of the Strategic Director, Environmental and Corporate Services was submitted to consider appointments to Panels for 2022/23 (item 7 on the agenda filed with these minutes).

RESOLVED that Cllrs Barkley, Boldrin, Morgan, Poland and Shepherd be appointed for the Council year 2022/23 in respect of the following:

- a) To determine appeals by a JNC officer against dismissal.
- b) To determine all other employment related appeals for JNC staff which are provided for in the Council's procedures.
- c) To make recommendation to Council on the appointment or dismissal of the Head of Paid Service.
- d) To undertake the Chief Executive's Performance and Development Review.

Reason

Section 5.5 (e) of the Council's Constitution (Roles of decision taking committees) states that the Personnel Committee will appoint Panels comprising of 5 councillors (with a quorum of 3) for these functions. Appointing Panels to undertake these functions at the beginning of the Council year will prevent the need for a meeting of the Committee for the sole purpose of appointing a Panel and enable the functions to be dealt with in a timely manner.

7. SENIOR LEADERSHIP REVIEW - CHIEF OFFICER APPOINTMENT PANEL 2022-23

A report of the Chief Executive was submitted to consider appointments to a Chief Officer Appointment Panel for the council year 2022-23 (item 8 on the agenda filed with these minutes).

In response to questions, the Chief Executive explained that the Panel mainly related to the Senior Leadership review and would be for director and statutory officer appointments only. Panel members did not require HAYE training but advice and training would be provided by HR before the Panel met. Members of the Cabinet would be notified of the applicant chosen by the Panel and given a time period in which to raise any comments or objections. Interview questions would be drafted by the Chief Executive and could be circulated to Panel members prior to interviews. The appointment process would follow standard interview procedures and include model answers to questions and a scoring matrix.

It was noted that gender balance of Panel members would be preferred, but considering the membership of the Personnel Committee and availability of members for the dates identified for interviews, this would not be possible.

RESOLVED that Councillors Barkley, Boldrin, Morgan, Poland and Snartt be appointed for the Council year 2022-23 to form a Chief Officer Appointment Panel based on political balance requirements.

Reason

To establish a Panel, in line with Section 5.5 (e) of the Council's Constitution (Roles of decision making Committees) that states that the Personnel Committee will delegate to a Panel to make appointments to Chief Office and Statutory officer posts excluding the Head of Paid Service, and to deal with any Chief Officer selection and appointment processes that may be required as a result of the ongoing senior leadership review.

NOTES:

1. No reference may be made to these minutes at the next ordinary Council meeting unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. The Chief Executive and Head of Strategic Support attended this meeting virtually to assist the Committee in its consideration of item 8 on the agenda.
3. These minutes are subject to confirmation as a correct record at the next meeting of the Personnel Committee.