
Minutes of the meeting of the Committee to Determine the Terms and Conditions of Employment of Chief and Deputy Chief Officers, held in Committee Room 2 County Hall, Chelmsford, Essex on Monday, 10 October 2016

Present:

Councillors

D Finch Leader of the Council (Chairman)

A Bayley

E Johnson

M Mackrory

D Madden

The following officers were present in support:

Gavin Jones Chief Executive

Pam Parkes Interim Director of Human Resources and Organisational Development

Paul Turner

Ian Myers Senior Committee Officer

1 Election of Chairman

Having been proposed and seconded it was

Resolved:

That Councillor David Finch be elected Chairman for the meeting.

2 Apologies for Absence

Apologies were received from Councillor Kevin Bentley who was substituted by Councillor Eddie Johnson.

3 Declarations of Interest

The Chairman reminded Members to declare any interests as and when appropriate.

4 Minutes of the previous meeting

The public Minutes of the meeting held on 20 June 2016 were agreed and signed by the Chairman

5 Process to Support the 'Layers One and Two' Organisational Redesign

The Committee considered a report by Pam Parkes, Interim HR and OD Director, which outlined the Chief Executives consultation on a new structure to replace the current structure at tier 2 and tier 3 of the organisation, which is to be known as 'layers 1 and 2'. This structure will be considered by Cabinet in due course; and, as part of the implementation of the restructure, there will be a need for a number of employment decisions about the future occupants of the new structure. The report requested the Committee to delegate some decisions to officers.

The Chief Executive clarified questions raised by Members on

- a) The purpose of the review
- b) The rationale behind the job matching exercise
- c) Member involvement on interview panels and Member advice
- d) The delegation of roles to the Chief Executive

Resolved:

- 1) To recruit to the new layer 1 and 2 posts to which there is no slotting using a single interview process as follows:
 - Layer one: Interview by the Committee, advised by the Chief Executive, and HR & OD Director, with final appointment decisions being made by a meeting of the Committee once all layer one interviews have been completed.
 - Layer two: Interview by the sub-committee, advised to by the Chief Executive, relevant Executive Director, and HR & OD Director, with final appointment decisions being made by a meeting of the Committee once all layer two interviews have been completed.
 - Layer two posts which are neither chief officers nor deputy chief officers – interview with the Chief Executive and the Sub Committee, Executive Director and HR and OD Director, with the final appointment decisions being made by the Chief Executive once all layer two interviews have been completed.
 - Layer two posts which are not Directors – recruitment decision made by the Chief Executive or the line manager of the relevant post.
- 2) Agree that the Chief Executive will decide which employees are to slot into new posts after consulting the HR and OD Director and considering job matching results.
- 3) Agree that the Chief Executive shall obtain alternative advice if a candidate for appointment to a post would otherwise be an advisor to the panel.
- 4) Agree that the Chief Executive be authorised to give notice of dismissal to employees occupying posts to be deleted in phase 1 of the restructure.

6 Exclusion of the Public and Press

That, having reached the view that the public interest in maintaining the exemption (and discussing the matter in private) outweighed the public interest in disclosing the information, the public (including the press) be excluded from the meeting during consideration of the following items of business on the grounds that they involved the likely disclosure of exempt information as specified in paragraphs 1 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

7 Minutes of the previous meeting

- Information relating to any individual;
- Information which is likely to reveal the identity of an individual;

Chairman