

Committee to Determine the Terms and Conditions of Employment of Chief and Deputy Chief Officers

16:30	Wednesday, 11 January 2017	Committee Room 5, County Hall, Chelmsford, Essex
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Quorum: 3

Membership:

Councillor A Bayley	UKIP Group
Councillor K Bentley	Deputy Leader and Cabinet Member for Economic Growth, Infrastructure and Partnerships
Councillor D Finch	Leader of the Council
Councillor M Mackrory	Leader of the Liberal Democrat Group
Councillor Dick Madden	Cabinet Member for Adults and Children

***This meeting was originally scheduled for 15 December 2016**

For information about the meeting please ask for:

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Essex County Council

Essex County Council and Committees Information

All Council and Committee Meetings are held in public unless the business is exempt in accordance with the requirements of the Local Government Act 1972.

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<http://www.essex.gov.uk/Your-Council/Local-Government-Essex/Pages/Visit-County-Hall.aspx>

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Please note that an audio recording may be made of the meeting – at the start of the meeting the Chairman will confirm if all or part of the meeting is being recorded.

Part 1

(During consideration of these items the meeting is likely to be open to the press and public)

	Pages
1 Apologies for Absence	
2 Election of Chairman To elect a Chairman for the meeting	
3 Declarations of Interest To note any declarations of interest to be made by Members in accordance with the Members' Code of Conduct	
4 Minutes of the meeting held on 10 October 2016	5 - 6
5 Minutes of the meeting held on 24 October 2016	7 - 8
6 Urgent Business To consider any matter which in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.	

Exempt Items

(During consideration of these items the meeting is not likely to be open to the press and public)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, Members are asked to decide whether, in all the circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

7 Executive Directors - Performance Objectives

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

8 Urgent Exempt Business

To consider in private any other matter which in the opinion of the Chairman should be considered by reason of special circumstances (to be specified) as a matter of urgency.

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

The confidential Minutes of the meeting held on 20 June 2016 were received.

There being no further business the meeting closed at 4.42pm

Chairman

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 3 County Hall, Chelmsford, Essex on Monday, 24 October 2016**Present:****Councillors**

D Finch	Leader of the Council (Chairman)
K Bentley	Deputy Leader and Cabinet Member for Economic Growth, Infrastructure and Partnerships
K Bobbin	Labour Group
M Mackrory	Leader of the Liberal Democrat Group
J Spence	Cabinet Member for Finance, Commercial, Traded Services, Housing and Planning

The following officers were present in support

Pam Parkes	Interim Director of Human Resources and Organisational Development
Ian Myers	Senior Committee Officer

1 Election of Chairman

Having been proposed and seconded, it was

Resolved

That Councillor D Finch be elected Chairman for the meeting.

2 Apologies for Absence

There were no apologies recorded.

3 Declarations of Interest

The Chairman reminded Members to declare any interests now or at any point during the meeting.

4 Exclusion of the Press and Public**Resolved:**

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 item of business on the grounds that it 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.

Chief Executive and Executive Directors - Performance Objectives

The Committee considered at joint report by the Chief Executive and the Leader

of the Council which set out details and recommendations of the performance objectives of the Chief Executive and Executive Directors for the year 2016/17.

Resolved:

1. That the performance objectives of the Chief Executive for performance year 2016/17, as set out in Appendix A of the report, **be agreed**.
2. That finalized performance objectives for 2017/18 for the Executive Directors assimilated or appointed into the revised Council staffing structure in November 2016 be made available to this Committee in **December 2016**.
3. That the performance objectives for each Executive Director should in addition include high level objectives which extend over a three year forward view aligned to the performance targets set out in the new Organisation Strategy and annual Council Corporate Plan **be agreed**.

Chairman