

Minutes of a 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, CM1 1QH on Tuesday 24 July 2018 at 3.00pm

Present:

Members

Councillor D Finch (Chairman)
Councillor K Bentley
Councillor R Gooding
Councillor M Mackrory
Councillor D Madden

The following officers were present in support:

Gavin Jones	Chief Executive
Pam Parkes	Director, Organisational Development and People
Alison Roberts	Head of People Business Partnering and Employment Practice
Judith Dignum	Democratic Services Manager

1. Election of Chairman

Having been nominated by Councillor Bentley and seconded by Councillor Madden, it was

Resolved:

That Councillor D Finch be elected as Chairman for the meeting.

2. Membership, Apologies, Substitutions and Declarations of Interest.

The report of Membership, Apologies and Declarations of Interest was received. The Chairman reminded Members to declare any interests now or at the point during the meeting at which they arose.

3. Minutes: 18 October 2017

(Information contained within a confidential appendix was taken into account in reaching a decision on this issue – minute 6 below refers)

The minutes of the meeting of the Committee held on 18 October 2017 were agreed as a correct record and signed by the Chairman.

4. Minutes: 23 April 2018

(Information contained within a confidential appendix was taken into account in reaching a decision on this issue – minute 7 below refers)

The minutes of the meeting of the Committee held on 23 April 2018 (and reconvened on 30 April 2018) were agreed as a correct record and signed by the Chairman.

5. 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 involves the likely disclosure of exempt information as specified in paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972 - information relating to any individual or which is likely to reveal the identity of any individual.

6. Minutes: 18 October 2017 (Confidential Appendix)

The Committee noted the Confidential Appendix to the minutes of the meeting held on 18 October 2017, which contained information exempt from publication referred to in those minutes which had been considered earlier in the meeting (minute 3 above refers).

7. Minutes: 23 April 2018 (Confidential Appendix)

The Committee noted the Confidential Appendix to the minutes of the meeting held on 23 April 2018 (and reconvened on 30 April 2018), which contained information exempt from publication referred to in those minutes which had been considered earlier in the meeting (minute 4 above refers).

8. Changes to Executive Director and Director roles (CO/02/18)
(Press and public excluded)

The Committee considered a report by the Chief Executive concerning the performance outcomes for 2017/18 in respect of the Chief Executive and those Executive Directors remaining in post as at 1 April 2018, and the performance objectives for 2018/19 in respect of the Chief Executive, Executive Directors, Director Adult Social Care and Director Organisational Development and People.

In presenting the report, the Chief Executive highlighted a typographical error contained within the third recommendation, as detailed in the confidential appendix to these minutes.

It was noted that the Chief Executive's Performance Objectives for 2018/19 had yet to be finalised, and that consideration was being given to developing a three-year performance framework for him. The Leader of the Council would undertake this process in consultation with Cabinet Members and the Opposition Group Leaders and circulate the agreed objectives to the Committee in due course.

Members considered the report in detail, challenging and seeking clarification where required on the recommended performance outcomes.

The following points arose from consideration of the report:

- The performance management appraisal process now included an assessment of progress against the Council's values and behaviours, as well as against roles and objectives.
- It was agreed that future reports should provide a more comprehensive view of the assessment in relation to individual officers, without going into excessive detail. This would support the Committee in deciding whether to confirm the recommended outcomes.
- The objectives for 2018/19 as set out in the report had been agreed with the Executive Directors, Director Adult Social Care and Director Organisational Development and People.

Resolved:

1. That the performance outcome of each Executive Director remaining in post as at 1 April 2018 for the performance year 2017/18 be as set out in Appendix A to report CO/02/18.
2. That the finalised performance objectives for 2018/19 for the Executive Directors, Director Adult Social Care and Director Organisational Development and People be as set out in Appendix B to report CO/02/18.
3. That the Leader's determination of the performance outcome of the Chief Executive for the performance year 2017/18 and the decision regarding the award of the overall rating (as set out in the Confidential Appendix to these minutes) be noted.
4. That the position in relation to the Chief Executive's performance objectives for the performance year 2018/19 be noted, and the finalised objectives circulated to the Committee in due course.
5. That future reports on this issue provide a more comprehensive view of the assessment in relation to individual officers, without going into excessive detail.

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Chairman

6 November 2018