

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

10:00	Tuesday, 28 May 2013	Leader's Conference Room, C Block, County Hall
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Quorum: 2

Membership:

Councillor David Finch	Leader of the Council
Councillor Kevin Bentley	Deputy Leader and Cabinet Member for Economic Growth and Infrastructure
Councillor Roger Lord	Leader of the UKIP Group
Councillor Mike Mackrory	Leader of the Liberal Democrat Group
Councillor Roger Walters	Cabinet Member for Waste and Recycling

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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The Council Chamber and Committee Rooms are accessible by lift and are located on the first and second floors of County Hall.

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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

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| 1 | Apologies for Absence | |
| 2 | Declarations of Interest
Members are invited to declare any interest in any item on the agenda. Members may still declare an interest in an item at any time prior to its consideration. | |
| 3 | Minutes of Previous Meeting | 5 - 8 |
| 4 | Establishment of Appointments Sub-Committee | 9 - 10 |
| 5 | 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.

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| 6 | To consider the process for the appointment and dismissal of Chief and Deputy Chief Officers
(Exempt under paragraphs 1 and 2 of the Local Government Act 1972 - information relating to any individual or which is likely to reveal the identity of any individual) |
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6a Appointment of Staff at Tiers 2 and 3

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

6b Dismissals of Deputy Chief Officers through voluntary redundancy

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

7 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 a Meeting of the Committee to Determine the Conditions of Employment of Chief and Deputy Chief Officers held at County Hall, Chelmsford, at 9.00am on 9 April 2013

Present:

Councillors

P Martin	Leader of the Council (Chairman)
J Aldridge	Cabinet Member for Adults Social Care
D M Finch	Deputy Leader and Cabinet Member for Finance and Transformation Programme
D Louis	Cabinet Member for Highways and Transportation
M Mackrory	Leader of the Liberal Democrat Group

The following officers were present in support:

Joanna Killian	Chief Executive (except for part of agenda item 6, Corporate Leadership Team 2012/13 Performance, minute 5 below refers)
Adam Bowles	Head of HR
Judith Dignum	Secretary to the Committee

1. Declarations of Interest

There were no declarations of interest.

2. Minutes

The minutes of the meeting held on 25 January 2013 were agreed as a correct record and signed by the Chairman.

3. 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 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.

4. Corporate Leadership Team My Performance Update for 2013/14

(Exempt under paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972)

The Committee considered a report by the Chief Executive which provided an update on the approach to Corporate Leadership Team (CLT) objective setting for 2013/14 as the Council transitions to a new commissioning 'model' as part of Transformation Mark II. The report also provided information on the new Leadership Behaviours which would form part of CLT performance appraisal for 2013/14 onwards.

In considering the report, Members endorsed the introduction of longer term objectives, providing that these were collective rather than individual (ie included all CLT members) and balanced the reward of long term achievements with the ability to assess performance annually against key milestones.

The Committee welcomed the introduction of new leadership behaviours for managers at all levels across the Council and made a number of recommendations with regard to their implementation.

Resolved:

- 1) That the approach to Corporate Leadership Team objective setting for 2013/14 be endorsed, to include objectives for both existing functional areas and new functional areas to support both Transformation Mark II and the shadow Corporate Business Plan 2013/14.
- 2) That the newly introduced leadership behaviours that will form part of the Corporate Leadership Team performance appraisal for 2013/14 onwards be noted.

5. Corporate Leadership Team 2012/13 Performance

(Exempt under paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972)

The Committee considered a report of the Head of HR which set out the Chief Executive's assessment of the performance of members of CLT (other than the Chief Executive) for the year 2012/13, and sought Members' confirmation or amendment of the recommended outcomes.

The report also asked the Committee to agree the assessment of the Chief Executive's performance for the year 2012/13. (The Chief Executive was not present during this part of the meeting.)

Arising from consideration of the report, Members requested that future performance assessments include the way in which CLT (both collectively and individually) had worked with Members. They also recommended that early consideration be given to the issue of succession planning.

Resolved:

- 1) That the Chief Executive's recommended outcomes with regard to the performance of CLT members (excluding the Chief Executive) for the year 2012/13 be confirmed

- 2) That the assessment of the Chief Executive's performance for the year 2012/13 be as agreed at the meeting.
- 3) That future performance assessments include the way in which CLT (both collectively and individually) had worked with Members.
- 4) That early consideration be given to the issue of succession planning.

6. Update on New Corporate Leadership Team and recruitment plans to vacant posts

(Exempt under paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972)

The Committee considered a report by the Chief Executive which provided an update on the alignment of existing Chief Officers to the new roles on the Corporate Leadership Team (CLT). The supporting process and rationale with regard to CLT posts had been agreed by the Committee at a previous meeting on 4 December 2012.

The report also updated Members on plans to recruit to vacant CLT roles.

In considering the report, Members were made aware of an issue raised by the Monitoring Officer.

Resolved:

- 1) That the alignment of existing Chief Officers to the new roles on the Corporate Leadership Team (CLT) be noted, together with the intention for them to take on full responsibility for their new roles in September 2013.
- 2) That the process for recruiting to the vacant role of Executive Director for Customer Delivery be approved.
- 3) That the structure change to Tier 2 be noted, whereby the role of Executive Director of People Delivery will be deleted and replaced with the two roles of Executive Director for Adult Social Service Transition (18 month temporary post) and Executive Director for Family Operations.
- 4) That other updates to Tiers 2 and 3 be noted, as set out in the report.

The meeting closed at 10.35am.

Chairman

Committee to Determine the Terms and Conditions of Employment of Chief and Deputy Chief Officers	CO/02/13
28 May 2013	
Establishment of Appointments Sub-Committee	
Report by Terry Osborne, Assistant Director - Corporate Law (ext 21100 / 01245 431100)	
Enquiries to: Judith Dignum, Governance Team Manager (ext 20044 / 01245 430044)	

1. Purpose of report

- 1.1. To seek approval to establish an Appointments Sub-Committee comprising three members (two Conservative and one from the main Opposition Groups) to be appointed on an ad hoc basis to deal with appointments to certain posts as part of the Transformation Programme.

2. Recommendation

- 2.1 That an Appointments Sub-Committee be established comprising three members (two Conservative and one from the main Opposition Groups) to be appointed on an ad hoc basis to deal with appointments to certain posts as part of the Transformation Programme.

3. Background

- 3.1 Under its Terms of Reference (as set out in the Council's Constitution) the Committee has the power to establish a sub-committee to deal with particular appointments.
- 3.2 As part of the recent review of officer management structures under the transformation programme appointments need to be made to some 19 posts, of which two Tier 2 posts will be appointed to by this committee and three at Tier 3 will be appointed to by the Chief Executive subject to authority being delegated for that purpose.
- 3.3 Approval is sought to establish an Appointments Sub-Committee in accordance with the Committee's Terms of Reference to deal with the remaining appointments. The membership will comprise three Members (two Conservative and one from the three main Opposition Groups), with nominations to be sought on an ad hoc basis as necessary.

