



Essex County Council

Senior Management Employment Committee

10:30	Tuesday, 08 June 2021	Council Chamber County Hall, Chelmsford, CM1 1QH
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For information about the meeting please ask for:

- Gemma Bint, Democratic Services Officer, **or**
- Emma Hunter, Democratic Services Officer

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Email: democratic.services@essex.gov.uk

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.

Members of the public will be able to view and listen to any items on the agenda unless the Committee has resolved to exclude the press and public from the meeting as a result of the likely disclosure of exempt information as defined by Schedule 12A to the Local Government Act 1972.

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Attendance at meetings

Most meetings are held at County Hall, Chelmsford, CM1 1LX. [A map and directions to County Hall can be found on our website.](#)

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Accessing Documents

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Should you wish to record the meeting, please contact the officer shown on the agenda front page.

		Pages
1	Election of Chairman To elect a Chairman for the meeting.	
2	Membership, Apologies, Substitutions and Declarations of Interest	4 - 4
3	Minutes of Previous Meetings	
3a	SMEC Minutes 25 September 2020	5 - 6
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3c	SME SC Minutes 30 April 2021	9 - 10
4	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)

The following items of business have not been published on the grounds that they involve the likely disclosure of exempt information falling within Part I of Schedule 12A of the Local Government Act 1972. Members are asked to consider whether or not the press and public should be excluded during the consideration of these items. If so it will be necessary for the meeting to pass a formal resolution:

That the press and public are excluded from the meeting during the consideration of the remaining items of business on the grounds that they involve the likely disclosure of exempt information falling within Schedule 12A to the Local Government Act 1972, the specific paragraph(s) of Schedule 12A engaged being set out in the report or appendix relating to that item of business.

5 Interim Changes to the responsibilities of Corporate Leadership Team roles

- Information relating to any individual;
- Information which is likely to reveal the identify of an individual;
- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

Committee: Senior Management Employment Committee

Enquiries to: Emma Hunter, Democratic Services Officer
Gemma Bint, Democratic Services Officer

Membership, Apologies, Substitutions and Declarations of Interest

Recommendations:

To note

1. Membership as shown below
2. Apologies and substitutions
3. Declarations of interest to be made by Members in accordance with the Members' Code of Conduct

Membership

(Quorum: 3)

Councillor K Bentley
Councillor L McKinlay
Councillor C Whitbread
Councillor C Pond
Councillor D King

Minutes of a meeting of the Senior Management Employee Committee held online on Friday 25 September 2020 at 09:00 a.m.**Present:****Members**

Councillor T Ball

Councillor D Finch

Councillor D Madden

Councillor A Turrell

The following officers were present in support:

Gavin Jones

Chief Executive

Alison Woods

Head of People Business Partners and Employment Practice

Victoria Freeman

Senior Democratic Services Officer

1. Election of Chairman

Having been nominated by Councillor Madden and seconded by Councillor Turrell, and there being no other nominations 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. An apology for absence were received from Councillor Barker.

3. Annual Pay Review - Changes to Grades A and B (SMEC/01/20)

The Committee considered a report by the Chief Executive which presented the findings and context of an annual pay review and made recommendation as to how the annual pay review should apply to grades A & B.

Having been moved by Councillor Finch and seconded by Councillor Madden it was

Resolved: that

- i) A and B pay scales be uplifted by 2% from 1 April 2020.
- ii) Individuals pay on grades A and B be uplifted by 2% with effect from 1 April 2020.

4. Urgent Business

There were no matters of urgent business.

5 Exclusion of the Press and Public

Having been moved by Councillor Finch and seconded by Councillor Madden it was

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 Appointment to the role of Director, Finance, Finance & Technology (SMEC/02/20) (Press and public excluded)

The Committee considered a report (SMEC/02/20) by the Chief Executive seeking the Committee's approval to appoint Stephanie Mitchener to the permanent role of Director, Finance, Finance and Technology.

Having been moved by Councillor Finch and seconded by Councillor Madden it was

Resolved:

That the committee agree to the recommended appointment to the permanent role of Director, Finance, Finance and Technology.

The meeting closed at 9.14 a.m.

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Chairman

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Date

Minutes of an online meeting of the Senior Management Employment Sub-Committee held on Thursday, 29 April 2021 at 9.40 am**Present:****Members**

Councillor D Finch Chairman
Councillor J Spence
Councillor M Mackrory

The following officers were present in support:

Pam Parkes Director, Organisational Development & People
Nick Presmeg Executive Director, Adult Social Care
Emma Tombs Democratic Services Manager (items 1-4 only)

1. Election of Chairman

Nominations having been duly received, it was

Resolved:

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

2. Membership, Apologies, Substitutions and Declarations of Interest

The report was received. There were no apologies, substitutions or declarations of interest.

3. Minutes of this meeting**Resolved:**

That authority be delegated to the Chairman to confirm as a correct record and sign the minutes of this meeting, of which the outcome will be reported to a future meeting of the Senior Management Employment Committee.

4. Urgent Business

None.

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).

5. Appointment of Director of ASC Essex Operations (Deputy to the DASS)
(Press and public excluded)

The Sub-Committee agreed an appointment to the position of Director of ASC Essex Operations (Deputy to the DASS), based on the outcome of an interview.

Resolved:

That the post of Director of ASC Essex Operations (Deputy to the DASS) be offered to Patrick Higgs.

6. Urgent Exempt Business

None.

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Chairman

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Date

Minutes of an online meeting of the Senior Management Employment Sub-Committee held on Friday, 30 April 2021 at 9.30 am**Present:****Members**

Councillor D Finch Chairman
Councillor S Barker
Councillor M Mackrory

The following officers were present in support:

Nicole Wood Executive Director, Finance and Technology
Alison Woods Head of People BP and Employment Practice
Emma Tombs Democratic Services Manager

1. Election of Chairman

Nominations having been duly received, it was

Resolved:

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

2. Membership, Apologies, Substitutions and Declarations of Interest

The report was received. The following code interests were declared:

Councillor S Barker – Chairman of the Essex Pension Fund and member of the Access Board;
Councillor M Mackrory – Member of the Essex Pension Fund;
Councillor D Finch – former Vice Chairman of the Essex Pension Fund.

3. Minutes of this meeting**Resolved:**

That authority be delegated to the Chairman to confirm as a correct record and sign the minutes of this meeting, of which the outcome will be reported to a future meeting of the Senior Management Employment Committee.

4. Urgent Business

None.

Exclusion of the Press and Public

Having been moved by Councillor Barker and seconded by Councillor Mackrory it was

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).

5. Appointment of Programme Director, Finance and Technology Function
(Press and public excluded)

The Committee considered a report by Nicole Wood, Executive Director, Finance and Technology and Pam Parkes, Director, Organisation Development and People.

Resolved:

1. That the Senior Management Employment Sub-Committee agreed the permanent appointment of Kevin McDonald to the role of Director for the ACCESS Support Unit with effect from 1 May 2021; and
2. That the Senior Management Employment Sub-Committee agreed the permanent appointment of Jody Evans to the role of Director, Essex Pension Fund with effect from 1 May 2021.

6. Urgent Exempt Business

None.

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Chairman

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Date