

## **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**