

**Minutes of a meeting of the Senior Management Employee Committee held in Committee Room 1, County Hall, Chelmsford, CM1 1QH on Tuesday 8 February 2022 at 9:30 a.m.**

**Present:**

**Members**

Councillor K Bentley  
Councillor L McKinlay  
Councillor T Ball  
Councillor M Hoy  
Councillor M Mackrory

The following officers were present in support:

Gemma Bint	Democratic Services Officer
Gavin Jones	Chief Executive
Alison Woods	Director, People BP & Employment Practice

**1. Election of Chairman**

Having been nominated by Councillor L McKinlay and seconded by Councillor T Ball, and there being no other nominations it was

**Resolved:**

That Councillor K Bentley 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. There were no apologies, substitutions, or declarations of interest.

**3. Minutes of Previous Meetings**

The minutes of the following meetings were approved as a correct record and signed by the Chairman:

- i) Senior Management Employment Committee held on 14 December 2021
- ii) Senior Management Employment Committee held on 15 December 2021

**4. Urgent Business**

There were no matters of urgent business.

## 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 **Changes to the Responsibilities of Corporate Leadership Team roles and other changes** (Press and public excluded)

The Committee considered a report by the Chief Executive in relation to the temporary arrangements that were introduced following the resignation of the Executive Director, Corporate and Customer Services, seeking the Committee's approval to make the arrangements permanent.

The recommendations were supported and agreed by the Committee and the following was

### Resolved:

- i. Change the responsibilities of the Executive Director, Finance and Technology to include Legal and Assurance and to take the role of Senior Information Risk Owner (SIRO) on a permanent basis, with effect from 1 January 2022.
- ii. Permanently change the title of the role of Executive Director, Finance and Technology to Executive Director, Corporate Services, with effect from 1 January 2022.
- iii. Create a new permanent role of Executive Director, people and Transformation.
- iv. Move the responsibility for Transformation Delivery and Support to the Executive Director, People and Transformation on a permanent basis.
- v. Appoint Pam Parkes to the role of Executive Director, People and Transformation on a permanent basis, with effect from 1 January 2022.
- vi. To pay Pam Parkes the salary stated in the confidential report, which is the rate for the job for Executive Director roles, and is the same as other Executive Director salaries, with effect from 1 January 2022.
- vii. Extend the temporary renaming of some of head service roles reporting to the Executive Director, People and Transformation for a further six months as follows:
  - The Head of People Operations, Head of Service Transformation, Head of Organisation Development & Talent Management, and the Head of People Business Partnering & Employment Practice roles are currently job sized, through

- KornFerry Hay job evaluation, as a Director role, (job size B2, with the exception of the Head of People Operations at B3).
- viii. Permanently change the title of Director, Strategy, Insight and Engagement to Director, Policy, reporting directly to the Chief Executive, with effect from 1 January 2022.
  - ix. Subject to sufficient funding being made available by the Cabinet Member for Finance accept the outcome of the Hay job evaluation of the revised role profile for Director, Policy, and amend the salary of Director, Policy (Richard Puleston) to the rate for the job for B1 sized roles as stated in the confidential report, with effect from 1 January 2022.
  - x. Make the temporary Chief Executive's Office which includes the services managed by the Director, Policy, (being strategy, data and insight, equality and partnerships, internal and external communications and marketing), permanent.

The meeting closed at 9:52am.

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Chairman

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Date