

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

<b>16:00</b>	<b>Wednesday, 28 June 2017</b>	<b>Committee Room 4, County Hall, Chelmsford, CM1 1QH</b>
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**Quorum: 3**

**Membership:**

Councillor K Bentley	Deputy Leader and Cabinet Member for Economic Growth, Skills, Infrastructure and the Digital Economy
Councillor D Finch	Leader of the Council
Councillor R Gooding	Cabinet Member for Education
Councillor M Mackrory	Leader of the Liberal Democrat Group
Councillor D Madden	Cabinet Member for Children and Families

**For information about the meeting please ask for:**

Judith Dignum, Committee Services Manager

**Telephone:** 033301 34579

**Email:** [Judith.dignum@essex.gov.uk](mailto:Judith.dignum@essex.gov.uk)



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.

If you have a need for documents in the following formats, large print, Braille, on disk or in alternative languages and easy read please contact the Committee Officer before the meeting takes place. If you have specific access requirements such as access to induction loops, a signer, level access or information in Braille please inform the Committee Officer before the meeting takes place. For any further information contact the Committee Officer.

Induction loop facilities are available in most Meeting Rooms. Specialist head sets are available from Duke Street and E Block Receptions.

The agenda is also available on the Essex County Council website, [www.essex.gov.uk](http://www.essex.gov.uk). From the Home Page, click on 'Your Council', then on 'Meetings and Agendas'. Finally, select the relevant committee from the calendar of meetings.

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)

		<b>Pages</b>
<b>1</b>	<b>Election of Chairman</b> To elect a Chairman for the meeting	
	<b>Exclusion of the Press and Public</b>	
<b>2</b>	<b>Apologies for Absence</b>	
<b>3</b>	<b>Minutes: 17 November 2016</b>	<b>5 - 6</b>
<b>4</b>	<b>Minutes: 11 January 2017</b>	<b>7 - 10</b>
<b>5</b>	<b>Minutes: 18 January 2017</b>	<b>11 - 12</b>
<b>6</b>	<b>Minutes: 31 March 2017</b>	<b>13 - 14</b>
<b>7</b>	<b>Minutes: 6 April 2017</b>	<b>15 - 16</b>
<b>8</b>	<b>Declarations of Interest</b> To note any declarations of interest to be made by Members in accordance with the Members' Code of Conduct	
<b>9</b>	<b>Appointments Sub-Committee – Outcome of Recent Meetings (CO/01/17)</b>	<b>17 - 20</b>
<b>10</b>	<b>Urgent Business</b> 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.

**11 CMB Performance (CO/02/17)**

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

**12 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.

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**Minutes of the meeting of the Committee to Determine the Terms and Conditions of Employment of Chief and Deputy Chief Officers, held in Essex Record Office, Wharf Road, Chelmsford, CM2 6YT on Thursday, 17 November 2016**

**Present:**

Councillors

D Finch                      Chairman

K Bentley

K Klemperer

M Mackrory

D Madden

The following officers were present in support:

Gavin Jones Chief Executive

Pam Parkes Interim Head of Human Resources and Organisational Development

**1 Election of Chairman**

**Resolved:**

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

**2 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 Part 1 of Schedule 12A of the Local Government Act 1972.

**3 Candidate Interviews**

**Resolved:**

No appointments were made.

**Chairman**

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**Minutes of the meeting of the Committee to Determine the Terms and Conditions of Employment of Chief and Deputy Chief Officers, held in Committee Room 5 County Hall, Chelmsford, Essex on Wednesday, 11 January 2017**

**Present:**

**Councillors**

D Finch                      Chairman

A Bayley

K Bentley

M Mackrory

D Madden

The following officers were present in support:

Gavin Jones      Chief Executive

Pam Parkes      Interim Head of Human Resources and Organisational Development

Judith Dignum   Committee Services Manager

**1       Election of Chairman**

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

**Resolved**

That Councillor David Finch be elected Chairman for the meeting.

**2       Declarations of Interest**

The Chairman reminded Members to declare any interests now or at the point during the meeting at which they arose.

**3       Minutes of the meeting held on 10 October 2016**

The minutes of the meeting of the Committee held on 10 October 2016 were approved as a correct record and signed by the Chairman.

**4       Minutes of the meeting held on 24 October 2016**

The minutes of the meeting held on 24 October 2016 were approved as a correct record and signed by the Chairman.

**5       Executive Directors - Performance Objectives**

(Press and public excluded)

The Committee considered the report of the Chief Executive which presented the Executive Directors' performance objectives for quarter four of the year 2016/17, as requested by the Committee at its meeting on 24 October 2016. The report also detailed draft objectives in respect of all Executive Director roles, and the

Director Adult Social Services (ADASS) role, for the 2017/18 performance year. Although responsibility for setting and agreeing the objectives rested with the Chief Executive, Members' feedback and comments were sought.

In presenting the report, the Chief Executive advised that the objectives and measures set for the Executive Director who had left during the year had been redistributed amongst the remaining directors.

The following information was provided in response to Members' questions and comments:

- The proposed objectives for 2017/18 were in early draft form. Following this meeting, the Chief Executive would work with members of the Corporate Management Board to refine and finalise them based on Members' input, and on his assessment of what needed to be achieved during the year ahead.
- The Chief Executive explained how Executive Directors would be held to account for performance against the proposed objectives, which he confirmed were quite stretching, with an emphasis on leadership.
- It was acknowledged that appointments had yet to be made to certain Executive Director positions. Performance objectives would be finalised once individuals were in post, but those concerned would be expected to demonstrate early progress in terms of delivery.

The Committee supported the proposed approach to performance management for 2017/18, and the draft framework, but expressed the view that further work was needed with regard to measurement and evidence.

In considering the timescale for future Member involvement in the Executive Director performance management process, and taking into account the forthcoming County Council elections, it was agreed the Chief Executive should remain in regular contact with the Leader of the Council regarding progress on objective setting for 2017/18. A meeting of the Committee would take place as soon as possible following the elections to consider the assessment of Executive Director Performance for 2016/17 and receive the finalised objectives for 2017/18. A further meeting should then take place around September 2017 to receive a report of progress at the mid-year stage.

**Resolved:**

1. That Executive Directors' performance objectives for quarter 4 of 2016/17 be noted.
2. That the draft objectives for Executive Directors, together with those for the Director Adult Social Services (ADASS) role, be noted, subject to the comments set out in the body of this minute.
3. That the Chief Executive remain in regular contact with the Leader of the Council regarding progress on objective setting for 2017/18.
4. That a further meeting of the Committee be held as soon as possible after the County Council elections in May 2017 to consider the assessment of



Executive Director Performance for 2016/17 and receive the finalised objectives for 2017/18.

5. That a further meeting of the Committee take place around September 2017 to receive a report of progress at the mid-year stage.

**Chairman**



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**Minutes of the meeting of the Committee to Determine the Terms and Conditions of Employment of Chief and Deputy Chief Officers, held in Room C120, County Hall on Wednesday, 18 January 2017**

**Present:**

Councillors

D Finch  
R Gooding  
K Klempner  
M Mackrory  
S Walsh

The following officers were present in support:

Gavin Jones Chief Executive

Pam Parkes Interim Head of Human Resources and Organisational Development

**1 Election of Chairman**

**Resolved:**

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

**2 Apologies for Absence**

Apologies for absence were received from Councillor Kevin Bentley, for whom Councillor David Finch attended as substitute.

**3 Minutes of this Meeting**

**Resolved:**

That authority be delegated to the Chairman to sign the minutes of the meeting, following which the outcome would be reported to a future meeting of the Committee to Determine the Terms and Conditions of Employment of Chief and Deputy Chief Officers.

**4 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 Part 1 of Schedule 12A of the Local Government Act 1972.

## **5 Candidate Interviews**

### **Resolved:**

That Mark Carroll be appointed to the post of Executive Director, Economy, Localities and Public Health with effect from 1 April 2017, however transition to commence with immediate effect.

**Chairman**

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**Minutes of the meeting of the Committee to Determine the Terms and Conditions of Employment of Chief and Deputy Chief Officers, held in Committee Room 2 County Hall, Chelmsford, CM1 1QH on Friday, 31 March 2017**

**Present:**

Councillors

A Bayley  
K Bentley  
E Johnson  
M Mackrory  
S Walsh

The following officers were present in support:

Gavin Jones Chief Executive

Pam Parkes Interim Head of Human Resources and Organisational Development

**1 Election of Chairman**

**Resolved:**

That Cllr Kevin Bentley be elected as Chairman for the meeting.

**2 Minutes of this Meeting**

**Resolved:**

That authority be delegated to the Chairman to sign the minutes of the meeting, following which the outcome would be reported to a future meeting of the Committee to Determine the Terms and Conditions of Employment of Chief and Deputy Chief Officers.

**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 item of business on the grounds that it involves 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 Candidate Interviews**

**Resolved:**

That Nicola Beach be appointed to the post of Executive Director Infrastructure & Environment.

**Chairman**

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**Minutes of the meeting of the Committee to Determine the Terms and Conditions of Employment of Chief and Deputy Chief Officers, held in the Committee Room 5 County Hall, Chelmsford, CM1 1QH on Thursday, 06 April 2017**

**Present:**

Councillors

M Ellis

D Finch

T Higgins

D Madden

J Spence

The following officers were present in support:

Gavin Jones Chief Executive

Pam Parkes Interim Head of Human Resources and Organisational Development

**1 Election of Chairman**

**Resolved:**

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

**2 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 Part 1 of Schedule 12A of the Local Government Act 1972.

**3 Candidate Interviews**

**Resolved:**

That Jason Kitcat be appointed to the post of Executive Director Corporate

Development.

**Chairman**



<b>Committee to Determine the Terms and Conditions of Chief and Deputy Chief Officers</b>	<b>CO/01/17</b>
<b>Date of meeting: 28 June 2017</b>	
<b>Appointments Sub-Committee – Outcome of Recent Meetings</b>	
<b>Report by:</b> Secretary to the Committee	
<b>Enquiries to:</b> Judith Dignum, Committee Services Manager, 03330 134579 / <a href="mailto:Judith.dignum@essex.gov.uk">Judith.dignum@essex.gov.uk</a>	

## **1. Purpose of report**

- 1.1. To inform the Committee of the outcome of meetings of the Appointments Sub-Committee from 31 March 2016 to 30 April 2017.

## **2. Recommendations**

- 2.1. That the outcome of meetings of the Appointments Sub-Committee from 31 March 2016 to 30 April 2017 be noted.

## **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 or dismissals.
- 3.2. As part of the Transformation Programme in May 2013, an Appointments Sub-Committee was 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.

At each meeting of the Appointments Sub-Committee, authority is delegated to the Chairman to confirm as a correct record and sign the minutes of the meeting, and outcomes are reported to a future meeting of the Committee to Determine the Terms and Conditions of Chief and Deputy Chief Officers.

#### 4. Appointments Sub-Committee – Recent Meetings

- 4.1. The Committee is asked to note the composition and outcomes of meetings of the sub-committee held between 31 March 2016 to 30 April 2017, as detailed in the table below:

Date of meeting	Purpose	Panel members	Appointed	Chairman
12 May 2016				
22 Nov 2016	Director, Finance & Procurement Director, Legal & Assurance Director, Customer & Technology Operations Director, Programme Management Office Director, Digital Director, Commercial & Traded Services Director, Organisation Development & People	Cllr David Finch Cllr Anne Brown Cllr Mike Mackrory	Director, Finance & Procurement - <b>Nicole Wood</b> Director, Digital - <b>David Wilde</b>	Cllr David Finch
29 Nov 2016	Director, Safeguarding Assurance (Adults) Director, Strategic, Commissioning, Policy (Adults) Director, Strategic, Commissioning, Policy (Children's)	Cllr Dick Madden Cllr Ray Gooding Cllr Mike Mackrory	Director, Safeguarding Assurance (Adults) - <b>Heather Williams</b> Director, Strategic, Commissioning, Policy (Adults)- <b>Nick Presmeg</b> Director, Strategic, Commissioning, Policy (Children's)- <b>Chris Martin</b>	Cllr Dick Madden
7 Dec 2016	Director, Local Delivery North	Cllr Dick Madden Cllr Malcolm Maddocks Cllr Jon Whitehouse	Pat Higgs	Cllr Dick Madden
7 Dec 2016	Director, Wellbeing Public Health & Communities Director, Economic Growth & Localities Director, Waste & Environment Director, Strategic Commissioning &	Cllr Kevin Bentley Cllr Simon Walsh Cllr Mike Mackrory	Director, Wellbeing Public Health & Communities - <b>Mike Gogarty</b> Director, Economic Growth & Localities - <b>Dominic Collins</b>	Cllr Kevin Bentley

	Policy			
14 Dec 2016	Director Waste and Environment Director, Strategic Commissioning & Policy	Cllr Kevin Bentley Cllr Simon Walsh Cllr Mike Mackrory	No appointment made	Cllr Kevin Bentley
15 Dec 2016	Director, Customer Technology Operations	Cllr David Finch Cllr Anne Brown Cllr Mike Mackrory	No appointment made	Cllr David Finch
21 Dec 2016	Director of Adult Social Care	Cllr Dick Madden Cllr Malcolm Maddocks Cllr Theresa Higgins	Nick Presmeg (Interim appointment)	Cllr Dick Madden
25 Jan 2017	Director, Local Delivery South	Cllr Anne Brown (sub for Cllr Madden) Cllr Malcolm Maddocks Cllr Mike Mackrory	Russel Breyer	Cllr Malcolm Maddocks
1 Feb 2017	Director Organisation Development & People	Cllr Anne Brown Cllr Dick Madden Cllr Mike Mackrory	Pam Parkes	Dick Madden
8 Feb 2017	Director Programme Management Office	Cllr David Finch Cllr John Spence Cllr Jude Deakin	Debbie Knopp	David Finch
10 Feb 2017	Director, Legal & Assurance	Cllr Anne Brown Cllr David Finch Cllr Keith Bobbin	Paul Turner	David Finch
14 Mar 2017	Director Strategic Commissioning and Policy (adults) 12 month secondment	Cllr Dick Madden Cllr Malcolm Maddocks Cllr Mike Mackrory	Andrew Spice	Cllr Dick Madden
16 Mar 2017	Director, Integration and Partnerships 12 month secondment	Cllr Dick Madden Cllr Malcolm Maddocks Cllr Mike Mackrory	Peter Fairley	Cllr Dick Madden
30 Mar 2017 (cont. 5 Apr 2017)	Director Commercial & Traded Services	Cllr Anne Brown Cllr John Spence Cllr Mike Mackrory		
6 Apr 2017	Director Strategic Commissioning & Policy	Cllr Kevin Bentley Cllr Eddie Johnson Cllr Mike Mackrory		Cllr Kevin Bentley
12 Apr 2017	Director Customer Technology Operations	Cllr Anne Brown Cllr Stephen Canning Cllr Jude Deakin		Cllr Anne Brown
12 Apr 2017	Director Waste & Environment	Cllr Kevin Bentley, Cllr Simon Walsh Cllr Mike Mackrory		Cllr Kevin Bentley

- 4.2. The Sub-Committee's minutes are public documents and may be viewed on the Council's website.