

Personnel Committee

Date: **Monday 5th December 2016**

Time: **10.00am**

Venue: **Conference Room, Ground Floor, South Wing
County Hall, Norwich**

Persons attending the meeting are requested to turn off mobile phones.

Membership

Mr T Coke
Mr C Jordan (Chairman)
Mr G Nobbs
Mr A Proctor
Mrs A Thomas

**For further details and general enquiries about this Agenda
please contact the Committee Officer:**

Karen Haywood on 01603 228913
or email committees@norfolk.gov.uk

Under the Council's protocol on the use of media equipment at meetings held in public, this meeting may be filmed, recorded or photographed. Anyone who wishes to do so must inform the Chairman and ensure that it is done in a manner clearly visible to anyone present. The wishes of any individual not to be recorded or filmed must be appropriately respected.

A g e n d a

1 Apologies

To receive any apologies.

2. Minutes

To confirm the minutes of the meeting held on 21st October 2016.

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3. Members to Declare any Interests

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a Disclosable Pecuniary Interest in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter.

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an Other Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare such an interest but can speak and vote on the matter.

4. Exclusion of Public

The committee is asked to consider excluding the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the item below on the grounds that it involves the likely disclosure of exempt information as defined by paragraph 4 of Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The committee will be presented with the conclusions of the public interest tests carried out by the report author and is recommended to confirm the exclusion.

5. Senior Management Arrangements

Report by the Managing Director

(To Follow)

Chris Walton
Head of Democratic Services
County Hall
Martineau Lane
Norwich
NR1 2DH

Date Agenda Published: 25th November 2016



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Personnel Committee

Minutes of the Meeting held on 21st October 2016 at 9.00am in the Conference Room, Ground Floor at County Hall

Present:

Mr C Jordan (Chairman)
Mr G Nobbs
Mr A Proctor

Substitute members present:

Mr J Childs (for Mr T Coke)
Mrs J Leggett (for Mrs A Thomas)

Also Present:

Mr R Graham-Leigh	Reward Manager/ Acting Human Resources Manager
Ms K Haywood	Democratic Support and Scrutiny Manager
Ms V McNeill	Monitoring Officer/Practice Director nplaw
Mrs A Sharp	Acting Head of Human Resources
Dr W Thomson	Managing Director

1. Apologies

- 1.1 Apologies for absence were received from Mr T Coke and Mrs A Thomas (Mr J Childs and Mrs J Leggett substituted).

2. Minutes of the Meeting Held on 21st June and 11 July 2016

- 2.1 The public minute of the meetings held on 21st June and 11th July 2016 were agreed as a correct record and signed by the Chairman.

3. Declarations of Interests

- 3.1 There were no interests to declare.

4. Terms of Reference of Personnel Committee

- 4.1 The annexed report (4) by the Managing Director was received.

4.2 RESOLVED:

To endorse the draft revised Terms of Reference document at Appendix 1 of the report.

5. Appointments and disciplinary action relating to senior officers

- 5.1 The annexed report (5) by the Managing Director was received.

- 5.2 In introducing the report the Acting Head of Human Resources informed members that the County Council now had a flattened Chief Officer structure and therefore the historical definition of Chief Officer and Deputy Chief Officer was no longer valid. She informed members that a clear definition was needed as to which senior officers in the County Council structure were to be appointed by Member Panels and that the statutory terms Chief Officer and Deputy Chief Officer should be used only where the statutory meaning was intended.
- 5.3 Concerns were raised by Mr Nobbs that members would no longer be involved in the appointment of some officers at a senior level. In response to his query regarding the report's reference to candidates being deterred from applying to the County Council due to the appointment process, the Acting Head of Human Resources said that there was a need for the right balance between a good assessment process and ensuring accessibility for good candidates to come to Norfolk without the process being too time consuming.
- 5.3 Following an issue raised by Mrs Leggett, the Acting Human Resources Manager agreed to amend the report so that it was consistent in referring to 'he' throughout.
- 5.4 Upon being put to the vote (with 4 votes in favour and 1 against) it was **RESOLVED:**
- To endorse the draft revised wording of Part 6.4 of the Constitution at Appendix 1, for consideration by the Constitution Advisory Group, recommendation to the Policy and Resources Committee, and referral to full Council for approval.

6. Exclusion of Public

- 6.1 Officers presented the public interest test for the following exempt minutes, as required by the 2006 Access to Information Regulations, for the consideration of the Committee as follows:
- Item 7 - Exempt minutes of the meeting held on 21st June 2016 as they set out sensitive information relating to the terms of employment of County Council employees. The release of this information would prejudice possible forthcoming negotiations and would therefore not be in the public interest. This assessment has been reached in light of the guidance provided by the Head of Law.

The Committee **RESOLVED:**

- That the public be excluded while the minutes are considered.

7. Exempt minutes

- 7.1 The exempt minutes of the meeting held on 21st June 2016 were agreed as a correct record and signed by the Chairman.

The meeting concluded at 9.30am

CHAIRMAN