

## **Personnel Committee**

### **Minutes of the Meeting held on 21<sup>st</sup> 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 21<sup>st</sup> June and 11 July 2016**

- 2.1 The public minute of the meetings held on 21<sup>st</sup> June and 11<sup>th</sup> 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flattened Chief Officer structure and therefore the historical definition of Chief Officer and Deputy Chief Officer was no longer valid.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 21<sup>st</sup> 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 21<sup>st</sup> June 2016 were agreed as a correct record and signed by the Chairman.

The meeting concluded at 9.30am

**CHAIRMAN**