



Employment Committee

**Minutes of the Meeting Held on 17 February 2023 at
3pm in the Council Chamber, County Hall**

Present:

Cllr Andrew Proctor (Chairman)
Cllr Graham Plant (Vice-Chairman)

Cllr Tony Adams
Cllr Carl Smith

Cllr Steve Morpew

Also Present:

Hazel Enright
Kat Hulatt
Tom McCabe

Head of HR Services
Assistant Director of Governance (Legal Services)
Head of Paid Service

1. Apologies for Absence

1.1 Apologies were received from Cllr Saul Penfold and Cllr Stuart Clancy.

2. Minutes

2.1 The minutes of the meeting held on 30 November 2022 were agreed as an accurate record and signed by the Chairman.

3. Declarations of Interest

No interests were declared.

4. Urgent Business

4.1 None

5. Corporate Structure Review

5.1.1 The Employment Committee received the report setting out proposals for deletion of the roles of Executive Director of Finance and Commercial Services and Director of Governance and restructure the relevant areas.

- 5.1.2 The Chairman introduced the report by noting that the terms of reference for the Committee stated that Employment Committee were “To be responsible for the establishment of the Chief Officer structures of the Council and advise on the appointment of the Head of Paid Service* and those officer roles defined in the appendix to the Officer Employment Procedure Rules together with pay arrangements if not in line with national negotiation procedures and current policy.” An overall structure was needed for the senior officer team, as set out in the report brought to the Committee. The section 151 officer changes would be taken to council in due course.
- 5.1.3 The Head of Paid Service introduced the report to the Committee; figure one of the report showed the current chief officer structure and figure two showed the proposed chief officer structure following removal of the posts of Executive Director of Finance and Commercial Services and Director of Governance. The additional figures were included for context to show what was happening beneath the chief officer structure level.
- 5.2 The following points were discussed and noted
- Cllr Morpew raised concerns about recommendation 1 of the report; he agreed with the proposal to delete the posts of Executive Director of Finance and Commercial Services and Director of Governance however was concerned that the Committee were being asked to agree the overall revised management structure rather than just those of the Chief Officers. The Chairman noted that the recommendation related to the changes to Chief Officer structure out in figures 1 and 2 of the report; this change fell within the remit of the Committee. The Head of Paid Service confirmed this was the case and that any other changes to management structure would flow through the appropriate management processes.
 - The Chairman proposed an amendment to recommendation 1 as follows: “~~agree the overall revised structure~~ **agree the revised chief officer structure as shown at figure 2** following the deletion of the posts of Executive Director, Finance & Commercial Services and Director of Governance”. Cllr Morpew agreed with this amendment.
 - The Chairman noted that the director of Public Health was also leaving, and this vacancy would be dealt with in other recruitment processes.
- 5.3 The Committee **RESOLVED** to
1. Agree the revised chief officer structure as shown at figure 2 of the report, following the deletion of the posts of Executive Director, Finance & Commercial Services and Director of Governance
 2. Agree to the establishment of an Appointments Panel for a replacement Section 151 Officer with the recommendation to be put forward to full council for approval.

6 Christmas Eve – Concessionary Half Day

- 6.1 The Employment Committee received the report setting out proposals to formalise leave arrangements in relation to Christmas.

6.2 The Committee **RESOLVED** to agree to formalise the current practice of employees receiving time off on Christmas Eve (half a day) by incorporating it into policy, as detailed in option 3 in the report.

7 Exclusion of the Public

7.1 The Committee agreed to exclude the public for discussion of the exempt minutes.

8 Exempt Minutes of 30 November 2022

8.1 The exempt minutes of the meeting held on 30 November 2022 were agreed as an accurate record and signed by the Chairman.

The meeting concluded at 15:14

Chair