

# Public Document Pack



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Wednesday 13 January 2016

## Notice of Meeting

Dear Member

### Personnel Committee

The **Personnel Committee** will meet in the **Leadership Meeting Room - 1st Floor, Civic Centre 3, Huddersfield, HD1 2TG** at **1.00 pm** on **Tuesday 19 January 2016**.

The items which will be discussed are described in the agenda and there are reports attached which give more details.

A handwritten signature in black ink, appearing to read 'Julie Muscroft', on a light-colored background.

**Julie Muscroft**

**Assistant Director of Legal, Governance and Monitoring**

Kirklees Council advocates openness and transparency as part of its democratic processes. Anyone wishing to record (film or audio) the public parts of the meeting should inform the Chair/Clerk of their intentions prior to the meeting.

## The Personnel Committee members are:-

### Member

Councillor David Sheard (Chair)  
Councillor Jean Calvert  
Councillor Andrew Cooper  
Councillor David Hall  
Councillor Robert Light  
Councillor Peter McBride  
Councillor Shabir Pandor  
Councillor Graham Turner  
Councillor Nicola Turner

When a Personnel Committee member cannot be at the meeting another member can attend in their place from the list below:-

### Substitutes Panel

#### Conservative

B Armer  
D Bellamy  
N Patrick  
K Sims  
J Taylor  
G Wilson  
B Armer  
D Bellamy  
N Patrick  
K Sims  
J Taylor  
G Wilson

#### Green

K Allison  
A Cooper  
R Barraclough  
K Allison  
R Barraclough

#### Independent

C Greaves

#### Labour

E Firth  
S Hall  
K Rowling  
M Sokhal  
G Turner  
S Ullah  
E Firth  
S Hall  
K Rowling  
M Sokhal  
S Ullah

#### Liberal Democrat

C Burke  
J Lawson  
A Marchington  
A Pinnock  
P Scott  
C Burke  
J Lawson  
A Marchington  
A Pinnock  
P Scott

# Agenda

## Reports or Explanatory Notes Attached

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**Pages**

**1: Membership of the Committee**

This is where Councillors who are attending as substitutes will say for whom they are attending.

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**2: Minutes of Previous Meeting**

1 - 4

To approve the Minutes of the meeting of the Committee held on 22 September 2015.

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**3: Interests**

5 - 6

The Councillors will be asked to say if there are any items on the Agenda in which they have disclosable pecuniary interests, which would prevent them from participating in any discussion of the items or participating in any vote upon the items, or any other interests.

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**4: Admission of the Public**

Most debates take place in public. This only changes when there is a need to consider certain issues, for instance, commercially sensitive information or details concerning an individual. You will be told at this point whether there are any items on the Agenda which are to be discussed in private.

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**5: Deputation/Petitions**

The Committee will receive any petitions and hear any deputations from members of the public.

A deputation is where up to five people can attend the meeting and make a presentation on some particular issue of concern. A member of the public can also hand in a petition at the meeting but that petition should relate to something on which the body has powers and responsibilities.

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**6: Public Question Time**

The Committee will hear any questions from the general public.

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**7: Kirklees Council and work with the North Kirklees Clinical Commissioning Group (CCG)**

To receive a verbal update, following the report to the Personnel Committee on 22 September 2015, on an opportunity to develop the councils work with the North Kirklees Clinical Commissioning Group (CCG)

Officer: Richard Parry: 01484 221000

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## **PART II**

### **8: Exclusion of the Public**

To resolve that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

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### **9: Succession Planning, Managing Change and Senior Officer Structure**

7 - 10

To receive an update on developments in the period since the Personnel Committee on 22 September 2015.

Officer: Adrian Lythgo: 01484 221000

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### **10: Update on Human Resources and Industrial Relations and Trade Union Relationships in the New Council**

To receive an update concerning consultations and negotiations with trade unions on human resources and industrial relations issues.

Officer: Rosemary Gibson; 01484 221000

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Contact Officer: Steve Copley

## KIRKLEES COUNCIL

### PERSONNEL COMMITTEE

**Tuesday 22nd September 2015**

Present: Councillor David Sheard (Chair)  
Councillor Peter McBride  
Councillor Shabir Pandor  
Councillor Mohan Sokhal  
Councillor John Taylor  
Councillor Graham Turner

**1 Membership of the Committee**

Apologies for absence noted on behalf of Councillors Jean Calvert and Robert Light. Cllrs Mohan Sokhal and John Taylor substituted for these councillors.

**2 Minutes of Previous Meeting**

The Minutes of the Personnel Committee meeting on 9 July 2015 were approved.

**3 Interests**

No interests were declared.

**4 Admission of the Public**

Members resolved to consider items 8, 9, 10 and 11 in private session, as they contain exempt information. The details and reasons are set out at the start of each item.

**5 Deputation/Petitions**

No deputations or petitions were received.

**6 Public Question Time**

No questions were submitted.

**7 Exclusion of the Public**

RESOLVED - That acting under Section 100(A)(4) of the Local Government Act, 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act, as specifically stated in the under mentioned minutes.

**8 Succession Planning, Managing Change and Senior Officer Structure**

*(Exempt information relating to particular employees. The public interest in maintaining the exemption, which would protect the rights of the individual under the Data Protection Act 1988, outweighs the public interest in disclosing the information and providing greater openness in the Council's decision making)*

Adrian Lythgo, Chief Executive, presented a report which outlined a series of options and recommendations to develop the shape of the future senior officer structures of the council in order to deal with questions on succession planning and the management of change for April 2017.

The update included news on the future plans of the current Director for Children and Young People and Assistant Director for Family Support and Child Protection.

**RESOLVED -**

(1) That members support the direction of travel and model, as described within the second of the three options within paragraph 2 of the report, for the shape of the future senior structure for the council. This will provide the context within which a Director for Children's services will be recruited.

(2) That approval be given to the recruitment of a new Director for Children's Services using the role and job description in Appendix A to the report with an anticipated start date of April 2016 and with recognition that future change in that role and those of the other members of the Executive Team are anticipated.

(3) That members note the ongoing approach to redesigning early intervention and prevention that will impact across a number of Council services, and impact on the future shape of all directorates.

(4) That authority be delegated to the Chief Executive to make arrangements to support the recruitment of a Director for Children's Services which, in line with financial regulations will involve a process based on three quotations and a method statement, to find an appropriate recruitment consultant.

(5) That a recruitment panel be established comprising the Leader of the Council, the portfolio holders for Children and Adults Services plus representation from the Conservative and Liberal Democrat Groups. The Chair of Overview and Scrutiny Management Committee will be invited to be an observer.

(6) That approval also be given to the Chief Executive to secure interim capacity in Children's services recognising the intended retirement of Assistant Director for Family Support and Child Protection, pending the appointment of the new director.

(7) That the proposed date of April 2017 for clarity on the future top management structure based on the functions of New Council be endorsed.



**9 Assistant Director Responsibilities for Adult Social Care and Early Intervention**

*(Exempt information relating to particular employees. The public interest in maintaining the exemption, which would protect the rights of the individual under the Data Protection Act 1988, outweighs the public interest in disclosing the information and providing greater openness in the Council's decision making)*

Following on from the decisions taken at the Personnel Committee (16 March 2015), Richard Parry, the Director for Commissioning, Public Health and Adult Social Care, submitted a report which sought approval to recommendations to sort out the responsibilities and work of the posts of Assistant Director for Adult Social Care and Assistant Director for Early Intervention (EIP)

**RESOLVED -**

(1) That the role description for the Assistant Director responsible for Early Intervention and Prevention (EIP) is revised to focus on EIP and that the nature of and requirement for the role is subject to review over time

(2) That the Assistant Director for operational Adult Social Care Services is retained and that the nature of and requirement for the role is subject to review over time.

(3) That officers be requested to secure agreement on funding with Locala/SWYPFT.

(4) That the Directors for Commissioning, Public Health and Adult Social Care and Children and Young People work to develop an appropriately revised job description.

(5) That an appropriate recruitment process, in line with recruitment practice for posts at this level, including relevant member involvement, is followed to secure a high quality appointment

(6) That the need for and focus of the roles should be reviewed as New Council management arrangements are developed.

**10 Kirklees Council and work with the North Kirklees Clinical Commissioning Group (CCG)**

*(Exempt information relating to particular employees. The public interest in maintaining the exemption, which would protect the rights of the individual under the Data Protection Act 1988, outweighs the public interest in disclosing the information and providing greater openness in the Council's decision making)*

Richard Parry, the Director for Commissioning, Public Health and Adult Social Care, introduced a report which explained the stage reached in negotiations between officers of Kirklees Council and the North Kirklees Clinical Commissioning Group about the opportunities and possibilities to develop their working arrangements from 2015/16 onwards.

**RESOLVED -**

(1) That the Committee note the early discussions and receive further updates as appropriate.

(2) That the Committee consider the proposal as part of the wider context for decision making about other senior level posts.

- 11 Update on Human Resources and Industrial Relations Issues**  
*(Exempt information relating to consultations or negotiations, or contemplated consultations and negotiations, in connection with a labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority. The need to maintain confidentiality around negotiations with the trade unions outweighs the public interest in disclosing the information)*

Further to the Personnel Committee on 9 July 2015, the Committee received a verbal update from Ruth Redfern, Director for Communities, Transformation and Change, and Rosemary Gibson, Head of Human Resources, on the progress being made in terms of the negotiations with the trade unions in dealing with the review of services, following on from the completion and acceptance of the collective agreement and memorandum of understanding by the management and trade union sides in 2014/15.

The update highlighted, as an example, how the consultations on the review of HR Services are progressing and testing out the agreement in practice to determine a set of principles and learning which will support other reviews, recognising that whilst the principles apply the outcomes will vary according to circumstances of those reviews. The management and trade union sides approach to dealing with change has become more flexible and there are opportunities to develop this, along with the learning points, in dealing with subsequent reviews in other directorates and services

**RESOLVED -** Members of the Personnel Committee resolved to receive and note this progress report.

<b>KIRKLEES COUNCIL</b>			
<b>COUNCIL/CABINET/COMMITTEE MEETINGS ETC</b>			
<b>DECLARATION OF INTERESTS</b>			
Personnel Committee			
<b>Name of Councillor</b>			
<b>Item in which you have an interest</b>	<b>Type of interest (eg a disclosable pecuniary interest or an "Other Interest")</b>	<b>Does the nature of the interest require you to withdraw from the meeting while the item in which you have an interest is under consideration? [Y/N]</b>	<b>Brief description of your interest</b>

Signed: ..... Dated: .....

## NOTES

### Disclosable Pecuniary Interests

If you have any of the following pecuniary interests, they are your disclosable pecuniary interests under the new national rules. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.

Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses.

Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -

- under which goods or services are to be provided or works are to be executed; and
- which has not been fully discharged.

Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.

Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.

Any tenancy where (to your knowledge) - the landlord is your council or authority; and the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.

Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -

(a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and

(b) either -

the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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