



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

**Julie Muscroft**

Governance and Democratic Services

Civic Centre 3

High Street

Huddersfield

HD1 2TG

**Tel:** 01484 221000

## Decision Summary

**Committee:**

**Date:**

**Committee Clerk:**

**TEL:**

**PERSONNEL COMMITTEE**

**MONDAY 19 SEPTEMBER 2016**

**Steve Copley**

**01484 221000**

### **Chair**

Councillor David Sheard

### **Councillors Attended**

S Pandor, M Bolt, D Hall, T Lyons, N Turner, P McBride and G Turner

### **Attendees**

### **Co-optees**

### **Apologies**

Councillor Nigel Patrick

### **Observers**

None

---

## **1 Membership of the Committee**

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

Apologies for absence were noted on behalf of Councillor Nigel Patrick.

---

## **2 Minutes of Previous Meeting**

To approve the Minutes of the meeting of the Committee held on 14 July 2016.

The Minutes of the Personnel Committee meeting on 14 July 2016 were approved, subject to the correction of the references to “Executive Director” in item 9. These posts will be “Strategic Directors” in the new structures.

---

## **3 Interests**

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.

No interests were declared.

---

## **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.

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

---

## **5 Public Question Time**

The Committee will hear any questions from the general public.

No questions were received.

---

## **6 Member Question Time**

To consider questions from Councillors.

No questions were received.

---

## **7 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.

No deputations or petitions were received.

---

## **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.

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.

---

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

To receive an update on developments in the period since the Personnel Committee on 14 July 2016.

Contact: Rosemary Gibson – 01484 221000

Members of the Personnel Committee agreed to:-

(1) Receive this progress report. A further progress report will be shared at the next Personnel Committee meeting.

(2) Fully support the proposal to implement changes by 1 April 2017 which will see the total number of trade union representatives for UNISON, GMB and UNITE, plus the formal time off that is allocated to them for their trade union duties, being based on some new ratios based on 1:1000 for the total number of members that they have working in Kirklees in 2016/17.

(3) Review the progress and success of these arrangements on an annual basis, along with an update on the membership figures for UNISON, GMB and UNITE.

---

## **10 Succession Planning and Managing Change**

To receive an update on developments in the period since the Personnel Committee on 14 July 2016.

Contact: Adrian Lythgo – 01484 221000

Members of the Personnel Committee agreed to approve and support the following recommendations within the report:-

(1) That Personnel Committee approves the proposed senior structure of the Council, subject to the Chief Executive making some minor corrections to Annex A and C.

(2) That Strategic Director role descriptions be agreed as a basis for conducting interviews to those posts and that member interviews, on the basis of a 2.1.1 ratio, be carried out to the timescales set out in the implementation plan. The Chief Executive will also add more information to these role descriptions to help clarify the expectations of these officers in working with elected members.

(3) That members of the Personnel Committee – or the Leaders and Deputy Leaders of the political groups – be invited to sit on the(se) appointment panels. The Chair of the Overview and Scrutiny Management Committee will also be invited to sit on the same panel(s) as an observer.

(4) That the implementation process and timescales for the Strategic Director tier be agreed

(5) That the implementation plan and timescales for the new Service Director roles be agreed and that approval be given to the establishment of member panels on the same political ratio as set out above following the approval of role descriptions for the Service Director posts.

(6) Confirmation of the ongoing role of Deputy Chief Executive and the codifying of the role in to a post to a timescale consistent with the full implementation of the new structure including a recruitment process to run concurrently with the interviews for the Strategic Directors.

(7) To note the transitional arrangements proposed by the Chief Executive in his role as head of paid service.

(8) To note the retirement of those senior officers as reported to the Personnel Committee by the Chief Executive

---