

# Public Document Pack



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Friday 9 September 2016

## Notice of Meeting

Dear Member

### Personnel Committee

The **Personnel Committee** will meet in the **Leadership Conference Room, Civic Centre 3, Huddersfield** at **11.00 am** on **Monday 19 September 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 Shabir Pandor  
Councillor Martyn Bolt  
Councillor David Hall  
Councillor Terry Lyons  
Councillor Nigel Patrick  
Councillor Nicola Turner  
Councillor Peter McBride  
Councillor Graham 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  
L Holmes  
B McGuin  
K Sims

#### **Green**

K Allison  
A Cooper

#### **Independent**

C Greaves

#### **Labour**

G Asif  
F Fadia  
E Firth  
C Scott  
M Sokhal  
S Ullah

#### **Liberal Democrat**

R Eastwood  
J Lawson  
A Marchington  
L Wilkinson

# 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 14 July 2016.

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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: Public Question Time**

The Committee will hear any questions from the general public.

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**6: Member Question Time**

To consider questions from Councillors.

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**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.

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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: 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

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**10: Succession Planning and Managing Change**

7 - 22

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

Contact: Adrian Lythgo – 01484 221000

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Contact Officer: Steve Copley

## KIRKLEES COUNCIL

### PERSONNEL COMMITTEE

**Thursday 14th July 2016**

Present: Councillor David Sheard (Chair)  
Councillor Shabir Pandor  
Councillor Martyn Bolt  
Councillor Terry Lyons  
Councillor Peter McBride  
Councillor Graham Turner  
Councillor John Lawson  
Councillor John Taylor

Apologies: Councillor David Hall  
Councillor Nigel Patrick  
Councillor Nicola Turner

#### **1 Membership of the Committee**

Apologies for absence were noted on behalf of Councillors David Hall, Nigel Patrick and Nicola Turner.

Councillors John Lawson and John Taylor were present as substitutes.

#### **2 Minutes of Previous Meeting**

The Minutes of the Personnel Committee meetings on 14 April and 25 May 2016 were approved.

#### **3 Interests**

No interests were declared.

#### **4 Admission of the Public**

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**

No questions were received.

**6 Member Question Time**

No questions were received.

**7 Deputation/Petitions**

No deputations or petitions were received.

**8 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.

**9 Succession Planning and Managing Change**

(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 a report at the Personnel Committee on 14 April 2016, Adrian Lythgo provided a report to seek approval and a steer on some new and proposed management arrangements for discharging the Council's functions and providing services that will underpin the achievement of New Council and align senior officer capacity and structure with the needs of the organisation for the medium term.

The report also explained that the Council's management arrangements need to be effective within the financial constraints facing the Council and achieve the approved budget reduction relating to the Council's senior management structure of £489,000 for 2017/18.

Adrian Lythgo also explained that the report sought agreement to changing the nature of Directors roles in the Autumn of 2016, and using the approach set out in the previous Personnel Committee report of 14 April 2016, to achieve some early savings before those that are required in 2017/18

Adrian Lythgo answered questions on the content of the report, along with its four appendices. These set out more information on:-



## Personnel Committee - 14 July 2016

- The opportunities to develop new profiles and roles for Directors (Executive Directors), Assistant Directors (Service Directors) and their senior managers in 2016.
- The strategic and operational functions associated with the work of the New Council in 2016/17
- The stage reached with the current thinking on the future shape of the council
- An approach to manage voluntary retirement, exit options and skills for the future.

**RESOLVED** – That the Personnel Committee approves the following recommendations within the report:-

- (1) That the roles of Deputy Chief Executive and Executive Directors in the Council going forward should be focussed on strategic direction, the commissioning of outcomes and the risk and performance management of outcomes dictated by Council.
- (2) That the roles of Service Directors should be focussed on strategic implementation and direct responsibility for services.
- (3) That strategic functions should be exercised across the Council as a whole and that future Executive and Service Director future roles will not involve a mix of corporate and service functions.
- (4) That Personnel Committee delegate responsibility to the Chief Executive and Directors in the Executive Team to approve business cases for the early achievement of savings, where it is appropriate to do so.
- (5) That Personnel Committee has determined that the balance between Executive and Service Director roles should give priority to maximising capacity for Service Director posts and that as a consequence there will be 3 Executive Director roles. Adrian Lythgo, Chief Executive, to develop the new arrangements and management structures for 2016/17, based on this decision.
- (6) That Personnel Committee approve the recruitment process set out in paragraph 5 of the report to fill the two vacant posts of (i) Assistant Director for Family Support and Child Protection, and (ii) Assistant Director for Adult Social Care and Wellbeing. This will require the establishment of a member appointment panel, or panels, based on a ratio of 2.1.1.
- (7) Chief Executive to revise and update the report in light of today's discussion and decisions
- (8) Chief Executive to provide a progress report for members of the Personnel Committee in September 2016.

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

(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 14 April 2016, the Committee received a verbal update from Jacqui Gedman and Debra Ladlow, HR Manager, on the progress being made in the discussions with the trade unions to try to develop the working arrangements between the management and trade unions in 2016/17.

The progress report highlighted:-

- The progress made with the development and use of the service review process, plus the working relationships between the management and trade union sides, following the completion of a collective agreement and memorandum of understanding at the end of March 2015.
- That the total number of trade union representatives, plus time allocated to them for their trade union duties, will be based on some new ratios based on the total number of members that they have working in Kirklees in 2016/17
- That work is being undertaken to create some transparent records of the time that trade union representatives are taking off for their trade union duties under a series of broad headings. This will include looking at the use of time to deal with formal and any other ad hoc duties.
- Kirklees UNISON has an e-mail address, which officers from HR will look to develop the use of in 2016.

Members of the Personnel Committee agreed to receive this report, but asked officers to clarify the rules surrounding:-

- How the arrival or creation of any new trade unions in Kirklees would be recognised by the council, and
- The provision and recording of time off for trade union representatives to attend Cabinet and Council meetings to present deputations, petitions and questions

**RESOLVED** - That the Personnel Committee notes the progress report and supports the work that is being undertaken to develop the working arrangements between the management and trade unions in 2016/17

<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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