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**Assistant Director, Governance and
Monitoring**

Julie Muscroft

Governance and Democratic Services

Civic Centre 3

High Street

Huddersfield

HD1 2TG

Tel: 01484 221000

Please ask for Steve Copley

Email: steve@kirklees.gov.uk

Wednesday 9 November 2016

Notice of Meeting

Dear Member

Personnel Committee

The **Personnel Committee** will meet in the **Conference Room, First Floor North, Civic Centre 3, Huddersfield at 4.00 pm on Thursday 17 November 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".

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

Pages

1: Membership of the Committee

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

2: Minutes of Previous Meeting

1 - 6

To approve the Minutes of the meeting of the Committee held on 19 September 2016.

3: Interests

7 - 8

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.

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.

5: Public Question Time

The Committee will hear any questions from the general public.

6: Member Question Time

To consider questions from Councillors.

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.

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.

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 19 September 2016.

Contact Rosemary Gibson – 01484 221000

10: Succession Planning and Managing Change

To receive an update on developments in the period since the Personnel Committee on 19 September 2016.

Contact Adrian Lythgo – 01484 221000

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Contact Officer: Steve Copley

KIRKLEES COUNCIL

PERSONNEL COMMITTEE

Monday 19th September 2016

Present: Councillor David Sheard (Chair)
Councillor Shabir Pandor
Councillor Martyn Bolt
Councillor David Hall
Councillor Terry Lyons
Councillor Nicola Turner
Councillor Peter McBride
Councillor Graham Turner

Apologies: Councillor Nigel Patrick

Observers: None

1 Membership of the Committee

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

2 Minutes of Previous Meeting

RESOLVED - 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

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 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 July 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 report highlighted:-

- The progress in the discussions between the management and trade union sides with the HR/IR issues to-date

- Those issues which some trade unions may try to escalate for industrial action in 2016/17

- The opportunity to introduce some changes by 1 April 2017, as proposed and supported at the Personnel Committee (14 July), which will see 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.

Personnel Committee - 19 September 2016

All members of the Personnel Committee agreed to support this proposal and work on the full implementation of these changes by 1 April 2017, and asked officers to work with the trade unions to help make the transition in the period from October 2016 to March 2017.

Members of the Personnel Committee also asked officers to follow up on:-

- What opportunities and savings these changes will generate
- The creation of some transparent records of the time that the trade union representatives are taking off for their trade union activities under a series of broad headings. This will include looking at the use of time to deal with formal and other ad hoc duties. Members felt that the work of the trade union stewards should focus on helping with the work on the changes, reviews and savings that will be taking place within directorates and services.
- How we can propose and promote some changes about the behaviours and expectations of those managers, staff and trade union representatives who continue to choose to lobby Cabinet and Council meetings to their present their deputations, petitions and questions.

RESOLVED - 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

(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 July 2016, Adrian Lythgo provided a report to seek approval the proposed role descriptions of the new Strategic Directors, approval of a new senior management structures consisting of Strategic Directors and Service Directors and arrangements to implement the arrangements and changes by 31 March 2017.

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Adrian Lythgo answered questions on the content of the report, along with its appendices. This provided more information on:-

- The proposed role descriptions of the Strategic Directors. *(Further information on the role descriptions of the Service Directors will be provided in due course.)*
- A proposal to codify the role of Deputy Chief Executive in to a post with an implementation date in line with the full implementation of the new structures.
- The structure and the relationship between the three Strategic Directors and the Service Directors
- The process to try to recruit to these posts by 31 December 2016 and by no later than 31 March 2017
- The transitional arrangements to help the organisation move to the new structures by 1 April 2017.
- The senior managers who have already expressed an interest to exit the organisation in 2016/17

RESOLVED - 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

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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

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| KIRKLEES COUNCIL | | | |
|---|--|--|---|
| COUNCIL/CABINET/COMMITTEE MEETINGS ETC | | | |
| DECLARATION OF INTERESTS | | | |
| Personnel Committee | | | |
| Name of Councillor | | | |
| Item in which you have an interest | Type of interest (eg a disclosable pecuniary interest or an "Other Interest") | 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] | Brief description of your interest |
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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.