

# Public Document Pack



**Service Director – Legal, Governance and  
Commissioning**

**Julie Muscroft**

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Friday 30 June 2017

## 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 **5.30 pm** on **Monday 10 July 2017**.

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**

**Service Director – Legal, Governance and Commissioning**

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 David Hall  
Councillor Terry Lyons  
Councillor Peter McBride  
Councillor Andrew Palfreeman  
Councillor Shabir Pandor  
Councillor John Taylor  
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  
J Dodds  
V Lees-Hamilton  
N Patrick  
G Wilson

#### **Green**

K Allison  
A Cooper

#### **Independent**

C Greaves

#### **Labour**

E Firth  
S Hall  
C Scott  
M Sokhal  
S Ullah

#### **Liberal Democrat**

J Lawson  
A Marchington  
A Pinnock  
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 - 6

To approve the Minutes of the meetings of the Committee held on 16 and 24 May 2017.

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**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.

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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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**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 16 May 2017.

Contact: Rosemary Gibson, 01484 221000

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**10: Succession Planning and Managing Change**

To receive an update on developments in the period since the Personnel Committee on 16 May 2017.

Contact: Jacqui Gedman, 01484 221000

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**11: Director of Children's Services - Kirklees Council**

To consider a specific report on developments in the period since the Personnel Committee on 16 May 2017.

Contact: Jacqui Gedman, 01484 221000

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Contact Officer: Steve Copley

## KIRKLEES COUNCIL

### PERSONNEL COMMITTEE

**Tuesday 16th May 2017**

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

Apologies: Councillor Graham Turner

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

Apologies for absence were noted on behalf of Councillor Graham Turner.

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

The minutes of the Personnel Committee meeting held on 4 April 2017 were approved.

#### **3 Interests**

None declared.

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

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

#### **5 Member Question Time**

No questions were received.

#### **6 Deputation/Petitions**

No deputations or petitions were received.

**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 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 4 April 2017, the Committee received a verbal update from Jacqui Gedman and Rosemary Gibson 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.

The report focused, in summary, on:-

- The progress made between representatives of the management and trade unions in Kirklees and West Yorkshire to deal with those issues of concern highlighted by the ballot for industrial action from Kirklees UNISON which resulted in the industrial action in Children's Services earlier in 2017. Members of the Committee noted that significant progress had been made and that the UNISON branch in Kirklees was expected to report news of these developments to its members in a meeting on 18 May 2017.

- The progress being made in the discussions between the management and trade union sides to capture and record details of the requests made by trade union representatives for formal time off for their trade union duties, plus the work being undertaken with managers to improve the recording of any "green time", and any other ad hoc and informal time off for other trade union duties.

- The offers of help and assistance which have been made to Kirklees to continue to develop the working relationships between the management and trade unions in 2017/18.

**RESOLVED:** - Members of the Committee agreed to:-

(1). Receive this progress report and support the work that is being undertaken by the management side to develop our working relationships with the trade unions in Kirklees and West Yorkshire

- (2). Ask for a further progress report at the next Personnel Committee
- (3). Ask officers to provide members of the Committee with copies of the recent correspondence between the management and trade union sides for information and reference
- (4). Ask officers to provide a more detailed report for the next Personnel Committee on the costs associated with the time off that is being taken by the representatives of the trade unions, plus the accommodation and facilities provided for them.

## 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 4 April 2017, Jacqui Gedman introduced a report on progress with the timetable to complete the review of the senior management structure.

Today's report focused on questions surrounding:-

- The Acting Chief Executive and the timetable for the appointment of a permanent Chief Executive
- Filling the post of Strategic Director for Economy and Infrastructure on a permanent basis
- Filling the post of Strategic Director for Children and Families on a permanent basis.

Jacqui Gedman withdrew from the meeting while members of the committee discussed the options and proposals with Rosemary Gibson, Head of HR.

**RESOLVED:** - That the Personnel Committee agreed to:-

- (1). Recommend to Council that the post of Chief Executive be offered to Jacqui Gedman, the Acting Chief Executive, on a permanent basis
- (2). News of today's decisions being shared with the Council meeting in July 2017 , and to approve the appointment described in (1) above and this officer becoming the head of the paid service (including the roles of (Acting) Electoral Registration Officer and (Acting) Returning Officer) as appropriate
- (3). The post of Strategic Director for Economy and Infrastructure being filled on a permanent basis. This post will be advertised internally and externally. The Chief Executive will determine when this process will start.

**Personnel Committee - 16 May 2017**

(4). The post of Strategic Director for Children and Families being filled on a permanent basis. This post will be advertised internally and externally. The Chief Executive will determine when this process will start.

(5). The establishment of a member panel (based on a ratio of 2.1.1) to consider candidates for the posts described above.



Contact Officer: Andrea Woodside

**KIRKLEES COUNCIL**

**PERSONNEL COMMITTEE**

**Wednesday 24th May 2017**

Present: 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

**1 Admission of the Public**

The Committee determined that the business for the meeting be considered in public.

**2 Appointment of the Employee Relations Sub-Committee**

It was moved by Councillor Sheard, seconded by Councillor Pandor and;

**RESOLVED –**

1) That the appointment of the Employee Relations Sub Committee be approved and that the Membership of the Sub Committee be drawn from the Membership of the Personnel Committee as set out in the report at Item 17 of the Agenda of Annual Council.

(2) That Councillor Sheard be appointed as Chair of the Sub Committee.

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<b>KIRKLEES COUNCIL</b>			
<b>COUNCIL/CABINET/COMMITTEE MEETINGS ETC</b>			
<b>DECLARATION OF INTERESTS</b>			
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

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.