

Public Document Pack



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

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Friday 8 December 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 **4.30 pm** on **Monday 18 December 2017**.

The Personnel Committee will also be asked to convene a sub-committee meeting at the end of its meeting on 18 December 2017, to consider the appointment of a Service Director.

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

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
N Patrick
G Wilson
D Firth

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

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 - 4

To approve the Minutes of the meeting of the Committee held on 19 September 2017.

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.

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.

In accordance with Council Procedure Rule 10 (2), Members of the Public should provide at least 24 hours' notice of presenting a deputation.

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 2017.

Contact: Rosemary Gibson. Tel: 01484 221000

10: Director of Children's Services

To follow up on the decisions taken at the Personnel Committee on 10 July 2017 and the appointment of a Director of Children's Services for the Council.

Contact: Jacqui Gedman. Tel: 01484 221000

11: Succession Planning and Managing Change

To receive an update on developments in the period since the Personnel Committee on 19 September 2017.

The Personnel Committee will also be asked to convene a sub-committee meeting at the end of its meeting on 18 December 2017, to consider the appointment of a Service Director.

Contact: Jacqui Gedman. Tel: 01484 221000

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Contact Officer: Steve Copley

KIRKLEES COUNCIL

PERSONNEL COMMITTEE

Tuesday 19th September 2017

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

Apologies: Councillor Andrew Palfreeman
Councillor Nicola Turner

1 Membership of the Committee

Apologies for absence were noted on behalf of Councillors Andrew Palfreeman and Nicola Turner.

Councillor John Lawson substituted for Councillor Nicola Turner.

2 Minutes of Previous Meeting

The minutes of the Personnel Committee meeting held on 10 July 2017 were approved.

3 Interests

None declared.

4 Admission of the Public

Members resolved to consider items 9-10 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 10 July 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.

In summary, the report focused on:-

- The response to the industrial action in the children's social work teams to-date, and UNISON's subsequent requests for further meetings with the management side to deal with a number of issues. It was noted and agreed that these should be progressed through the service liaison team meetings
- Those trade unions that continue to raise issues that have been addressed and are seeking to raise "disputes", both of which are being managed appropriately
- The possibility that the trade unions campaigns could spread to target staff in other key services with new demands and requests for industrial action from Autumn 2017
- The possibility that the trade union campaigns could spread to Highways and their winter maintenance works is a concern. If so, the management side will review how this work may be undertaken by our contractors and then by our employees through their contracts of employment. It was agreed that management need to consider a longer term solution to these issues.
- The progress made by the management side to capture and record details of the requests made by trade union representatives for formal time off for their trade union duties, plus the recording of any "green time", and any other ad hoc and informal time off. It was agreed that management will revisit this once further information was available on current costs.

RESOLVED - Members of the Committee agreed to:-

(1). Receive this progress report and ask for a further progress report at the next Personnel Committee

(2). Request a specific report from officers on the results from the work to capture and record details of the requests made by trade union representatives for formal and informal time off for their trade union duties to-date, and a proposal and recommendations for the Personnel Committee to develop the management of these activities, costs and principles further in 2018/19.

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 10 July 2017, Jacqui Gedman introduced a report which provided:-

- A progress report on the appointments to the positions of Service Directors and Heads of Service in the new management structures for 2017/18,

- A progress report on the timetable of events to try to fill the post of Strategic Director for Economy and Infrastructure on a permanent basis by Nov 2017,

- A brief update on the development of the senior management arrangements in 2017/18, plus a look ahead the issues to be addressed in 2018/19

- A request to provide immediate and additional leadership capacity by recruiting, on an interim basis, to a new role of Director of Corporate Strategy (as a Strategic Director), which will also support the development of a long term proposal to provide leadership across the Kirklees Partnership.

Members of the committee went on to discuss the content of the report and, in particular, the merits of creating the new post of Director of Corporate Strategy on a temporary or permanent basis.

Members of the committee agreed that they would prefer to see the post created on a permanent basis, and a Service Director appointed to it on an acting up basis, for an initial period of six months, as soon as is possible.

RESOLVED - Members of the committee agreed to:-

- (1) Note the update provided on the appointments to the positions of Service Directors and Heads of Service in the new management structures for 2017/18

Personnel Committee - 19 September 2017

- (2) Note the update provided on the timetable of events to try to fill the post of Strategic Director for Economy and Infrastructure on a permanent basis by Nov 2017
- (3) Approve the creation of a permanent post of Director of Corporate Strategy (at a strategic director level with the exact details of the post to be confirmed over the next few months) with a Service Director being appointed to it on an acting up basis, for an initial period of six months, as soon as is possible. The appointment will bring in greater strategic capacity and stability and will also support the development of a long term proposal to provide leadership across the Kirklees Partnership.
- (4) The Chief Executive and Head of HR to determine the process for filling this post as soon as is possible, which could include:-
 - The Chief Executive progressing the recruitment process to the point of identifying a preferred candidate for the Leaders and Deputy Leaders of the groups, or the members of the committee, to approve
 - The Personnel Committee convening a member panel, based on a ratio of 2.1.1, to interview the prospective candidates
- (5) The Chief Executive and Head of HR presenting a report back to the Personnel Committee within six months (April 2018) on the development of the management arrangements for 2018/19 onwards, including plans for the post and role of Director of Corporate Strategy from May 2018 onwards

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

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.