

# Public Document Pack



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

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Monday 5 February 2018

## Notice of Meeting

Dear Member

### Personnel Committee

The **Personnel Committee** will meet in the **Conference Room North - 1st Floor, Civic Centre 3, Huddersfield, HD1 2TG** at **5.00 pm** on **Tuesday 13 February 2018**.

The Personnel Committee will also be asked to convene a sub committee meeting at the end of its meeting on 13 February 2018, to consider the appointment of a manager in Adult Social Care Services.

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  
S Pandor

#### **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 - 4

To approve the Minutes of the meeting of the Committee held on 18 December 2017.

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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.

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

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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 18 December 2017.

Contact: Debra Ladlow and Deborah Lucas – Tel: 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 18 December 2017.

Contact: Jacqui Gedman Tel: 01484 221000

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## **11: Management posts in Adult Social Care Services**

7 - 14

To consider an update on changes in the service.

The Personnel Committee will also be asked to convene a sub committee at the end of its meeting on 13 February 2018, to consider an appointment to one of these posts.

Contact: Richard Parry Tel: 01484 221000

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Contact Officer: Steve Copley

## KIRKLEES COUNCIL

### PERSONNEL COMMITTEE

**Monday 18th December 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 Nicola Turner

**1 Membership of the Committee**

No apologies for absence were noted

Members of the Committee also acknowledged that this would be the last meeting which Rosemary Gibson, Head of HR, would attend before retiring from the service of the Council in December 2017

Members offered Rosemary Gibson their best wishes for the future.

**2 Minutes of Previous Meeting**

The minutes of the Personnel Committee meeting held on 19 September 2017 were approved.

**3 Interests**

No interests were declared.

**4 Admission of the Public**

Members resolved to consider items 9-11 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 19 September 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, today's report focused on:-

- The state of the relationships between the management and trade union sides at present
- A number of requests from the trade union side to convene more Central Negotiating Team (CNT) meetings to try to resolve their concerns and issues.
- The outcome of a CNT meeting which had been held on 7 December 2017, to consider issues about the staff and work in Cleansing Services, which is likely to be referred to an Employee Relations Sub Committee in January 2018
- The actions which representatives of Kirklees UNISON have been taking to talk to staff in Cleansing about the outcome of the CNT meeting and previously agreed plans for the holiday and working arrangements over the Christmas and New Year holiday period 2017, which may still result in some unofficial industrial action
- The position of Joint Secretary (Management Side) following the retirement of Rosemary Gibson in December 2017.
- How the Children's Services Management Team are engaging the trade unions on the improvement journey at service level, whilst any issues related to the dispute remain at corporate level.
- Progress with the work being undertaken with managers and staff to improve upon the management of all the requests made by representatives of the trade unions for "time off" to undertake trade union activities.

**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 officers to contact the regional union offices to make them aware of the action which Kirklees UNISON may be seeking to promote to follow up on the



## Personnel Committee - 18 December 2017

outcome of the CNT meeting on 7 December 2017 regarding the work of managers and staff in Cleansing over the Christmas and New Year holiday period.

(3) Note that, following the retirement of Rosemary Gibson, Debra Ladlow will become the Joint Secretary (Management Side), pending the arrival of Deborah Lucas, Head of People Services, in February 2018.

### 10 **Director of Children's Services**

*(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 explained how the improvement work in Children's Services is progressing, along with the partnership and working arrangements between Kirklees and Leeds City Council.

The report focused in particular on the position and role of the Director of Children's Services for Kirklees in 2018.

**RESOLVED** - Members of the committee agreed with the recommendations in the report, that:

(1) For the reasons set out above the Director for Children's Services (DCS) for Leeds (who is currently Steve Walker) continue to be appointed as the joint DCS with Kirklees with immediate effect until either the termination of the partnership agreement with Leeds or earlier if agreed with the relevant bodies. This is for the reasons set out in detail in the report.

(2) The Committee notes that the relevant bodies referred to above will be as set out or implied in the final direction or any change to the direction from the DfE

### 11 **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 19 September 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 Service Director – Child Protection and Family Support

- A proposal to create an interim Service Director to ensure the strategic positioning of Kirklees within the region.

## Personnel Committee - 18 December 2017

Members of the Committee discussed the proposals described within the report, including the opportunities which the joint working with colleagues in Leeds and West Yorkshire is providing for officers to develop their opportunities, potential and work.

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

(1) Note the update provided regarding the senior leadership recruitment, including the news that Debbie Hogg, Service Director for Finance, IT and Transactional Services, will be leaving Kirklees in 2018, to take up a new position with Doncaster Council.

(2) Note the update provided regarding changes to the Heads of Service in Children and Families

(3) Establish a sub committee to make arrangements in association with the appointment of Elaine McShane to the post of Service Director - Child Protection & Family Support

*(NOTE: - In light of this decision, a sub committee, consisting of Cllrs David Hall, Shabir Pandor, David Sheard and Nicola Turner, took place at the close of the Personnel Committee to confirm the appointment of Elaine McShane to the post of Service Director - Child Protection & Family Support for the reasons set out in the discussion and report at the Personnel Committee. Notice of this sub committee meeting was provided within the agenda for the Personnel Committee)*

(4) To approve the extension of Naz Parkar's temporary contract but as Service Director for a 6 month period to ensure Kirklees is strategically positioned within the region and that the new Strategic Director for Economy and Infrastructure has additional capacity whilst assessing the current leadership in this area.

<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) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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