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

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Friday 19 October 2018

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 **9.30 am** on **Monday 29 October 2018**.

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 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 Shabir Pandor (Chair)
Councillor David Sheard
Councillor Graham Turner
Councillor Naheed Mather
Councillor John Taylor
Councillor David Hall
Councillor John Lawson

When a Personnel Committee member cannot be at the meeting another member can attend in their place from the list below:-

Substitutes Panel

Conservative

D Bellamy
B Armer
V Lees-Hamilton
M Thompson

Green

K Allison
A Cooper

Independent

T Lyons
C Greaves

Labour

E Firth
M Sokhal
S Hall
R Walker
H Richards

Liberal Democrat

A Pinnock
R Eastwood
A Munro
C Iredale

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 30 July 2018.

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: Update on Senior Management Arrangements

7 - 10

To receive an update on senior management arrangements.

Contact: Deborah Lucas, Head of People Services

Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

PERSONNEL COMMITTEE

Monday 30th July 2018

Present: Councillor Shabir Pandor (Chair)
Councillor David Sheard
Councillor Peter McBride
Councillor Graham Turner
Councillor Naheed Mather
Councillor Nigel Patrick
Councillor John Lawson

Apologies: Councillor John Taylor
Councillor David Hall

1 Membership of the Committee

Apologies for absence were received on behalf of Councillors D Hall and Taylor.

2 Minutes of Previous Meeting

Approved as a correct record subject to the amendment of Minute No. 10 to read that the further report on the Waste Review would be submitted to Personnel Committee, and not Employee Relations Sub-Committee.

3 Interests

No interests were declared.

4 Admission of the Public

It was noted that Agenda Item 9 would be considered in private session.

5 Deputation/Petitions

No deputations or petitions were received.

6 Public Question Time

No questions were received.

7 Senior Management Structure - Update

The Chief Executive presented a report which provided an update on the Council's senior management structure. The report sought approval for the establishment of two Elected Member Appointment Panels to appoint to the posts of Strategic Director for Children and Families, and Service Director for Finance (Section 151 Officer). The report also sought approval to establish a new post, to be titled Service Director for Growth and Housing, within the Economy and Infrastructure Directorate. The Committee were asked to agree to appoint Elected Member Appointment Panels to recruit to this post, as well as to the existing vacant post of Service

Personnel Committee - 30 July 2018

Director for Economy and Regeneration, which had formerly been titled as Service Director for Economy, Regeneration and Culture.

The submitted report set out an overview of the background regarding the appointment to, or establishment of, these posts within their respective directorates. It also set out revisions to the responsibility portfolios for posts of Service Director for Economy and Regeneration, and Service Director for Commercial, Regulatory and Operational Services.

RESOLVED -

- 1) That approval be given to the establishment of Member Appointment Panels on a 3:1:1 ratio to recruit (i) a Strategic Director for Children and Families and (ii) a Strategic Director for Finance (Section 151 Officer).
- 2) That approval be given to the establishment of the post of Service Director for Economy and Infrastructure of Service, within the Economy and Infrastructure Directorate, and that authority be delegated to both the Strategic Director for Economy and Infrastructure and the Head of People Services to develop a role profile for the post.
- 3) That approval be given to the establishment of Member Appointment Panels on a 3:1:1 ratio to recruit to the posts of (i) Service Director for Housing Growth and (ii) Service Director for Economy and Regeneration (formerly Service Director for Economy, Regeneration and Culture).

8 Exclusion of the Public

That acting under Section 100(A)(4) of the Local Government Act, 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act, as specifically stated in the undermentioned Minute.

9 Industrial Relations - Update

(Exempt information within Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation) Order 2006, namely that the report contains 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 public interest in maintaining the exemption outweighs the public interest in disclosing the information and providing greater openness in the Council's decision making.)

The Service Director for Economy and Infrastructure provided an update on ongoing negotiations regarding industrial relations matters within Cleansing Services. The Committee were advised of the issues that were still subject to ongoing discussions, the progress that had been made to date, and proposals for the next stages of the process, which included the submission of a report to the next Committee regarding the modernisation of the Service, and the implications of changes to working arrangements.

Personnel Committee - 30 July 2018

RESOLVED –

- 1) That the update on industrial relations matters within Cleansing Services be received and noted and that the approach of Management be endorsed by the Committee.
- 2) That a report be submitted to the next meeting of the Committee regarding proposals for the modernisation of working practices within Cleansing Services.

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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.



Name of meeting:

Personnel Committee

Date: 29th October 2018

Title of report: Update on Senior Management Arrangements

| | |
|--|---|
| Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards? | No |
| Is it in the Council's Forward Plan? | No |
| Is it eligible for "call in" by Scrutiny? | No |
| Date signed off by <u>Director</u> & name Is it signed off by the Director of Resources? Is it signed off by the Service Director – Legal, Governance and Commissioning (monitoring Officer)? | Jacqui Gedman , Chief Executive 19 th October 2018 Julie Muscroft 19 th October 2018 |
| Cabinet member portfolio | Cllr Shabir Pandor, Leader of the Council, Cllr David Sheard, Deputy Leader of the Council |

Electoral [wards](#) affected:

None

Ward councillors consulted:

None

Public or private: Public

1. Purpose of report

- 1.1 To receive an update from the Chief Executive on recent senior management appointments.
- 1.2 To seek approval to formally establish the role of Strategic Director of Corporate Strategy and Commissioning and to establish a member appointment panel to recruit to the new post.
- 1.3 To note a proposal to review and realign a number of portfolios at a senior level and to strengthen the office of the Chief Executive. This will provide us with a strong foundation from which we can meet the strategic needs and ambitions of the Council as well as providing us with the capacity to strengthen our position and reputation as a high performing, outcome driven organisation, not only at a regional level but at a level where we are nationally recognised for our achievements.
- 1.4 This report builds on the reports to Personnel Committee of 30th July 2018, 25th April 2018, 13th February 2018, 18th December 2017, 19th September 2017 and 25th January 2017.

2. Update on Senior Management Appointments

- 2.1 As part of our improvement plan and our partnership with Leeds City Council, we have focused on strengthening leadership capacity and capability in the directorate.
- 2.2 Given the positive progress made on our improvement journey, at its last meeting, the Personnel Committee agreed to convene an appointment panel to recruit to our own Strategic Director for Children's and Families so that we have an individual in place and ready to take over the statutory responsibility as the partnership arrangement tapers off.
- 2.3 Following a rigorous process, which was supported by an independent recruitment partner, Mel Meggs was successful in being appointed to the role. Mel is currently the Deputy Director of Children's Services at Rotherham and will join us at the beginning of December 2018; she will initially work alongside our partners from Leeds as she prepares to take on the full statutory responsibility, when it transfers back to us at an appropriate point next year.
- 2.4 Since the last Personnel Committee meeting and following a national recruitment process, supported by an independent recruitment partner, we have also appointed Eamonn Croston as our S.151 Officer.
- 2.5 Finally, at its last meeting, the Personnel Committee agreed to convene two appointment panels to oversee the recruitment to two senior roles within the Economy and Infrastructure Directorate - Service Director for Planning and

Housing Growth and Service Director for Economy and Regeneration. Working with an independent recruitment partner to undertake a rigorous national selection process for both roles, we will shortly be conducting the final interviews for these roles and a verbal update on the successful candidates will be reported to the Personnel Committee at the meeting.

3. Corporate Strategy Directorate

- 3.1 At its meeting on 19th September 2017, Personnel Committee agreed to establish a temporary role of Strategic Director of Corporate Strategy. The establishment of this role was in recognition of the volume of change and scale of the budget challenges and in recognition of the further stability and capacity that was required at this senior level in the organisation.
- 3.2 Following approval, the role was filled from within the existing Service Directors and has provided much needed strategic oversight of all the corporate services which are key enablers to our transformation ambitions. The role has provided a strong focus on strategy which is critical in supporting our move to being a commissioning council and has given clarity around our outcome based approach to service delivery.
- 3.3 Given the positive impact of this role, at its meeting on 25th April 2018, the Personnel Committee agreed to extend the temporary arrangement for a further 8 months to give the Chief Executive sufficient time to review the strategic leadership requirements, ensuring that these meet the needs and ambitions of the Council and the Partnership going forward.
- 3.4 Having reviewed those requirements, the Chief Executive is now very clear that the temporary role of Strategic Director of Corporate Strategy is integral to the successful achievement of the Council's ambitions to become a commissioning and outcome based authority. The proposal is therefore that this role is confirmed as a permanent post in the senior leadership structure, that the role title is amended to Strategic Director of Corporate Strategy and Commissioning to more accurately reflect its responsibilities and that an external recruitment process is undertaken as soon as possible. In this respect, Personnel Committee is also requested to establish a member appointment panel to oversee that recruitment process.
- 3.5 In addition to the above, the Chief Executive has recognised that in order to have clearly aligned corporate portfolios that operate in an efficient and seamless manner, a number of functions beneath the Strategic Director of Corporate Strategy and Commissioning will need to be reviewed and realigned. This realignment is within the delegation of the Chief Executive and will take place in conjunction with the Strategic Director and the relevant postholders.
- 3.6 The Chief Executive has also recognised that in order to strengthen our regional/national influence and reputation, there is a requirement to bring in some temporary additional expertise and capacity within the office of the Chief Executive. This capacity will support the Chief Executive and Leader of

the Council in strengthening our identity and in putting Kirklees firmly on the map with regard to our public standing, achievements and reputation.

3.7 The Chief Executive is therefore planning to establish a temporary role for up to 12 months in order to support the delivery of these outcomes. The impact of this role will be reviewed after a period of 8 months. Given that the level of the post would sit beneath a Director level in the organisation, the Chief Executive has delegated authority to establish such a role without the approval of the Personnel Committee. It is, however, important that this committee is sighted on the creation of this new role as it highlights the commitment to establishing the regional and national reputation of Kirklees as a great place to live, work, visit and invest.

3.8 Funding for this temporary role and the permanent role of Strategic Director of Corporate Strategy and Commissioning will be provided from within existing budgeted resources.

4. Cabinet portfolio holder recommendation

4.1 There is no specific Portfolio Holder recommendation

5. Officer recommendation

5.1 The Personnel Committee is recommended:

- To note the update from the Chief Executive on recent senior management appointments;
- To approve the permanent establishment of the role of Strategic Director of Corporate Strategy and Commissioning and to establish a member appointment panel to recruit to the new post following an external advertisement. The composition of the panel will be a ratio of 3:1:1.
- To note the Chief Executive's proposal to review and realign a number of portfolios at a senior level, in conjunction with the Strategic Director of Corporate Strategy and relevant postholders;
- To note the Chief Executive's plan to establish a temporary role, for a period of up to 12 months, which will support the Council to improve its influence and reputation at a regional and national level.

6. Contact officer

Jacqui Gedman, Chief Executive

7. Service Director responsible

Deborah Lucas, Head of People Service