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

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Thursday 6 October 2022

Notice of Meeting

Dear Member

Personnel Committee

The **Personnel Committee** will meet in the **Reception Room - Town Hall, Huddersfield** at **10.30 am** on **Friday 14 October 2022**.

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 Shabir Pandor (Chair)
Councillor Paul Davies
Councillor Eric Firth
Councillor Naheed Mather
Councillor Cathy Scott
Councillor David Hall
Councillor John Taylor
Councillor John Lawson
Councillor Charles Greaves

When a Member of the Personnel Committee cannot attend the meeting, a member of the Substitutes Panel (below) may attend in their place in accordance with the provision of Council Procedure Rule 35(7).

Substitutes Panel

Conservative

B Armer
A Gregg
V Lees-Hamilton
R Smith
M Thompson

Green

K Allison
S Lee-Richards

Independent

A Lukic

Labour

A Anwar
S Hall
M Kaushik
F Perry
M Sokhal

Liberal Democrat

A Munro
PA Davies
A Marchington
A Pinnock

Agenda

Reports or Explanatory Notes Attached

Pages

1: Membership of the Committee

To receive any apologies for absence, or notice of substitution.

2: Minutes of Previous Meeting

1 - 4

To approve the Minutes of the meeting of the Committee held on 14 March 2022.

3: Interests

Councillors will be asked to advise if there are any items on the Agenda in which they have a disclosable pecuniary interest, which would prevent them from participating in any discussion or vote upon the item, or any other interests.

4: Admission of the Public

The Committee shall be advised whether any matters shall be considered in private, by virtue of the reports containing information which falls within a category of exempt information as contained at Schedule 12A of the Local Government Act 1972.

5: 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.

6: Public Question Time

The Committee will receive any questions from the general public.

In accordance with Council Procedure Rule 11 (5), the period for the asking and answering of public questions shall not exceed 15 minutes.

7: Update on Senior Management Arrangements

5 - 8

To receive an update on senior management arrangements and consider proposals for recruitment to the post of Service Director – Finance.

Contact: Jacqui Gedman, Chief Executive / Shauna Coyle, Head of People

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Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

PERSONNEL COMMITTEE

Monday 14th March 2022

Present: Councillor Shabir Pandor (Chair)
Councillor Paul Davies
Councillor Naheed Mather
Councillor Donald Firth
Councillor John Taylor
Councillor John Lawson
Councillor Susan Lee-Richards

Apologies: Councillor David Hall

1 Membership of the Committee

Apologies for absence were received on behalf of Councillor D Hall.

2 Minutes of Previous Meeting

RESOLVED – That the Minutes of the Meeting held on 2 November 2021 be approved as a correct record.

3 Interests

No interests were declared.

4 Admission of the Public

It was noted that all Agenda Items would be considered in public session.

5 Deputation/Petitions

No deputations or petitions were received.

6 Public Question Time

No questions were asked.

7 Pay Policy Statement 2022-2023

The Committee gave consideration to a report setting out the Pay Policy Statement covering the period 1 April 2022 to 31 March 2023. It was noted that the report was submitted in accordance with the requirement of Sections 38 to 43 of the Localism Act 2011 that the Pay Policy Statement of an Authority must be approved by resolution before it is implemented, prior to the end of March immediately preceding the financial year to which it relates.

The report advised that the Statement referenced the pay of chief officers of the Authority, which was set out at the Appendix to the report.

It was noted that the report was submitted for information prior to the submission of the report to Council on 16 March 2022.

RESOLVED – That the Pay Policy Statement 2022/2023 be referred to Council with a recommendation of approval.

8 Update on the People Strategy and Workforce Planning

Prior to the consideration of the report, the Committee were briefed on the Project Search Scheme, which helped young people with learning difficulties to gain skills for employment, and welcomed Hash who explained the benefits of the scheme and how it had enabled him to develop skills and confidence and gain experience in the working environment. The Committee noted that the scheme benefitted from partnership working between the Council, Kirklees College, Real Employment and local employers and enabled participants to achieve pathways into employment.

The Committee gave consideration to a report which provided an update on the People's Strategy programme of work, and ongoing challenges relating to recruitment and workforce planning.

The report advised that the refreshed People Strategy, which was attached at Appendix 1 of the report, would be launched later in the month and linked to the Council's vision and four key outcomes. The Committee were advised that a programme assurance review had taken place in September 2021 in relation to the Strategy which (i) aimed to determine whether it would deliver appropriate and timely outcomes, within an agreed budget and (ii) reviewed governance arrangements. The report set out the key findings of the review and advised that, as a result of this work, the People Strategy Programme Board had approved that volume of concurrent activity be rationalised by prioritising strategic projects that deliver outputs. The sequencing of the programme had been set out in three stages, covering the period October 2021 to March 2023.

The report set out in detail the progress made on key projects to date under the headings of the Council's key outcomes. Appendices to the report provided supporting information regarding the programme in terms of (i) an overview of the refreshed governance arrangements (ii) the programme summary and (iii) a twelve month roadmap of activity.

The Committee also received an update on recruitment and retention challenges which reflected that, at a local level, labour turnover was increasing in the pandemic recovery and that turnover within the Authority was presently 9.1%. The report set out a number of examples of action that was being taken to address the challenges in hard to fill roles, namely highways, engineering, adult social work and adult social care.

In regards to apprenticeships, the report advised that there were currently 70 apprenticeships and that over the past six months 93% of those completing training had moved into employment within the Council. It was noted that nearly 60 new apprenticeship vacancies would be advertised, which would coincide with an apprenticeship recruitment event and would cover a wide range of services. The report also advised that more outreach activities were planned, including community

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centre drop-ins, an outreach van in Batley and interactive workshops for young people on the Kickstarter Programme to promote the apprenticeship vacancies and provide support with the application process. The Committee noted that 79 Kickstart roles had been filled to date and that there were currently 57 young people participating in the programme.

The Committee welcomed the positive benefits of the Project Search Scheme and suggested that a mechanism be identified to raise awareness of the scheme more widely amongst all Members. The Committee also welcomed the progress identified within the report, particularly in regards to addressing recruitment issues in adult social care and the focus being given to developing apprenticeship opportunities.

Discussion also took place regarding the changing pattern of flexibility to working and the need to support managers in their approach to managing flexibility for staff and achieving a successful work life balance. The Committee highlighted that support should also be given to Councillors to support their ability to effectively fulfil their role in the shift of the culture of the organisation. Key issues for consideration going forward were identified as (i) the need to ensure that staff and elected members are supported (ii) that managers be supported and empowered to be effective leaders (iii) the implications of the cost of living crisis upon the organisation and its employees (iv) ongoing recruitment and retention opportunities.

In terms of investment in workforce planning, it was noted that £4.7m of investment had been identified. The report highlighted the importance of allocating budgets to as a priority to critical areas of workforce planning and that an assurance process was currently being established. It was proposed that regular updates be submitted to this Committee to enable Members to have oversight of activity and assurance in regard to the effectiveness of the strategies being adopted.

RESOLVED –

- 1) That the People Strategy Programme of work update be noted.
- 2) That the update on recruitment and retention actions to support the labour market challenges faced by the Council be noted.
- 3) That the proposal for the Committee to have oversight of investment in workforce planning be endorsed.

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Name of meeting: Personnel Committee

Date: 14 October 2023

Title of report: Update on Senior Management Arrangements

Purpose of report: To update Personnel Committee on pending changes to the senior management arrangements and to seek approval to convene a recruitment panel.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Not Applicable
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)?</u>	No
The Decision - Is it eligible for call in by Scrutiny?	No
Date signed off by <u>Strategic Director</u> & name Is it also signed off by the Service Director for Finance? Is it also signed off by the Service Director for Legal Governance and Commissioning?	Jacqui Gedman - Eamonn Croston Julie Muscroft
Cabinet member portfolio	Cllr Shabir Pandor, Leader of the Council

Electoral wards affected: N/A

Ward councillors consulted: no

Public or private: public

Has GDPR been considered? yes

1. Purpose of the Report

- 1.1 To receive an update from the Chief Executive on pending changes to senior management arrangements
- 1.2 To note the appointment of Service Director – Family Support and Child Protection
- 1.3 To seek agreement to commence recruitment to Service Director for Finance (Section 151 Officer)
- 1.4 To seek agreement to convene a member appointment panel to recruit to the above role
- 1.5 This report builds on the reports to Personnel Committee of 3 March 2021, 5th March 2020, 4th November 2019, 29th October 2018, 30th July 2018, 25th April 2018, 13th February 2018, 18th December 2017, 19th September 2017 and 25th January 2017.

2. Service Director Appointment

- Recruitment to Service Director – Family Support and Child Protection commenced in July with assessment processes taking place over summer.
- The final elected member panel was held on 13 September and a successful appointment was made. It is expected the new postholder will commence in the new year.
- Personnel committee are asked to note the strong calibre and volume of applicants for such a critical role.

3. Service Director Retirement

- The Service Director – Finance has indicated their intention to retire in Summer 2023.
- This is a critical statutory role in the organisation. It is important that we advertise it at the earliest opportunity to allow contingency for readvertisement.
- It is also important that we test the external market to ensure that we are getting the best candidate for Kirklees.
- Personnel Committee are asked to agree to commence recruitment in Autumn 2022 to allow contingency and sufficient handover period.
- **Other (eg Integrated Impact Assessment (IIA)/Legal/Financial or Human Resources) Consultees and their opinions**

Recruitment to this role is within the existing structure and budget

4. Officer recommendations and reasons

It is recommended that this committee agrees to:

- Note the successful recruitment to the Service Director, Family Support and Child Protection role
- Agree to commence recruitment to the above role

- Convene member appointment panel to recruit to the above role

5. Contact officer

Jacqui Gedman – Chief Executive

Shauna Coyle – Head of People

6. Service Director responsible

Jacqui Gedman – Chief Executive

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