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

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Wednesday 15 February 2023

Notice of Meeting

Dear Member

Personnel Committee

The **Personnel Committee** will meet in the **Leadership Meeting Room. 1st Floor, Civic Centre 3** at **3.30 pm** on **Thursday 23 February 2023**.

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 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
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 notice of substitution, or any apologies for absence.

2: Minutes of Previous Meeting

1 - 2

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

3: Interests

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 agenda items will be considered in public session, however, it shall be advised whether the Committee will consider any matters 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: Public Question Time

The Committee will receive any questions in accordance with Council Procedure Rule 11(5).

6: 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.

7: Update on Senior Management Arrangements

3 - 4

To receive an update on pending changes to the senior management arrangements and to seek approval to convene a recruitment panel.

Contact: Jacqui Gedman / Shauna Coyle

Contact Officer: Leigh Webb

KIRKLEES COUNCIL

PERSONNEL COMMITTEE

Friday 14 October 2022

Present: Councillor Shabir Pandor (Chair)
Councillor John Lawson
Councillor Naheed Mather
Councillor John Taylor

1 Membership of the Committee

Apologies for absence were received on behalf of Councillors Paul Davies, Firth, Greaves, Scott and D Hall,

2 Minutes of Previous Meeting

RESOLVED – That the minutes of the meeting held on 14 March 2022 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 Update on Senior Management Arrangements

The Chief Executive provided the Committee with an update on senior management arrangements and the Committee gave consideration to a report which provided an update on the completed recruitment process for the role of Service Director – Family Support and Child Protection and sought approval to commence recruitment to the post of Service Director for Finance (Section 151 Officer).

With regard to the appointment of the Service Director – Family Support and Child Protection the Committee were advised that a successful appointment was made on 13 September with the expectation that the new postholder will commence in the new year.

In respect of the Service Director for Finance it was reported that the current postholder had indicated their intention to retire from the Council in the summer of 2023. Members acknowledged the critical statutory nature of the role in the organisation and recognised the importance of advertising at the earliest opportunity

Personnel Committee – 5 March 2020

to allow for contingency arrangements and to fully test the external market. During discussion of this item, Members placed on record their appreciation for the hard work and dedicated service of the current post holder, noting the challenging financial climate at the time he commenced in the role.

RESOLVED –

- 1) That the Committee notes the successful recruitment to the Service Director, Family Support and Child Protection Role
- 2) That agreement be given to commence recruitment to the role of Service Director for Finance (Section 151 Officer).
- 3) That a Member Appointment Panel be convened to recruit to the post as set out in (2) above.



Name of meeting: Personnel Committee

Date: 23 February 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 – 8.2.23 Eamonn Croston – N/A Julie Muscroft – N/A
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 seek agreement to commence recruitment to Service Director for Adult Social Care Operations
- 1.3 To seek agreement to convene a member appointment panel to recruit to the above role
- 1.4 To note the progress of recruitment to Service Director for Finance (Section 151 Officer)

2. Service Director Recruitment

- Recruitment to Service Director – Finance commenced in November
- The final elected member panel took place on 3 February 2023.
- Personnel Committee are asked to note progress in this recruitment.

3. Service Director Retirement

- The Service Director – Adult Social Care Operations has indicated their intention to retire in Summer 2023.
- This is a critical role in the organisation. It is important that we advertise at the earliest opportunity to ensure a handover can take place.
- 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 as soon as possible to allow 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 progress of recruitment to the Service Director, Finance (Section 151 Officer)
- Agree to commence recruitment to Service Director for Adult Social Care Operations
- 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