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

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Tuesday 29 October 2024

Notice of Meeting

Dear Member

Personnel Committee

The **Personnel Committee** will meet in the **Leadership Meeting Room, Civic Centre 3** at **11.30 am** on **Wednesday 6 November 2024**.

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 "S Lawton".

Samantha Lawton

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 Carole Pattison (Chair)
Councillor Andrew Cooper
Councillor David Hall
Councillor Viv Kendrick
Councillor Jo Lawson
Councillor John Lawson
Councillor Cathy Scott
Councillor John Taylor
Councillor Graham Turner

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
D Bellamy
M Thompson
C Holt

Labour

M Sokhal
M Ahmed
J Homewood
S Ullah
B Addy
M Crook
J Rylah
A Sewell
E Firth
H McCarthy

Liberal

Democrat
P Davies
A Munro
A Pinnock
A Marchington
A Smith
C Burke
D Longstaff
A Robinson

Green Party

K Allison
S Lee-
Richards

Community Alliance

A Zaman

Kirklees

**Community
Independents**
A Arshad

Agenda

Reports or Explanatory Notes Attached

Pages

1: Membership of the Committee

To receive any apologies for absence, or details of substitutions to Committee membership.

2: Minutes of Previous Meeting

1 - 4

To approve the Minutes of the meeting of the Committee held on 2 July 2024.

3: Declaration of Interests

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

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: Deputation/Petitions

The Committee will receive any petitions and/or 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 submit a petition at the meeting relating to a matter on which the body has powers and responsibilities.

In accordance with Council Procedure Rule 10, Members of the Public must submit a deputation in writing, at least three clear working days in advance of the meeting and shall subsequently be notified if the deputation shall be heard. A maximum of four deputations shall be heard at any one meeting.

6: Public Question Time

To receive any public questions.

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

Any questions must be submitted in writing at least three clear working days in advance of the meeting.

7: Update on Senior Management Arrangements

5 - 8

To consider the report.

Contact: Steve Mawson, Chief Executive

Contact Officer: Andrea Woodside

KIRKLEES COUNCIL

PERSONNEL COMMITTEE

Tuesday 2nd July 2024

Present: Councillor Cathy Scott (Chair)
Councillor Jo Lawson
Councillor John Lawson
Councillor Viv Kendrick
Councillor Carole Pattison
Councillor John Taylor
Councillor Graham Turner

Apologies: Councillor Andrew Cooper
Councillor David Hall

1 Membership of the Committee

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

2 Minutes of Previous Meeting

RESOLVED – That the Minutes of the Meeting held on 8 November 2023 be approved as a correct record.

3 Declaration of 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 Update on Senior Management Structure

The Committee gave consideration to a report which provided an update on recent appointments within the senior management structure.

The report advised that the posts of Service Director – Finance (S151 Officer) and Service Director – Legal, Governance and Commissioning (Monitoring Officer) had recently been appointed to, and sought approval for (i) the deletion of the role of Strategic Director – Environment and Climate Change (ii) the change of the titles of Strategic Director posts to Executive Directors (iii) the commencement of recruitment to the posts of Executive Director – Children and Families and Executive Director – Adults and Health and (iv) the convening of Member Appointment Panels to recruit the roles as stated in (iii).

RESOLVED –

- 1) That the appointments to the posts of Service Director - S151 Officer and Service Director – Legal, Governance and Commissioning (Monitoring Officer) be noted.
- 2) That approval be given to the deletion of the post of Strategic Director – Environment and Climate Change, and the disbanding of the associated Joint Consultative Group, with IR arrangements falling within new directorate arrangements.
- 3) That it be noted that the posts of Strategic Director will be renamed Executive Director.
- 4) That approval be given to commence permanent recruitment for the posts of (i) Executive Director – Children and Families and (ii) Executive Director – Adults and Health, to be carried out in accordance with established and approved Chief Officer recruitment practices.
- 5) That, pursuant to (4) above, approval be given to convening Member Appointment Panels.

7 Re-Introduction of Post of Deputy Chief Executive

The Committee gave consideration to a report which proposed the re-introduction of the post of Deputy Chief Executive. The report advised that, currently, in an extended absence of the Chief Executive, the Strategic Directors would exercise such authority in rotation. The report sought to change this process and to re-introduce the role of Deputy Chief Executive, which had previously been created in 2016. It was proposed that the role should be assigned to the existing post of Strategic (Executive) Director – Corporate Strategy and Public Health, to be retitled ‘Deputy Chief Executive and Executive Director for Public Health and Corporate Resources.’

The Committee noted that the key purpose of the designation of the role would be to provide consistency for leadership arrangements and (i) exercise the Chief Executive’s delegation in urgent decision making in their absence (ii) represent the Council at regional and sub regional meetings (iii) provide a clear point of reference for Councillors and (iv) lead on specific items of business as delegated by the Chief Executive.

RESOLVED – That approval be given to the re-introduction of the role of Deputy Chief Executive, applied to the post of Strategic Director – Corporate Strategy and Public Health (to be retitled Deputy Chief Executive and Executive Director for Public Health and Corporate Strategy).

8 Pay Policy Statement 2024/2025 (Reference to Council)

The Committee received the Pay Policy Statement 2024/2025, prior to its submission to Council on 17 July 2024. It was noted that the report was submitted to ensure that the Council complied with the requirements of Sections 38 to 43 of the Localism Act 2011, which required the Council to produce an annual pay policy statement setting out the pay of the Authority’s Chief Officers.

Personnel Committee - 2 July 2024

RESOLVED – That the Pay Policy Statement 2024/2025 be referred to the meeting of Council on 17 July 2024 which a recommendation of approval.

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REPORT TITLE: Update on Senior Management arrangements

Meeting:	Personnel Committee
Date:	6 November 2024
Cabinet Member (if applicable)	Cllr Tyler Hawkins
Key Decision Eligible for Call In	No No
<p>Purpose of Report To update Personnel Committee on recent appointments and pending changes to the senior management arrangements and to seek approval to convene associated recruitment panels.</p>	
<p>Recommendations</p> <p>It is recommended that the Committee agrees to:</p> <ol style="list-style-type: none"> 1. Note the recent appointment of Executive Director for Adults and Health 2. Commence permanent recruitment to Service Director – In House Provision, Learning Disabilities and Mental Health to be carried out in accordance with the Council’s established and approved chief officer recruitment practices 3. Commence permanent recruitment to Service Director – Homes and Neighbourhoods to be carried out in accordance with the Council’s established and approved chief officer recruitment practices 4. Convene member appointment panel to recruit to the roles as set out in above. 	
<p>Resource Implications:</p> <p>No additional resource implications</p>	
<p>Date signed off by <u>Strategic Director</u> & name</p> <p>Is it also signed off by the Service Director for Finance?</p> <p>Is it also signed off by the Service Director for Legal Governance and Commissioning?</p>	<p>Steve Mawson – 25/10/2024</p> <p>Kevin Mulvaney – 24/10/2024</p> <p>Samantha Lawton – 24/10/2024</p>

Electoral wards affected: N/A

Ward councillors consulted: No

Public or private: Public

Has GDPR been considered? Yes – no implications

1. Executive Summary

The purpose of the report is to provide an update from the Chief Executive on the senior management structure and to seek agreement to commence recruitment to Service Director for Homes and Neighbourhoods and Service Director for In House Provision, Learning Disabilities and Mental Health. The report also seeks agreement to convene member appointment panels to recruit to the above two roles.

2. Information required to take a decision

Background

Executive Director – Adults and Health

The statutory role of Director of Adult Social Services (DASS) is required by Section 6 of the Local Authority Social Services Act 1970 accountable for the delivery of local authority social services functions specified in the 1970 Act, other than those for which the Director of Children’s services is responsible. In Kirklees this statutory function is held by the Strategic Director for Adults and Health.

The Executive Director for Adults and Health has taken up a new part time role from August remaining with Kirklees in the DASS role on a part time basis to ensure stability and a smooth transition until a successor is recruited.

Personnel Committee are asked to note the successful appointment to this role following a robust externally advertised recruitment process. The appointment of an internal candidate results in a vacancy of Service Director for In House Provision, Learning Disabilities and Mental Health. In advance of any recruitment, the portfolios of the three Service Directors in Adults and Health will be reviewed to ensure appropriate leadership to the specialist areas; should this result in change to portfolios within the Directorate, elected members would be updated.

Service Director – Homes and Neighbourhoods

The Service Director for Homes and Neighbourhoods has submitted notice of their retirement to take effect from 31 December 2024. This is a critical role responsible for Homes and Neighbourhoods and of critical importance as the council works with the regulator to make service improvements.

Personnel Committee are asked to note that the recruitment market for these specialist roles is known to be difficult with significant competition which may necessitate consideration of a market supplement to secure an appointment of a calibre required to deliver on improvements. Recruitment timescales and the Christmas period may mean that there is a gap between the planned retirement and appointment. As a result Personnel Committee are asked to note the need for interim support whilst the permanent search and selection process takes place.

3. Implications for the Council

The implications for the Council are to ensure that the Council meets its responsibilities in respect of:

- Social housing and continues to make improvements required by the regulator
- Adult social care provision including CQC inspection readiness
- Providing effective leadership as part of the Council's leadership team.

Council Plan

The roles to be recruited to will be expected to make a significant contribution to the delivery of these priorities.

Financial Implications

There are no direct additional financial implications as all costs will be met from within existing staffing budgets.

Other (eg Risk, Integrated Impact Assessment or Human Resources)

Under the Council's Constitution, the responsibility for the appointment of these roles, sits with the Personnel Committee. The appointments should be compliant with the Council's Officer Employment Procedure Rules and the Recruitment and Selection Procedure. The appointment should be made on merit in accordance with section 7 of the Local Government and Housing Act 1989. There are no other specific human resources or financial implications other than those mentioned elsewhere in this report.

4. Consultation

The recruitment processes will involve elected members.

5. Engagement

Internal and external stakeholders will be engaged in the recruitment processes.

6. Recommendation

It is recommended that the Committee agrees to:

1. Note the recent appointment of Executive Director for Adults and Health
2. Commence permanent recruitment to Service Director – In House Provision, Learning Disabilities and Mental Health to be carried out in accordance with the Council's established and approved chief officer recruitment practices. Personnel Committee are asked the note potential for changes to portfolios.
3. Commence permanent recruitment to Service Director – Homes and Neighbourhoods to be carried out in accordance with the Council's established and approved chief officer recruitment practices
4. Convene member appointment panels to recruit to the two roles as set out above.

7. Next steps and timelines

Should Personnel Committee approve the recommendation to progress recruitment, recruitment will commence as soon as practicable.

8. Contact officer

Steve Mawson – Chief Executive

9. **Background Papers and History of Decisions**
This report builds on Personnel Committee of 2 July 2024
10. **Service Director responsible**
Steve Mawson – Chief Executive