

Public Document Pack



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

Samantha Lawton

Governance and Commissioning

PO Box 1720

Huddersfield

HD1 9EL

Tel: 01484 221000

Please ask for: Andrea Woodside

Email: andrea.woodside@kirklees.gov.uk

Monday 14 July 2025

Notice of Meeting

Dear Member

Personnel Committee

The **Personnel Committee** will meet in the **Leadership Meeting Room, Civic Centre III** at **4.00 pm** on **Tuesday 22 July 2025**.

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.

Personnel Committee

Member

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

Under the provision of Council Procedure Rule 35(8) Councillor Crook will substitute for Councillor Pattison.

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
PA Davies
A Munro
A Pinnock
A Marchington
A Smith
C Burke
D Longstaff
A Robinson

Green Party

S Lee-
Richards
K Allison

Community

Alliance
A Anwar
A Zaman

Kirklees

**Community
Independents**
A Arshad
JD Lawson

Agenda

Reports or Explanatory Notes Attached

Pages

1: Membership of the Committee

To receive any apologies for absence or notices of substitution.

Under the provision of Council Procedure Rule 35(8) Councillor Crook will substitute for Councillor Pattison.

2: Appointment of Chair

To appoint a Chair for this Meeting of the Committee.

(Apologies for absence have been received from Councillor Pattison).

3: Minutes of Previous Meeting

To approve the Minutes of the Meeting of the Committee held on 7 April 2025.

4: 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.

5: 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.

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: 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.

8: Senior Management Arrangements - Update

1 - 4

To receive details of recent appointments, pending changes to the senior management arrangements and to approve that the Member Appointment Panel be convened accordingly.

Contact: Steve Mawson, Chief Executive

9: Review of Returning Officer Remuneration for Local Elections

5 - 12

To review the Council's approach to the remuneration of the Returning Officer (in Kirklees this is designated as the Chief Executive) for local elections.

Contact: Shauna Coyle, Head of People Services

*Exempt information is provided in the appendix to the report.
Consideration must be given to whether the public and press should*

be excluded from the meeting prior to the determination of the matter to enable the exempt information to be discussed by passing the following resolution:- To resolve that under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during the consideration of this 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.

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Update on Senior Management arrangements

Meeting:	Personnel Committee
Date:	22 July 2025
Cabinet Member (if applicable)	Not applicable
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 this Committee agrees to:</p> <ol style="list-style-type: none"> 1. Note the recent appointment of Executive Director for Children and Families. 2. Commence permanent recruitment to Service Director – Commissioning, Quality and Health Partnerships (formerly titled Service Director for Resources, Improvement and Partnerships) to be carried out in accordance with the Council’s established and approved chief officer recruitment practices. 3. Note interim arrangements in Place Directorate. 4. Convene member appointment panel to recruit to the role as set out in above. 	
<p>Resource Implications:</p> <p>No additional resource implications</p>	
<p>Date signed off by <u>Executive 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 – 9/7/2025</p> <p>Kevin Mulvaney – 11/7/25</p> <p>Samantha Lawton – 11/7/25</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 Resources, Improvement and Partnerships. The report also provides an update on interim arrangements and seeks agreement to convene member appointment panels to recruit to the above role.

2. Information required to take a decision

Background

Executive Director – Children and Families

In Kirklees Council, the statutory function of Director of Childrens Services (DCS), required by the Children Act 2004, is held by Executive Director for Children and Families.

Personnel Committee are asked to note the successful appointment to this role following and elected member appointment process.

Service Director – Commissioning, Quality and Health Partnerships (formerly titled Service Director for Resources, Improvement and Partnerships)

The appointment of an internal candidate to the Executive Director for Children and Families results in a vacancy of Service Director for Resources, Improvement and Partnerships. In advance of any recruitment, the portfolios of the three Service Directors in Children and Families have been reviewed to ensure appropriate leadership to the specialist areas; this has resulted in a change to portfolios and a new title, more reflective of responsibilities, to Service Director for Commissioning, Quality and Health Partnerships.

Service Director – Skills and Regeneration

Personnel Committee agreed (7 April 2025) to permanent recruitment to this role. Interim arrangements have been put in place via secondment arrangement as an approach to permanent recruitment to maximise candidate availability in the market has been considered. Personnel Committee are asked to note that permanent recruitment will commence in the Autumn

Service Director – Highways, Waste and Streetscene

As a result of the absence of the current postholder, Personnel Committee are asked to note that interim arrangements are being made to provide leadership capacity on a short term (up to 6 months) basis.

3. Implications for the Council

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

- Requirements related to planning
- Ongoing development of regeneration activity and delivery of the skills agenda

- Development of the children’s social care market and continued effective partnership working
- Providing effective leadership as part of the Council’s leadership team alongside delivery of the Council Plan.

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 this Committee agrees to:

1. Note the recent appointment of Executive Director for Children and Families
2. Commence permanent recruitment to Service Director – Commissioning, Quality and Health Partnerships (formerly titled Service Director for Resources, Improvement and Partnerships) 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 and, as a result, job title.
3. Convene member appointment panels to recruit to the role as set out above.
4. Note interim arrangements to address capacity gaps and pending permanent recruitment.

7. Next steps and timelines

Should Personnel Committee approve the recommendation to progress recruitment, recruitment will commence at an appropriate point.

8. Contact officer

Steve Mawson – Chief Executive

9. Background Papers and History of Decisions

This report builds on Personnel Committee of 7 April 2025

10. Service Director responsible

Steve Mawson – Chief Executive

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Is it also signed off by the Service Director for Legal Governance and Commissioning (Monitoring Officer)?

Samantha Lawton 11/7/25

Electoral wards affected:

Ward councillors consulted: N/A

Public or private: Public with Private Appendix – Exempt information in accordance with Schedule 12A Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006 namely it contains information relating to the financial and business affairs of any particular person (including the Authority holding that information). It is considered that the disclosure of the information would adversely affect those third parties including the Authority and therefore the public interest in maintaining the exemption, which would protect the rights of an individual or the Authority, outweighs the public interest in disclosing the information and providing greater openness and transparency in relation to public expenditure in the Authority's decision making.)

Has GDPR been considered? Yes.

- 1. Executive Summary**
- 2. Information required to take a decision**

Background

Every Council is required to appoint an officer of the Council to be the Returning Officer for the election of Councillors to their local authority. This Officer is usually the Chief Executive and their role as the Returning Officer is separate to their role as the Chief Executive for the Authority. The Chief Executive is the Returning Officer for Kirklees.

The Returning Officer and their appointed deputies are personally responsible for the conduct of the election. Returning Officers are not responsible to the council but are directly accountable to the courts as an independent statutory office holder.

Returning Officers can receive fees paid by the Council to cover the additional responsibility and personal risk of undertaking this role. Section 36(4) and (5) of the Representation of the People Act 1983 permits a scale of fixed expenditure to be determined for election and Returning Officer payments.

Historically, the Returning Officer for Kirklees has not received a fee for their duties as Returning Officer for the delivery of local elections, prior to 2017 there was no fee paid for any elections and was deemed part of the Chief Executive's responsibilities, this was corrected via a report to Personnel Committee which is linked in the background paper at paragraph 9 ([Cabinet and Date of Meeting \(kirklees.gov.uk\)](https://www.kirklees.gov.uk/cabinet-and-date-of-meeting)) which separated out the payment for national and regional elections from the Chief Executive's remuneration.

Current arrangements

The Returning Officer for Kirklees currently receives a fee for elections that are regional or national and that fee is determined by the authority they are acting on behalf of. For example, for Combined Authority Mayoral elections, the fee is determined by the West Yorkshire Combined Authority and for UK Parliamentary elections the fee is set out in legislation prior to the poll and is funded by the Governments consolidated fund. There is no funding for Local Elections fees, any changes would therefore need to be absorbed in the elections budget.

At Kirklees the arrangement is that the Returning Officer for Kirklees receives 53.5% of those fees as specified by WYCA and Central Government directly, the remaining amount is paid into the elections budget for planned polls within an electoral cycle to contribute to the overall costs of running the poll.

3. Implications for the Council

3.1 Council Plan

Implications for the Council Plan reflect the role of Returning Officer in the democratic process

3.2 Financial Implications

The cost of the recommended option (£8,114.34) will be reflected in future budgets as the Council reprofiles the Elections budgets over the next 5 years to reflect the fallow year of Local Elections in 2026.

3.3 Legal Implications

Section 36(4) and (5) of the Representation of the People Act 1983 enables the payment of expenditure in relation to the holding of an election of a councillor in its area. This is as long as that payment does not exceed a fixed scale that may have been set by the authority. Section 36(5) provides the same provision in relation to parish council elections. This report sets out the proposed basis for such payment.

3.4 Climate Change and Air Quality

No implications

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

No risks other than identified in the body of this report.

4. Consultation

Consultation has taken place with leaders of all parties. The Electoral Services Manager has been fully engaged and consulted on the options and recommendations within this report.

5. Engagement

The Electoral Services Manager has been fully engaged in and supported development of options within this report.

6. Options

6.1 Options considered

- A. Agree a fee locally per ward. Research with other authorities (private appendix) suggests setting a benchmark figure per ward is a common approach. These range between £350 - £572 per ward, however there is no clear rationale for the value of these fees. Should this option be considered, 53.5% of the total fees would be recommended.
- B. Agree a fee locally as option A with the addition of an uplifted fee (with the same application of 53.5% of the total) for combined local elections such as a district and parish poll where they increase the ward benchmark figure by £100 or by a percentage such as 20%. In Kirklees, as the Parish/Town Councils pay for their own elections adopting this approach would increase the cost to the Parish/Town Council for the delivery of their polls. This option is not recommended.
- C. Adopt the central government calculation (explained below) used for national elections and apply to local elections. Application of the current 53.5% would be recommended with this option

The fee for Returning Officer's services for national elections is calculated at a rate of £475 per 10,000 electors. Where this amount would be less than £2,500, a 'floor' of £2,500 has been set to recognise that some level of work is required, regardless of the size of the electorate. If we were to apply the same methodology for Local Elections at Kirklees the fee would be:

Total electorate 319,308 divided by 10,000 = 31.93

31.93 multiplied by £475 = £15,167.13

Adopting the same approach as national elections (53.5%) would equate to £8,114.34.

This fee would slightly change year on year as the electorate increases/decreases, however it would be an accurate representation of the electorate and level of responsibility/risk year on year

- D. Retain the current approach of no fees for local elections.

6.2 Reasons for recommended option

Option C is recommended. Option C presents an option ensuring Kirklees is not an outlier in approach. Utilising government guidance on the approach, alongside the 53.5% locally agreed level, provides a rationale for the approach. With the lack of consistency of approach for local elections this is considered a viable option which can be justified as a government set methodology albeit for national elections. The level of remuneration recommended recognises the personal responsibility of the Chief Executive as Returning Officer, as an independent statutory officer responsible directly to the courts.

7. Next steps and timelines

Should Personnel Committee agree to the recommendation, the approach will be implemented for any future local elections and the terms and conditions of the contract for the acting returning officer updated accordingly. Any decision on this recommendation related to local elections has no impact on the existing approach for regional and national

elections. Should the committee agree to the recommended option the pay policy statement for 2026/2027 will be updated by the Head of People Services in accordance with current governance arrangements.

8. Contact officer

Shauna Coyle
Head of People Services

9. Background Papers and History of Decisions

Personnel Committee 25 January 2017 - [Cabinet and Date of Meeting](#)

10. Appendices

Private appendix attached

11. Service Director responsible

Shauna Coyle
Head of People Services

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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