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

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Wednesday 5 November 2025

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 **10.30 am** on **Thursday 13 November 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 cursive script, 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 John Lawson
Councillor Viv Kendrick
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	Labour	Liberal Democrat	Green Party	Community Alliance	Kirklees Community Independents
B Armer	M Sokhal	PA Davies	S Lee-	A Anwar	A Arshad
D Bellamy	M Ahmed	A Munro	Richards	A Zaman	JD Lawson
M Thompson	J Homewood	A Pinnock	K Allison		
C Holt	S Ullah	A Marchington			
	B Addy	A Smith			
	M Crook	C Burke			
	J Rylah	D Longstaff			
	A Sewell	A Robinson			
	E Firth				
	H McCarthy				

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 22 July 2025.

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: 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.

6: 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.

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 22nd July 2025

Present: Councillor Moses Crook
Councillor Aziz Daji
Councillor Viv Kendrick
Councillor Alison Munro
Councillor John Taylor
Councillor Graham Turner

Apologies: Councillor David Hall
Councillor Cathy Scott

1 Membership of the Committee

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

Councillor Munro substituted for Councillor Lawson.

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

2 Appointment of Chair

RESOLVED – That Councillor Crook be appointed to Chair for this meeting of the Committee.

3 Minutes of Previous Meeting

RESOLVED – That the Minutes of the Meeting held on 7 April 2025 be approved as a correct record.

4 Declaration of Interests

No interests were declared.

5 Admission of the Public

It was noted that exempt information had been submitted in relation to Agenda Item 9 (Minute No.9 refers).

6 Public Question Time

No questions were asked.

7 Deputation/Petitions

No deputations or petitions were received.

8 Senior Management Arrangements - Update

The Committee received a report which provided an update on changes to senior management arrangements. The Committee were advised that (i) following the appointment process the post of Executive Director - Children and Families had now been recruited to and (ii) interim arrangements were being put in place to provide leadership capacity on a short term basis of up to six months to the post of Service Director – Highways, Waste and Streetscene due to the absence of the postholder and (iii) with regards to the post of Service Director – Skills and Regeneration, interim arrangements had been put in place to fill the post via a secondment arrangement and that the permanent recruitment process would commence in the Autumn.

The Committee were asked to give approval to the commencement of permanent recruitment to the post of Service Director – Commissioning, Quality and Partnerships (formerly Service Director – Resources, Improvement and Partnerships) in accordance with Chief Officer recruitment practices. It was noted that the title of the post had been amended following a review of the portfolios of the Service Directors within the service area.

RESOLVED –

- 1) That the recent appointment of Executive Director for Children and Families be noted.
- 2) That (i) approval be given to commence permanent recruitment to the post of Service Director – Commissioning, Quality and Health Partnerships (formerly Service Director – Resources, Improvement and Partnerships), in accordance with Chief Officer recruitment procedures and (ii) a Member Appointment Panel be convened to recruit to this post.
- 3) That the interim operational arrangements for Place Directorate be noted.

9 Review of Returning Officer Remuneration for Local Elections

(The report included exempt information in accordance with Schedule 12A of the Local Government Act 1972 (Access to Information) (Variation) Order 2006, namely it contains information relating to financial and business affairs of third parties (including the Authority holding that information)).

The Committee gave consideration to a report which sought to review the Council's approach to remunerating the Returning Officer (RO) for local elections, in order to recognise the personal responsibility attached to this function.

The Committee noted that the Returning Officer role, held by the Chief Executive, carried personal statutory responsibility which is separate from their duties as Chief Executive, and while fees are currently paid for regional and national elections, no such arrangement exists for local elections in Kirklees.

The report explained that the proposed remuneration would align with the government's methodology for national elections, applying a rate of £475 per 10,000 electors, with a locally agreed application of 53.5%. Based on the current electorate

Personnel Committee - 22 July 2025

of 319,308, this would result in a fee of £8,114.34. The cost would be absorbed into the elections budget and adjusted over the next five years.

The Committee noted that this approach would ensure consistency with national standards and reflect the personal accountability of the RO. The decision would not affect existing arrangements for regional and national elections, and any changes would be reflected in future pay policy statements.

RESOLVED – That approval be given to the payment of a fee to the Returning Officer for the delivery of local elections, equating to a fee per 10,000 of the electorate of 53.5%, in line with the current locally agreed approach for national and regional elections.

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REPORT TITLE: Update on Senior Management Arrangements

Meeting:	Personnel Committee
Date:	13 November 2025
Cabinet Member (if applicable)	N/A
Key Decision Eligible for Call In	No No
<p>Purpose of Report</p> <p>To update Personnel Committee on recent appointments and to seek approval to convene recruitment panel.</p>	
<p>Recommendations</p> <p>It is recommended that this Committee:</p> <ol style="list-style-type: none"> 1. Notes updates on recruitment processes for Service Director – Skills and Regeneration and Service Director – Commissioning, Quality and Health Partnerships 2. Approves the permanent recruitment to Service Director – Highways and Streetscene to be carried out in accordance with the Council’s established and approved chief officer recruitment practices 3. Approves the 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 – 25/10/25</p> <p>Kevin Mulvaney – 24/10/25</p> <p>Samantha Lawton – 24/10/25</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 Highways and Streetscene. The report also provides an update on recent selection processes.

2. Information required to take a decision

Background

Personnel committee were provided (7 April 2025 and 22 July 2025) with updates to the senior management structure following internal appointments and onward movement. Updates were also provided on interim arrangements in relation to Service Director – Highways and Streetscene. Personnel Committee subsequently agreed to commence recruitment to Service Director for Skills and Regeneration and Service Director Commissioning, Quality and Health Partnerships and noted interim arrangements.

Service Director – Skills and Regeneration

Following a period of interim arrangements, permanent recruitment commenced in September 2025 to maximise candidate availability. Personnel Committee are asked to note updates following recent final selection panel.

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

Prior to recruitment, portfolios were reviewed to ensure appropriate leadership to the specialist areas; this resulted in a change to portfolios and a new title, more reflective of responsibilities, to Service Director for Commissioning, Quality and Health Partnerships. Recruitment to this post commenced in September 2025 to maximise candidate availability.

Personnel Committee are asked to note updates following the recent final section panel.

Service Director – Highways and Streetscene

As noted at Personnel Committee (22 July) a result of the absence of the current postholder, interim arrangements are currently in place to provide leadership capacity. Personnel Committee are asked to note the retirement of the current postholder. In advance of permanent recruitment, portfolios across the directorate have been aligned to ensure appropriate leadership capacity.

Personnel Committee are asked to agree to commence recruitment to the above role and convene an associated recruitment panel.

3. **Implications for the Council**

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

- Requirements in relation to Highways
- Requirements in relation to waste
- Providing effective leadership as part of the Council's leadership team alongside delivery of the Council Plan.

Council Plan

The role 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.

Legal Implications

Whilst these posts are desirable in the interests of the efficient management and delivery of services none of the posts considered in this report are statutory posts which the Council is required to have by law. By section 112 of the Local Government Act 1972 a local authority shall appoint such officers as they think necessary for the proper discharge by the authority of its functions. By section 7 of the Local Government and Housing Act 1989 all staff are to be appointed on merit. The recruitment process should be in accord with the Council's Constitutional arrangements as described below.

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 process 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 updates provided on selection processes for Service Director for Skills and Regeneration and Service Director – Commissioning, Quality and Health Partnerships
2. Commence permanent recruitment to Service Director – Highways and Streetscene to be carried out in accordance with the Council's established and approved chief officer recruitment practices.
3. Convene member appointment panel to recruit to the role as set out above.

- 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 and 22 July 2025
- 10. Service Director responsible**
Steve Mawson – Chief Executive