

Contact Officer: Steve Copley

KIRKLEES COUNCIL
PERSONNEL COMMITTEE

Monday 19th September 2016

Present: Councillor David Sheard (Chair)
Councillor Shabir Pandor
Councillor Martyn Bolt
Councillor David Hall
Councillor Terry Lyons
Councillor Nicola Turner
Councillor Peter McBride
Councillor Graham Turner

Apologies: Councillor Nigel Patrick

Observers: None

1 Membership of the Committee

Apologies for absence were noted on behalf of Councillor Nigel Patrick.

2 Minutes of Previous Meeting

RESOLVED - The Minutes of the Personnel Committee meeting on 14 July 2016 were approved, subject to the correction of the references to "Executive Director" in item 9. These posts will be "Strategic Directors" in the new structures.

3 Interests

No interests were declared.

4 Admission of the Public

Members resolved to consider items 9 and 10 in private session, as they contain exempt information. The details and reasons are set out at the start of each item.

5 Public Question Time

No questions were received.

6 Member Question Time

No questions were received.

7 Deputation/Petitions

No deputations or petitions were received.

8 Exclusion of the Public

RESOLVED - That acting under Section 100(A)(4) of the Local Government Act, 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act, as specifically stated in the under mentioned minutes.

9 Update on Human Resources and Industrial Relations and Trade Union Relationships in the New Council

(Exempt information relating to consultations or negotiations, or contemplated consultations and negotiations, in connection with a labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority. The need to maintain confidentiality around negotiations with the trade unions outweighs the public interest in disclosing the information)

Further to the Personnel Committee on 14 July 2016, the Committee received a verbal update from Jacqui Gedman and Debra Ladlow, HR Manager, on the progress being made in the discussions with the trade unions to try to develop the working arrangements between the management and trade unions in 2016/17.

The report highlighted:-

- The progress in the discussions between the management and trade union sides with the HR/IR issues to-date

- Those issues which some trade unions may try to escalate for industrial action in 2016/17

- The opportunity to introduce some changes by 1 April 2017, as proposed and supported at the Personnel Committee (14 July), which will see total number of trade union representatives for UNISON, GMB and UNITE, plus the formal time off that is allocated to them for their trade union duties, being based on some new ratios based on 1:1000 for the total number of members that they have working in Kirklees in 2016/17.

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All members of the Personnel Committee agreed to support this proposal and work on the full implementation of these changes by 1 April 2017, and asked officers to work with the trade unions to help make the transition in the period from October 2016 to March 2017.

Members of the Personnel Committee also asked officers to follow up on:-

- What opportunities and savings these changes will generate
- The creation of some transparent records of the time that the trade union representatives are taking off for their trade union activities under a series of broad headings. This will include looking at the use of time to deal with formal and other ad hoc duties. Members felt that the work of the trade union stewards should focus on helping with the work on the changes, reviews and savings that will be taking place within directorates and services.
- How we can propose and promote some changes about the behaviours and expectations of those managers, staff and trade union representatives who continue to choose to lobby Cabinet and Council meetings to their present their deputations, petitions and questions.

RESOLVED - Members of the Personnel Committee agreed to:-

- (1) Receive this progress report. A further progress report will be shared at the next Personnel Committee meeting.
- (2) Fully support the proposal to implement changes by 1 April 2017 which will see the total number of trade union representatives for UNISON, GMB and UNITE, plus the formal time off that is allocated to them for their trade union duties, being based on some new ratios based on 1:1000 for the total number of members that they have working in Kirklees in 2016/17.
- (3) Review the progress and success of these arrangements on an annual basis, along with an update on the membership figures for UNISON, GMB and UNITE.

10 Succession Planning and Managing Change

(Exempt information relating to particular employees. The public interest in maintaining the exemption, which would protect the rights of the individual under the Data Protection Act 1988, outweighs the public interest in disclosing the information and providing greater openness in the council's decision making)

Following a report at the Personnel Committee on 14 July 2016, Adrian Lythgo provided a report to seek approval the proposed role descriptions of the new Strategic Directors, approval of a new senior management structures consisting of Strategic Directors and Service Directors and arrangements to implement the arrangements and changes by 31 March 2017.

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Adrian Lythgo answered questions on the content of the report, along with its appendices. This provided more information on:-

- The proposed role descriptions of the Strategic Directors. *(Further information on the role descriptions of the Service Directors will be provided in due course.)*
- A proposal to codify the role of Deputy Chief Executive in to a post with an implementation date in line with the full implementation of the new structures.
- The structure and the relationship between the three Strategic Directors and the Service Directors
- The process to try to recruit to these posts by 31 December 2016 and by no later than 31 March 2017
- The transitional arrangements to help the organisation move to the new structures by 1 April 2017.
- The senior managers who have already expressed an interest to exit the organisation in 2016/17

RESOLVED - Members of the Personnel Committee agreed to approve and support the following recommendations within the report:-

- (1) That Personnel Committee approves the proposed senior structure of the Council, subject to the Chief Executive making some minor corrections to Annex A and C.
- (2) That Strategic Director role descriptions be agreed as a basis for conducting interviews to those posts and that member interviews, on the basis of a 2.1.1 ratio, be carried out to the timescales set out in the implementation plan. The Chief Executive will also add more information to these role descriptions to help clarify the expectations of these officers in working with elected members.
- (3) That members of the Personnel Committee – or the Leaders and Deputy Leaders of the political groups – be invited to sit on the(se) appointment panels. The Chair of the Overview and Scrutiny Management Committee will also be invited to sit on the same panel(s) as an observer.
- (4) That the implementation process and timescales for the Strategic Director tier be agreed
- (5) That the implementation plan and timescales for the new Service Director roles be agreed and that approval be given to the establishment of member panels on the same political ratio as set out above following the approval of role descriptions for the Service Director posts.
- (6) Confirmation of the ongoing role of Deputy Chief Executive and the codifying of the role in to a post to a timescale consistent with the full implementation of the new

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structure including a recruitment process to run concurrently with the interviews for the Strategic Directors.

(7) To note the transitional arrangements proposed by the Chief Executive in his role as head of paid service.

(8) To note the retirement of those senior officers as reported to the Personnel Committee by the Chief Executive