

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.