

Contact Officer: Steve Copley

KIRKLEES COUNCIL
PERSONNEL COMMITTEE

Tuesday 13th February 2018

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

1 Membership of the Committee

Apologies for absence were noted on behalf of Councillor John Taylor.

Members of the Committee also welcomed Deborah Lucas, the new Head of People Services, to her first Personnel Committee meeting.

2 Minutes of Previous Meeting

The minutes of the Personnel Committee meeting held on 18 December 2017 were approved.

3 Interests

None declared.

4 Admission of the Public

Members resolved to consider items 9-11 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 18 December 2017, the Committee received a verbal update from Jacqui Gedman on the progress being made in the discussions with the trade unions.

In summary, today's report focused on:-

- The outcome of the Employee Relations Sub Committee (25 January 2018) which had considered the outcome of the Central Negotiating Team (7 December 2017) regarding issues in Refuse Collection Services.
- Relationships between the management and trade union sides at the present time
- New opportunities to try to improve these relationships in 2018/19

RESOLVED- Members of the Personnel Committee agreed to:

(1). Receive this progress report

(2). Request Karl Battersby and Deborah Lucas to follow up on the outcome of the Employee Relations Sub Committee, as set out in the decision letter from Councillor Graham Turner, the Chair of the Sub Committee, to the joint secretaries for the management and trade union sides

(3). Request officers to prepare a progress report on (2) above and the next steps surrounding the work on the independent assessment of refuse collection services e.g. the participants, the terms of reference and the timescales, in time for the next Personnel Committee in March 2018 (Date tbc)

(4). Ask Deborah Lucas to follow up on the concerns raised by members of the committee about the communications and correspondence from Kirklees Unison.

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)

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Following a report at the Personnel Committee on 18 December 2017, Jacqui Gedman introduced a verbal report which focused on the:-

- Appointment of Elaine McShane to the post of Service Director - Child Protection & Family Support (*A decision taken at the last Personnel Committee meeting on 18 December 2017*)
- News that Saleem Tariq, Deputy Director for Children's Services in Leeds, will be working with Kirklees for four days per week from February 2018 onwards as part of the partnership arrangements with Leeds City Council. Steve Walker will also be working in Kirklees on the remaining day.
- Improvements being made within Kirklees Children's Services as a result of the partnership between Kirklees Council and Leeds City Council
- Plans to fill a number of Head of Service posts in Kirklees Children's Services
- Plans to recruit to the post of Service Director for Learning and Early Support in 2018
- Two options to fill the position designated as Section 151 Officer as soon as possible and before the departure of Debbie Hogg in February 2018. In summary, these options were (a) the appointment of an internal candidate, on an acting basis for an interim period to the post which is designated as such in the Councils constitution, working with the help and support from colleagues in a neighbouring authority, or (b) to go to external market to find a suitable interim candidate. The interim arrangement will be in place pending the recruitment of a permanent Section 151 Officer.

RESOLVED- Members of the Personnel Committee agreed to:-

- (1). Note the update provided regarding developments and posts in Kirklees Children's Services
- (2). Note plans to recruit to the position of Service Director for Learning and Early Support, which will involve a member appointment panel, based on a ratio of 2.1.1
- (3). Ask Jacqui Gedman to pursue option (a) to fill the position of Section 151 Officer on an interim basis and as soon as is possible. A member appointment panel, based on a ratio of 2.1.1, will be convened, if required. Progress to be shared with the Personnel Committee in March 2018 (Date tbc)
- (4). Ask Jacqui Gedman to provide councillors with an updated version of the senior management structure chart as soon as is possible given the pending appointments.
- (5). Ask Jacqui Gedman and Deborah Lucas for an update report for the next Personnel Committee in March 2018 (date tbc) on the management of sickness absence across the Council.

11 Management posts in Adult Social Care Services

(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 on from reports to the Personnel Committee in 2017, Jacqui Gedman and Richard Parry introduced a report which sought approval to make appointments to the service director structure in Adult Social Care working within the existing establishment.

Jacqui Gedman and Richard Parry went on to explain the background and reasons for each of the recommendations within the report.

RESOLVED- Members of the Personnel Committee agreed with the recommendations in the report, that:-

(1). Having considered the options set out in paragraph 3.5 of the report, the Personnel Committee supports option 2

(2). Following on from (2) above, the Personnel Committee agreed to establish a sub-committee to consider the re-appointment of Sue Richards on a part time basis (18.5 hours per week) on a fixed term contract until 31 December 2019 to the post of Service Director - Community Plus and Integration.

(NOTE: In light of this decision, a sub-committee took place to confirm this appointment. Notice for this potential meeting was provided via the agenda for the Personnel Committee)

(3). The Personnel Committee approves the changes in the Adult Social Care management structure within existing overall establishment levels to ensure that there is sufficient Service Director capacity to manage operational pressures and service improvement and transformation in Adults Social Care.

(4). Having considered the options set out in paragraph 4.4 of the report to secure additional Service Director capacity, the Personnel Committee supports option 2, which involve an approach to the Clinical Commissioning Groups (CCGs) to consider establishing a joint post

(5). Following on from (4) above, the Personnel Committee agrees that Richard Parry put in place the appropriate recruitment arrangements to secure the additional Service Director capacity as soon as is possible. A member appointment panel, based on a ratio of 2.1.1, will be convened, as appropriate.

(6). In light of the decisions set out above (1) to (6) Jacqui Gedman and Richard Parry to prepare a progress report for the Personnel Committee in Spring 2018, to explain how these arrangements and proposals are developing in reality and the timescales involved in making any permanent appointments.

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(7). Jacqui Gedman and Deborah Lucas to prepare a report for a future Personnel Committee meeting on succession planning in the Council, in particular relating to senior management and how we might best retain and/or transfer knowledge, experience and skills so that these are not lost from the Council .