



Telford & Wrekin
C O U N C I L

Addenbrooke House Ironmasters Way Telford TF3 4NT

PERSONNEL COMMITTEE

Date Thursday, 27 February 2020 Time 9.00 am
Venue Meeting Room G3/G4 Addenbrooke House, Ironmasters Way, Telford TF3 4NT

Enquiries Regarding this Agenda

Democratic Services	Deborah Moseley / Kieran Robinson	01952 383215 / 382061
Media Enquiries	Corporate Communications	01952 382406
Lead Officer	Sue Wilson, HR Service Delivery Manager	01952 383510

Committee Membership: Councillors S Davies (Chair), A J Eade, R C Evans, R Mehta, R A Overton (Vice-Chair), W L Tomlinson and P Watling

AGENDA

- | | <u>Pages</u> |
|-------------------------------------------|--------------|
| 1. Apologies for Absence | |
| 2. Declarations of Interest | |
| 3. Minutes of the Previous Meeting | 3 - 4 |
| 4. Annual Pay Policy Statement | To Follow |

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PERSONNEL COMMITTEE

Minutes of a meeting of the Personnel Committee held on Monday, 15 July 2019 at 6.00 pm in Meeting Room G1/G2 Addenbrooke House, Ironmasters Way, Telford TF3 4NT

Present: Councillors S Davies (Chair), R A Overton (Vice-Chair), R C Evans, R Mehta, W L Tomlinson and P Watling

In Attendance: K Clarke (Assistant Director: Finance & Human Resources), J Eatough (Assistant Director: Governance, Procurement & Commissioning) (Part), S Wilson (HR Manager)

1 Declarations of Interest

None.

2 Minutes of the Previous Meeting

RESOLVED – that the minutes of the meeting of the Personnel Committee held on 8 February 2018 be confirmed and signed by the Chairman.

3 Exclusion of the Press and Public

RESOLVED – that the public and press be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in paragraph 1 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

4 Senior & Statutory Functions and Allocations

The HR Manager outlined the arrangements for the departure of the current Managing Director on 31 July 2019. A discussion was held in regards to the proposed settlement agreement, including severance pay.

The Assistant Director: Governance, Procurement and Commissioning left the room at 6.12pm.

Members noted the proposed interim arrangements for the Head of Paid Service and for the Local Returning Officer and Local Registration Officer. A discussion was held regarding the remuneration for the proposed interim Chief Operating Officer and the responsibilities and duties which would be undertaken. It was noted that the fees paid to the interim Local Returning Officer and Local Registration Officer would only be paid should an election be called.

In respect of the appointment of a new Head of Paid Service, Members noted the proposals to retitle the role as 'Chief Executive' to reflect the duties and

responsibilities of the role. A discussion was held regarding the recruitment timetable, the contents of the proposed recruitment pack and the remuneration package. It was noted that it was important that a permanent appointment be made as soon as possible to provide organisational stability. Members discussed the proposed Member Appointment Board, which would be politically balanced.

RESOLVED:

- a) That authority be delegated to the Monitoring Officer, in consultation with the Leader, to negotiate, settle and sign the final settlement agreement to the current Managing Director; and
- b) The proposed interim arrangements for the Head of Paid Service be approved to come into effect on 1 August 2019 and to RECOMMEND TO COUNCIL their acceptance; and
- c) The proposed interim arrangements for the Local Returning Officer and Local Registration Officer be approved to come into effect on 1 August 2019 and to RECOMMEND TO COUNCIL their acceptance; and
- d) To approve the title of the new permanent senior officer and Head of Paid Service as 'Chief Executive'; and
- e) The content of the job description and person specification be approved; and
- f) The final remuneration package for the successful candidate to be determined by the Human Resource Manager in consultation with the Leader; and
- g) To RECOMMEND TO COUNCIL the Pay Policy be amended to reflect the interim arrangements; and
- h) The schedule of stages and dates for recruitment as set out in the report be approved; and
- i) That authority be delegated to a sub-committee of the Personnel Committee, a Member Appointment Board, Chaired by the Leader, to undertake the appointment process.

The meeting ended at 6.33 pm

Chairman:

Date: Thursday, 27 February 2020