

AGENDA

Employment Panel

Date: **Friday 11 September 2015**

Time: **4.00 pm**

Place: **Committee Room 1, Shire Hall**

Notes: Please note the **time, date** and **venue** of the meeting.

For any further information please contact:

Governance Services

Tel: 01432 260201

Email: councillorservices@herefordshire.gov.uk

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Agenda for the Meeting of the Employment Panel

Chairman

**Councillor AW Johnson
Councillor PM Morgan**

**Councillor H Bramer
Councillor RI Matthews
Councillor AJW Powers**

AGENDA

	Pages
1. APOLOGIES FOR ABSENCE To receive any apologies for absence.	
2. NAMED SUBSTITUTES To receive details of any member nominated to attend the meeting in place of a member of the panel.	
3. DECLARATIONS OF INTEREST To receive any declarations of interest by Members in respect of items on this agenda.	
4. MINUTES To approve and sign the minutes of the meeting held on 19 June 2015.	7 - 8
5. DESIGNATION OF POST AS STATUTORY OFFICER (MONITORING OFFICER) To recommend to Council the designation of a specific post to discharge the functions of monitoring officer.	9 - 12

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- Inspect agenda and public reports at least five clear days before the date of the meeting.
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The Chairman or an attendee at the meeting must take the signing in sheet so it can be checked when everyone is at the assembly point.

HEREFORDSHIRE COUNCIL

MINUTES of the meeting of Employment Panel held at Committee Room 1- Shirehall on Friday 19 June 2015 at 11.30 am

Present: Councillor PM Morgan (Chairman)

Councillors: H Bramer, RI Matthews, AJW Powers and PD Price

Officers: Mr A Neill and Ms TJ Postles

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr A Johnson.

2. NAMED SUBSTITUTES

Cllr P Price.

3. DECLARATIONS OF INTEREST

None.

4. MINUTES

RESOLVED: That the minutes of the meeting held on 5 June 2015 be approved as a correct record and signed by the chairman.

5. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED THAT: under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12(A) of the Act (as amended) in that the item disclosed information relating to one or more individuals.

6. INTERVIEWS FOR DIRECTOR OF ADULTS AND WELLBEING

Panel members were reminded of the process that had been followed to date encompassing:

- » Agreement of role profile and selection criteria
- » A national advertisement and search campaign
- » Longlisting against agreed selection criteria resulting in 6 candidates progressing to shortlisting
- » Shortlisting against agreed selection criteria resulting in 2 candidates progressing to final assessment
- » Final assessment including psychometric testing, informal interviews, technical assessment, presentation and formal interview.

The panel was unanimous in its view that candidate B be offered the post. It was noted that one satisfactory reference had been received but that the second referee was currently away and therefore appointment would be subject to a further satisfactory reference being received.

RESOLVED THAT: Martin Samuels be appointed as director of adults & wellbeing subject to satisfactory references being received, and to no objections being received from Cabinet within the specified deadline in accordance with the requirements of the constitution.

The meeting ended at 1.25 pm

CHAIRMAN



MEETING:	Employment panel
MEETING DATE:	11 September 2015
TITLE OF REPORT:	Designation of post as statutory officer (monitoring officer)
REPORT BY:	Director economy communities and corporate

Classification

Open

Key Decision

This is not an executive decision.

Wards Affected

County-wide

Purpose

To recommend to Council the designation of a specific post to discharge the functions of monitoring officer.

Recommendations

THAT:

- (a) **It be recommended to Council that the post of deputy solicitor to the council people and regulatory be designated monitoring officer for an interim period of up to nine months from the date of approval.**

Alternative Options

- 1 Another post is designated to fulfil these functions; this is not recommended having regard to the skills and experience necessary.
- 2 Secure the services of an interim monitoring officer; this is not recommended given the additional costs which would be incurred.

Further information on the subject of this report is available from
Geoff Hughes, Director economy, communities and corporate on Tel (01432) 260695

Reasons for Recommendations

- 3 To meet statutory requirements.

Key Considerations

- 4 The economy, communities and corporate directorate is in the process of reducing its senior management structure from five posts to three. Following consultation with affected staff the current monitoring officer, the assistant director governance requested voluntary redundancy. This request has been approved.
- 5 It is a legal requirement for the council to designate a post as monitoring officer and, pending completion of the restructure process, it is therefore necessary for an alternative post to be designated as monitoring officer for an interim period to fulfil this statutory function. A further report on the substantive designation of a post as monitoring officer will be brought to the employment panel to consider in due course.

Community Impact

- 6 The function supports the maintenance and enhancement of robust governance across the council.

Equality and Human Rights

- 7 The council's policies in relation to job evaluation, recruitment and selection pay full regard to the public sector equality duty.

Financial Implications

- 8 The interim arrangement proposed would attract a 5% salary enhancement in line with the council's honorarium policy. This cost is contained within existing budgets.

Legal Implications

- 9 Section 5 of the Local Government & Housing Act 1989 imposes a duty on the council to designate one of its officers as monitoring officer; this may not be the head of paid service or director of resources (section 151 officer).

Risk Management

- 10 The designation of a post to fulfil this function mitigates the risk to the council of failing to comply with statutory requirements and helps to maintain effective and robust governance.

Consultees

- 11 Relevant officers in posts as named.

Appendices

- None

Background Papers

- None identified.

