

# Agenda

## Employment panel

Date: **Thursday 21 July 2022**

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Time: **11.00 am**

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Place: **Herefordshire Council Offices, Plough Lane, Hereford,  
HR4 0LE**

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

For any further information please contact:

**Sarah Buffrey, democratic services officer**

Tel: 01432 260176

Email: [sarah.buffrey@herefordshire.gov.uk](mailto:sarah.buffrey@herefordshire.gov.uk)

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If you would like help to understand this document, or would like it in another format, please call Sarah Buffrey, democratic services officer on 01432 260176 or e-mail [sarah.buffrey@herefordshire.gov.uk](mailto:sarah.buffrey@herefordshire.gov.uk) in advance of the meeting.

# **Agenda for the meeting of the Employment panel**

## **Membership**

**Chairperson**            **Councillor David Hitchiner**  
**Vice-chairperson**   **Councillor Ellie Chowns**

**Councillor Tony Johnson**  
**Councillor Liz Harvey**  
**Councillor Terry James**  
**Councillor Bob Matthews**

## Agenda

### 1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

### 2. NAMED SUBSTITUTES (IF ANY)

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 declarations of interests in respect of Schedule 1, Schedule 2 or Other Interests from members of the committee in respect of items on the agenda.

### 4. MINUTES

To approve the minutes of the meetings held on 15 February, 24 February and 10 May 2022.

### 5. QUESTIONS FROM MEMBERS OF THE PUBLIC

To receive any written questions from members of the public.

Details of the scheme and related guidance are available here:

[https://www.herefordshire.gov.uk/info/200148/your\\_council/61/get\\_involved](https://www.herefordshire.gov.uk/info/200148/your_council/61/get_involved)

Please submit questions to [councillorservices@herefordshire.gov.uk](mailto:councillorservices@herefordshire.gov.uk)

The deadline for the receipt of questions is Monday 18 July at 9:30 am.

Accepted questions will be published as a supplement prior to the meeting.

### 6. QUESTIONS FROM COUNCILLORS

To receive any written questions from councillors.

Please submit questions to [councillorservices@herefordshire.gov.uk](mailto:councillorservices@herefordshire.gov.uk)

The deadline for the receipt of questions is Monday 18 July at 9:30 am.

Accepted questions will be published as a supplement prior to the meeting.

### EXCLUSION OF THE PUBLIC AND PRESS

**In the opinion of the Proper Officer, the next item will not be, or is likely not to be, open to the public and press at the time it is considered.**

### RECOMMENDATION

**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) as indicated below:**

**This item discloses information which is likely to reveal the identity of an individual.**

### 7. APPOINTMENT OF DIRECTOR OF GOVERNANCE AND LAW

To agree the appointment for the Director of Governance and Law following a national recruitment campaign and rigorous selection process.

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## The Public's Rights to Information and Attendance at Meetings

In view of the continued prevalence of covid-19, we have introduced changes to our usual procedures for accessing public meetings. These will help to keep our councillors, staff and members of the public safe.

Please take time to read the latest guidance on the council website by following the link at [www.herefordshire.gov.uk/meetings](http://www.herefordshire.gov.uk/meetings) and support us in promoting a safe environment for everyone. If you have any queries please contact the Governance Support Team on 01432 261699 or at [governancesupportteam@herefordshire.gov.uk](mailto:governancesupportteam@herefordshire.gov.uk)

We will review and update this guidance in line with Government advice and restrictions. Thank you for your help in keeping Herefordshire Council meetings safe.

### You have a right to:

- Attend all Council, Cabinet, Committee and Sub-Committee meetings unless the business to be transacted would disclose 'confidential' or 'exempt' information.
- Inspect agenda and public reports at least five clear days before the date of the meeting. Agenda and reports (relating to items to be considered in public) are available at [www.herefordshire.gov.uk/meetings](http://www.herefordshire.gov.uk/meetings)
- Inspect minutes of the Council and all committees and sub-committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
- Access to a public register stating the names, addresses and wards of all Councillors with details of the membership of Cabinet and of all Committees and Sub-Committees. Information about councillors is available at [www.herefordshire.gov.uk/councillors](http://www.herefordshire.gov.uk/councillors)
- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title. Information about councillors is available at [www.herefordshire.gov.uk/councillors](http://www.herefordshire.gov.uk/councillors)
- Copy any of the documents mentioned above to which you have a right of access, subject to a reasonable charge (20p per sheet subject to a maximum of £5.00 per agenda plus a nominal fee of £1.50 for postage).
- Access to this summary of your rights as members of the public to attend meetings of the Council, Cabinet, Committees and Sub-Committees and to inspect and copy documents.

## **Recording of meetings**

Please note that filming, photography and recording of this meeting is permitted provided that it does not disrupt the business of the meeting.

Members of the public are advised that if you do not wish to be filmed or photographed you should let the governance services team know before the meeting starts so that anyone who intends filming or photographing the meeting can be made aware.

The reporting of meetings is subject to the law and it is the responsibility of those doing the reporting to ensure that they comply.

The council may make a recording of this public meeting or stream it live to the council's website. Such recordings form part of the record of the meeting and are made available for members of the public via the council's web-site.

## **Public transport links**

The Herefordshire Council office at Plough Lane is located off Whitecross Road in Hereford, approximately 1 kilometre from the City Bus Station.

The location of the office and details of city bus services can be viewed at:

<http://www.herefordshire.gov.uk/downloads/file/1597/hereford-city-bus-map-local-services->

**The Seven Principles of Public Life  
(Nolan Principles)**

**1. Selflessness**

Holders of public office should act solely in terms of the public interest.

**2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**6. Honesty**

Holders of public office should be truthful.

**7. Leadership**

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.





**Minutes of the meeting of Employment panel held at  
Herefordshire Council Offices, Plough Lane, Hereford, HR4 0LE  
on Tuesday 15 February 2022 at 3.30 pm**

**Present:** Councillor David Hitchiner (chairperson)  
Councillor Ellie Chowns (vice-chairperson)

**Councillors:** Tony Johnson and Liz Harvey

**Officers:** Director of HR and OD and Chief Executive

**58. APOLOGIES FOR ABSENCE**

Apologies received from Cllr Terry James.

**59. NAMED SUBSTITUTES (IF ANY)**

None

**60. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**61. MINUTES**

The minutes of the meeting held on 17th January 2022 were approved.

**62. QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

**63. QUESTIONS FROM COUNCILLORS**

There were no questions from councillors.

**64. RECRUITMENT OF DIRECTOR OF GOVERNANCE AND LAW**

The Director of Human Resources and Organisational Development introduced the item:

The panel heard that the council's director of governance and law would be leaving the council on 20<sup>th</sup> March 2022. The report the panel had received set out proposals to recruit to that post and for managing the designation of monitoring officer.

Following a recent evaluation of the functions of the role, it was proposed to recruit to the post on a like-for-like basis. It was explained that shortlisting and interviewing for the post was reserved (within the council's constitution) to the employment panel, which was why the proposal was being put to the panel at the meeting that day.

The director pointed out that recruiting good candidates to the role would be challenging. The current recruitment market was particularly difficult and relying on a national advert to attract

suitable candidates would not likely be successful. The report recommended that a specialist agency should be engaged to headhunt a field of candidates.

The panel heard that there was an indicative timetable for recruitment, which was potentially subject to change. The aim of the timetable was to balance the need to get on and fill the posts at pace, without moving so quickly that sufficient time wasn't available to conduct a thorough search for suitable candidates. The panel was assured that once an agency had been engaged the timetable and timescales could and would be confirmed.

The director explained that it would not be possible to recruit permanently to the post before the current post holder left and that the chief executive intended to search for interim agency cover for the director of governance and law.

It was stated that cover should be in place from mid-march, until the post is filled. The employment panel was asked to recommend to Full Council that the post of interim director of governance and law was designated monitoring officer from 21<sup>st</sup> March 2022.

**Item Discussion:**

The panel discussed the report and presentation and considered whether the existing structure was one that should be replicated or needed examining. The chief executive explained that alternative structures for the role had been considered, but that they would potentially create unnecessary additional layers of management

The panel noted the importance of combining the roles of head of governance and law with that of monitoring officer and it felt the coming together of responsibilities gave the holder of the role and the council greater strength. It was also accepted by the panel that having the role holder report to the chief executive rather than another layer of management was a benefit.

The panel enquired as to whether a specialist recruitment agency had already been identified. The director of human resources and organisational development stated that a contract had not been signed at that moment in time, but quotes had been received and the groundwork was in place.

**It was resolved that:**

- a) Recruitment for the Director of Governance and Law is initiated in line with the estimated timescales set out in paragraph 8 below;**
- b) Employment panel endorses the recruitment plan and delegates long listing to the Chief Executive and Director of Human Resources and Organisational development; and**
- c) Employment panel recommends to full council that the post of (Interim) Director of Governance and Law is designated as Monitoring Officer from 21 March 2022.**

The meeting ended at 3.39 pm

**Chairperson**

**Minutes of the meeting of Employment panel held at  
Herefordshire Council Offices, Plough Lane, Hereford, HR4 0LE  
on Thursday 24 February 2022 at 1.30 pm**

**Present:** Councillor David Hitchiner (chairperson)  
Councillor Ellie Chowns (vice-chairperson)

**Councillors:** Councillor Liz Harvey and Polly Andrews

**Officers:** Director of HR and OD and Chief Executive

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Terry James and Tony Johnson.

**2. NAMED SUBSTITUTES (IF ANY)**

Councillor Polly Andrews for Councillor Terry James.

**3. DECLARATIONS OF INTEREST**

None.

**4. QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions.

**5. QUESTIONS FROM COUNCILLORS**

There were no questions.

**6. APPOINTMENT OF CORPORATE DIRECTOR, COMMUNITY WELLBEING**

**It was 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) as indicated below. The item discloses information in relation to an individual or individuals.**

After a national search and robust selection process employment panel interviewed for the Corporate Director, Community Wellbeing on 22 February.

The panel were reminded that under the council's employment rules selection for this role was undertaken by employment panel and that if the panel determined that no candidate was appointable at this time, a new search could be undertaken to find the right candidate.

The appointment was subject to no valid objections being received from cabinet members within the timeframe specified.

The panel considered feedback from the interview process, including additional comments from the technical interview and references received.

**It was resolved that:**

- a) Subject to no valid objections being received from cabinet members by 3.00pm on 25 February, Hilary Hall is appointed as Corporate Director, Community Wellbeing.**

The meeting ended at 1.37 pm

**Chairperson**

**Minutes of the meeting of Employment panel held at  
Herefordshire Council Offices, Plough Lane, Hereford, HR4 0LE  
on Tuesday 10 May 2022 at 3.30 pm**

**Present:** Councillor David Hitchiner (chairperson)  
Councillor Ellie Chowns (vice-chairperson)

**Councillors:** John Harrington

**Officers:** Director of HR and OD and Chief Executive

**1. APOLOGIES FOR ABSENCE**

Apologies were received from councillors Liz Harvey, Terry James and Tony Johnson.

**2. NAMED SUBSTITUTES (IF ANY)**

Councillor John Harrington for Councillor Liz Harvey.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. MINUTES**

Deferred to next meeting.

**5. QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

**6. QUESTIONS FROM COUNCILLORS**

There were no questions from councillors.

**7. REVISED SALARY FOR DIRECTOR OF GOVERNANCE AND LAW POST**

The panel considered the report and heard that following an unsuccessful search for a new Director of Governance and Law feedback received indicated the salary offered was insufficient and benchmarking against similar posts in other councils supported this view. It was recommended that the salary be increased to £108,472, the same as the Director of Resources and Assurance (s151 officer).

The panel was satisfied that the market had been tested and that the proposed increased salary was in line with other councils. Failure to recruit would leave the council needing to employ a suitably qualified individual from the interim market at considerable additional cost.

The panel also considered the proposal to increase the threshold at which remuneration packages needed to be approved by full Council. The current threshold of £100,000 as

set out in the constitution had been in place since 2011. Based on inflation a revised threshold of £130,000 was proposed. It was clarified that the threshold for Council approval of severance packages would remain at £100,000.

The cabinet member finance, corporate services and planning had been consulted and was not in favour of the increase. However she was content for the proposal to be considered by the panel and accepted that they may have an alternative view.

After discussion it was agreed that consideration of the remuneration threshold be deferred to allow more discussion and for information to be gathered on the approach taken in other councils. The matter would be brought back to a future meeting for further discussion probably with a recommendation being included in the next review of the annual pay policy statement report.

**It was resolved that:**

- a) A new search for the Director of Governance and Law is initiated;**
- b) Employment panel recommends to Full Council that the new search should be on the basis of a salary of £108,472; and**
- c) the review of the threshold for salaries that are considered at Full Council is deferred to a future meeting of employment panel.**

The meeting ended at 3.49 pm

**Chairperson**

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