

Agenda

Employment Panel

Date: **Wednesday 6 November 2024**

Time: **2.00 pm**

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

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

For any further information please contact:

Jen Preece, democratic services officer

Tel: 01432 261699

Email: jennypreece@herefordshire.gov.uk

If you would like help to understand this document, or would like it in another format, please call Jen Preece, democratic services officer on 01432 261699 or e-mail jennypreece@herefordshire.gov.uk in advance of the meeting.

Agenda for the meeting of the Employment Panel

Membership

Chairperson **Councillor Jonathan Lester**
Vice-chairperson **Councillor Diana Toynbee**

Councillor Terry James
Councillor Pete Stoddart
Councillor Clare Davies
Councillor Pauline Crockett

Agenda

Pages

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 items on the agenda.

4. MINUTES

To approve and sign the minutes of the meetings held on 15 January, 28 March, 13 May and 18 July 2024.

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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

Please submit questions to councillorservices@herefordshire.gov.uk

The deadline for the receipt of questions is Thursday 31 October 2024 at 5.00 pm.

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

The deadline for the receipt of questions is Thursday 31 October 2024 at 5.00 pm.

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 identify of an individual.

And the public interest in maintaining this exemption outweighs the public interest in disclosing the information.

7. APPOINTMENT OF DIRECTOR OF PUBLIC HEALTH

To agree the appointment of the Director of Public Health following a national recruitment campaign and rigorous selection process.

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The public's rights to information and attendance at meetings

Please take time to read the latest guidance on the council website by following the link at 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

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
- 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
- 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. The council's constitution is available at www.herefordshire.gov.uk/constitution
- 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 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 YouTube channel.

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:

www.herefordshire.gov.uk/downloads/file/1597/herford-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 the Employment Panel held in Herefordshire Council Offices, Plough Lane, Hereford, HR4 0LE on Monday 15 January 2024 at 10.00 am

Committee members present in person and voting: Councillors: Jonathan Lester (Chairperson), Liz Harvey, Bob Matthews and Pete Stoddart

Committee members participating via remote attendance: Councillors: Ellie Chowns (Vice-Chairperson)

[Note: Committee members participating via remote attendance, i.e. through video conferencing facilities, may not vote on any decisions taken.]

Others in attendance: T Sampson (Director of HR and OD), J Higgins (Democratic Services Assistant), J Preece (Democratic Services Officer) and L Edwards (HR Improvement Manager)

22. APOLOGIES FOR ABSENCE

No apologies were received, although Cllr Chowns informed the Chair she may need to leave the meeting early.

23. NAMED SUBSTITUTES (IF ANY)

There were no substitutes.

24. DECLARATIONS OF INTEREST

No declarations of interest were made.

25. MINUTES

RESOLVED:

That the minutes of the meeting held on 20 January 2023 were confirmed as a correct record and signed by the chairperson.

26. QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

27. QUESTIONS FROM COUNCILLORS

No questions had been received from councillors.

28. PAY POLICY STATEMENT

Members of the panel considered a report by the HR Improvement manager seeking recommendation of the pay policy statement 2024-2025 to Full Council on 9th February 2024. In presenting the report the HR Improvement manager highlighted that the statement was an annual requirement and that it was usually a statement of policies already in place.

The HR Improvement manager explained there was one change to the content of the policy this year which was the introduction of 12.5 which makes reference to government guidance on public sector exit payments. There are areas that have been updated in line to account of a true picture of the organisation at the time of writing (November 2023) and the following areas had been updated:

- Section 5, the salary ratio has been updated, this has reduced from the previous year and this is because the chief executive's pay award was proportionately lower than the pay award for all other staff.
- Section 6, the Gender Pay Gap information, linked to the most recent analysis
- Appendix 1 – Pay Structure
- Appendix 2 – Staff distribution across the grades (as at October 2023)

In response to questions raised by the panel it was noted:

1. All roles vacant and interim are to be included in section 3.2 of Appendix 1 Pay Policy Statement 2024-25.
2. Improved wording to be applied to section 4.2 in terms of the "real living wage".
3. With regards to the ratios between the council's lowest paid staff and the chief executive's salary having decreased, it was confirmed that this was due to the latest pay awards which are determined nationally.
4. The Director of Human Resources and Organisational Development confirmed a gender pay action plan was now in place. As this did not fall under the remit of the Employment Panel it was suggested that the Scrutiny Management Board were best placed to add this to their work programme.
5. The Leader confirmed his support for maintaining the "real living wage".
6. The Director of Human Resources and Organisational Development confirmed the number of interim posts had fallen considerably in the last 12 months and a comparison would be circulated to the committee.
7. In reference to the gender pay gap, it was confirmed that the chart that displays "staff distribution across grades" would be altered to differentiate between men and woman.
8. An explanation of what the gender pay gap is to be included in Appendix 1 Pay Policy Statement 2024-25.

It was unanimously resolved that: the pay policy statement at Appendix A is recommended to Full Council.

Action: The Director of Human Resources and Organisational Development to circulate a comparison of the number of current interim posts compared to the previous 12 months.

The meeting ended at 10.16 am

Chairperson

Minutes of the meeting of Employment Panel held at Conference Room 2 - Herefordshire Council, Plough Lane Offices, Hereford, HR4 0LE on Thursday 28 March 2024 at 1.00 pm

Present: Councillor Jonathan Lester (chairperson)
Councillor Ellie Chowns (vice-chairperson)

Councillors: Terry James, Liz Harvey, Pete Stoddart and Ivan Powell

Officers: Director of HR and OD and Chief Executive

29. APOLOGIES FOR ABSENCE

No apologies were received.

30. NAMED SUBSTITUTES (IF ANY)

Councillor Ivan Powell substituted for Councillor Bob Matthews.

31. DECLARATIONS OF INTEREST

No declarations of interest were made.

32. APPOINTMENT OF A SENIOR OFFICER

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.

The employment panel interviewed for the Corporate Director, Children and Young People.

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

Resolved that:

a) Subject to no valid objections being received from cabinet members by 5 pm on 28 March, Tina Russell is appointed as Corporate Director, Children and Young People on a fixed term basis until 31 March 2025.

The meeting ended at 2.21 pm

Chairperson

Minutes of the meeting of the Employment Panel held in Herefordshire Council Offices, Plough Lane, Hereford, HR4 0LE on Monday 13 May 2024 at 10.00 am

Committee members present in person and voting: Councillors: Jonathan Lester (Chairperson), Ellie Chowns (Vice-Chairperson), Liz Harvey, Bob Matthews and Pete Stoddart

Committee members participating via remote attendance: Councillors: Terry James

[Note: Committee members participating via remote attendance, i.e. through video conferencing facilities, may not vote on any decisions taken.]

Others in attendance: T Sampson (Director of HR and OD), P Walker (Chief Executive) and J Preece (Democratic Services Officer)

33. APOLOGIES FOR ABSENCE

No apologies were received.

34. NAMED SUBSTITUTES (IF ANY)

There were no substitutes.

35. DECLARATIONS OF INTEREST

No declarations of interest were made.

EXCLUSION OF PUBLIC AND PRESS

Under Section 100(A)(4) of the Local Government Act 1972, the public was excluded from the meeting on the grounds that it involved the disclosure of exempt information as defined in Schedule 12(A) of the Act (as amended) as indicated below.

The item disclosed information in relation to an individual or individuals.

36. CORPORATE LEADERSHIP TEAM APPOINTMENTS

The Director of Human Resources and Organisational Development provided the panel with an update on the corporate leadership team structure and appointments which had been triggered due to a number of factors as set out below:

- A new set of clear political priorities.
- A need to make savings and a need to drive transformation through the workforce and technology.
- The need to appoint a permanent Corporate Director, Children and Young People.
- The Director of Resources and Assurance would be leaving in June 2024
- The Director of Public Health had tendered his resignation.
- The Director of Strategy and Transformation is currently filled on a secondment basis which is due to expire in June 2024

- The fixed term contract for the Director of Law and Governance was due to expire in September 2024.

In response to questions raised by the panel it was noted:

1. A saving of £150k would be made from the deletion of the Director of Resources and Assurance post.
2. The Director of Finance role would be recruited to on a secondment basis in the first instance.
3. It was explained that the role of Director of Law and Governance had been widely advertised with a national recruitment campaign and HR procedures having been followed. At the time of appointment it had been requested by the post holder that her contract only be for two years, however she has enjoyed her time at Herefordshire Council and would like to continue with her employment.
4. The position of Director of Strategy and Transformation was filled by secondment and was not advertised nationally in the same way, therefore the post would be advertised with an open application process.
5. The Corporate Director Community Wellbeing was currently undertaking a restructure of her department which would release some of her capacity in order to support as Deputy Chief Executive.
6. It was confirmed that interviews for the Director of Public Health would be undertaken by the Employment as part of their function delegated by full council.

Resolved that;

- a) **Employment Panel noted the Chief Executive's plans for the corporate leadership team and initiates the recruitment process for the Director of Finance, Corporate Director, Children and Young People, Director of Public Health; and approves the appointment to the Director of Law and Governance on a permanent basis.**

The meeting ended at 10:26.

Chairperson

**Minutes of the meeting of Employment Panel held at
Herefordshire Council Offices, Plough Lane, Hereford, HR4 0LE
on Thursday 18 July 2024 at 12.00 pm**

Present: Councillor Jonathan Lester (chairperson)

Councillors: Terry James, Liz Harvey, Pete Stoddart, Clare Davies and
Stef Simmons

Officers: Democratic Services Officer, Director of HR and OD and Chief Executive

37. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ellie Chowns.

38. NAMED SUBSTITUTES (IF ANY)

Councillor Stef Simmons was present as a substitute for Cllr Ellie Chowns.

39. DECLARATIONS OF INTEREST

No declarations of interest were made.

40. APPOINTMENT OF DIRECTOR OF FINANCE

Under Section 100(A)(4) of the Local Government Act 1972, the public were excluded from the meeting for the following item of business on the grounds that it involved the 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.

The employment panel interviewed for the position of Director of Finance.

It was resolved that the:

a) Employment panel recommends to full council that the salary for the role of Director of Finance is set at £104,583 and the Director of Finance is designated as the s151 Officer.

b) Subject to no valid objections being received from cabinet members by 3pm on 19 July, and subject to approval at full council for recommendation A above, Rachael Sanders is appointed as Director of Finance on a secondment basis from 29 July 2024.

The meeting ended at 1.00 pm

Chairperson

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