

Agenda

Employment Panel

Date: **Monday 14 July 2025**

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 Liz Harvey
Councillor Pete Stoddart
Councillor Clare Davies

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 meeting held on 7 April 2025.

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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 Tuesday 8 July 2025 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 Tuesday 8 July 2025 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 identity of an individual.

7. CORPORATE DIRECTOR APPOINTMENTS

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To agree the appointment process for the corporate directors for economy and environment and children and young people.

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/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 Monday 7 April 2025 at 12.30 pm**

Present: Councillor Jonathan Lester (chairperson)
Councillor Diana Toynbee (vice-chairperson)

Councillors: Liz Harvey, Pete Stoddart and Ben Proctor

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

8. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Claire Davies and Councillor Terry James.

9. NAMED SUBSTITUTES (IF ANY)

Councillor Ben Proctor was substitute for Councillor Terry James.

10. DECLARATIONS OF INTEREST

No declarations of interest were made.

11. MINUTES

The minutes of the meetings held on 12 December 2024 and 16 January 2025 were approved as an accurate record and signed by the chairperson.

12. QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no public questions received.

13. QUESTIONS FROM COUNCILLORS

There were no questions received from Councillors.

14. APPOINTMENT OF DIRECTOR OF FINANCE

Resolved that subject to no valid objections being received from cabinet members by 3pm on 8 April, Rachael Sanders was appointed as Director of Finance.

The meeting ended at 12.34 pm

Chairperson

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