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Date: Thursday 12 January 2023

Dear Sir or Madam

The Employment Committee – Thursday, 19 January 2023, 12.30 pm – Kenn Room

A meeting of the Employment Committee will take place as indicated above.

The agenda is set out overleaf.

Yours faithfully

Assistant Director Legal & Governance and Monitoring Officer

To: Members of the Employment Committee

Councillors:

Donald Davies (Chairman), Nigel Ashton, Mike Bell, Steve Bridger, Catherine Gibbons, Karin Haverson, Huw James, Mike Solomon and Roz Willis.

This document and associated papers can be made available in a different format on request.

Agenda

2. Apologies for absence and notification of substitutes

3. Declaration of Disclosable Pecuniary Interest (Standing Order 37)

A Member must declare any disclosable pecuniary interest where it relates to any matter being considered at the meeting. A declaration of a disclosable pecuniary interest should indicate the interest and the agenda item to which it relates. A Member is not permitted to participate in this agenda item by law and should immediately leave the meeting before the start of any debate.

If the Member leaves the meeting in respect of a declaration, he or she should ensure that the Chairman is aware of this before he or she leaves to enable their exit from the meeting to be recorded in the minutes in accordance with Standing Order 37.

4. Minutes (Pages 5 - 6)

23 February 2021 to approve as a correct record (attached)

5. job Evaluation (EXEMPT) (Pages 7 - 52)

6. Urgent business permitted by the Local Government Act 1972 (if any)

Any item of business which the Chairman is of the opinion should be considered at the meeting as a matter of urgency by reason of special circumstances (to be specified in the Minutes). For a matter to be considered as an urgent item, the following question must be addressed:

“What harm to the public interest would flow from leaving it until the next meeting?” If harm can be demonstrated, then it is open to the Chairman to rule that it be considered as urgent. Otherwise the matter cannot be considered urgent within the statutory provisions.

Exempt Items

Should the Employment Committee wish to consider a matter as an Exempt Item, the following resolution should be passed -

“(1) That the press, public, and officers not required by the Members, the Chief Executive or the Director, to remain during the exempt session, be excluded from the meeting during consideration of the following item of business on the ground that its consideration will involve the disclosure of exempt information as defined in Section 100I of the Local Government Act 1972.”

Also, if appropriate, the following resolution should be passed –

“(2) That members of the Council who are not members of the Employment Committee be invited to remain.”

Mobile phones and other mobile devices

All persons attending the meeting are requested to ensure that these devices are switched to silent mode. The chairman may approve an exception to this request in special circumstances.

Filming and recording of meetings

The proceedings of this meeting may be recorded for broadcasting purposes.

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairman. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting, focusing only on those actively participating in the meeting and having regard to the wishes of any members of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Assistant Director Legal & Governance and Monitoring Officer's representative before the start of the meeting so that all those present may be made aware that it is happening.

Members of the public may also use Facebook and Twitter or other forms of social media to report on proceedings at this meeting.

Emergency Evacuation Procedure

On hearing the alarm – (a continuous two tone siren)

Leave the room by the nearest exit door. Ensure that windows are closed.

Last person out to close the door.

Do not stop to collect personal belongings.

Do not use the lifts.

Follow the green and white exit signs and make your way to the assembly point.

Do not re-enter the building until authorised to do so by the Fire Authority.

Go to Assembly Point C – Outside the offices formerly occupied by Stephen & Co

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Draft Minutes

of the Meeting of the

Employment Committee

Tuesday, 23rd February 2021

Held via Microsoft Teams.

Meeting Commenced: 9.00 am Meeting Concluded: 12.55 pm

Councillors:

P Donald Davies (Chairman)

P Nigel Ashton

P Mike Bell

P Andy Cole

P Ciaran Cronnelly

P Wendy Griggs

P Karin Haverson

P Sandra Hearne

P Roz Willis

P: Present

A: Apologies for absence submitted

Officers in attendance: Jo Walker (Chief Executive), Nick Brain (Assistant Director, Governance and Monitoring Officer), Su' Turner (Head of People Services), Sue Efford (Corporate Services) (part)

EMP Declaration of Disclosable Pecuniary Interest (Standing Order 37) **9 (Agenda Item 3)**

None

EMP Minutes of the meeting held on 10 February 2021 (Agenda Item 4) **10**

Resolved: that the minutes be approved as a correct record.

EMP Exclusion of the press and public (Agenda Item 6) **11**

Resolved: that the press, public, and officers not required by the Members, the Chief Executive or the Director, to remain during the exempt session, be excluded from the meeting during consideration of the following item of business on the ground that its consideration will involve the disclosure of exempt information as defined in Section 100I of the Local Government Act 1972.

**EMP 12 Interviews for Director of Adult Social Services post (exempt item)
(Agenda Item 7)**

The Chief Executive updated members on the selection process and provided feedback from the various sessions with the candidates.

The meeting adjourned at 9.30 am and reconvened at 9.55 am.

The Committee then interviewed the two shortlisted candidates.

Resolved:

- (1) that the post of Director of Adult Social Services be offered to Hayley Verrico with salary scale point and commencement date and terms being finalised by the Chief Executive; and
- (2) that the Head of People Services be authorised to make all the necessary arrangements.

The Chief Executive updated the committee on other structure changes and consultations and the processes for consideration of the assistant director post within adult services.

Chairman

Agenda Item 5

By virtue of paragraph(s) 3, 4, 5 of Part 1 of Schedule 12A of the Local Government Act 1972.

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