

## PERSONNEL COMMITTEE

4.00 P.M.

19TH JULY 2018

**PRESENT:-** Councillors Ronnie Kershaw (Chairman), Eileen Blamire, Claire Cozler and Caroline Jackson, Betts-Patel (Substitute), Joan Jackson (Substitute) and Jane Parkinson (Substitute)

Apologies for Absence:-

Councillors Margaret Pattison, Susan Sykes and Phillippa Williamson

Officers in attendance:-

Susan Parsonage	Chief Executive
David Brown	Interim Head of Legal and Democratic Services and Monitoring Office
Dave Rigby	Interim HR Manager
Stephen Metcalfe	Principal Democratic Support Officer

### 1 MINUTES

The Minutes of the meeting held on 4<sup>th</sup> June 2018 was signed by the Chairman as a correct record.

### 2 DECLARATIONS OF INTEREST

No declarations were made at this point.

### 3 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

The Chairman advised that there was one item of urgent business regarding , which if required, would be considered after the Executive Team Structure item.

### 4 EXCLUSION OF THE PRESS AND PUBLIC

***Resolved:***

That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they could involve the possible disclosure of exempt information as defined in paragraph 1 of Schedule 12A of that Act.

### 5 EXECUTIVE TEAM STRUCTURE (Pages 4 - 5)

The HR Manager submitted a report regarding the Executive Team Structure.

It was moved by Councillor Claire Cozler and seconded by Councillor Eileen Blamire:-

“That the recommendations, as set out in the report, be approved.”

Upon being put to the vote 5 Members voted in favour and 2 Members abstained from voting, whereupon the Chairman declared proposition to be carried.

***Resolved: -***

That details of Resolutions (1) and (2) are recorded in a minute exempt from publication under Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

**6 ITEM OF URGENT BUSINESS - EXECUTIVE TEAM STRUCTURE DELEGATIONS**

***The Interim Chief Officer (Governance) and Monitoring Officer declared an interest at this point. Prior to leaving the meeting, he provided advice on technical questions raised with regard to the report.***

In accordance with S100B (4) of the Local Government Act 1972, the Chairman requested that the Committee give consideration to an item of urgent business regarding a report on Executive Team Structures Delegations. The Chairman had accepted this as an item of urgent business as a decision would be required prior to the next meeting of the Committee, if the recommendations of the Executive Team Structure were agreed (Minute 5 refers).

The Interim HR Manager submitted a report at the meeting that enabled the Committee to give Chief Officer Delegations to the Acting and Interim Officers.

Members were asked to approve the delegation until the permanent arrangements were concluded.

It was moved by Councillor Caroline Jackson and seconded by Councillor Jane Parkinson: -

“That the recommendations, as set out within the report be approved, subject to the following addition wording being added after the word “Governance”: -

With provision to refer to Personnel Committee if there are any issues of significant concern.”

Upon being put to the vote, the Chairman declared the proposition to be unanimously carried.

***Resolved: -***

That the Personnel Committee agrees the delegations of Chief Officer to:

- a) To the Deputy Section 151 Officer;
- b) To Monitoring Officer as Interim Chief Officer (Governance), with provision to refer to Personnel Committee if there are any issues of significant concern.

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Chairman

(The meeting ended at 4.45 p.m.)

**Any queries regarding these Minutes, please contact  
Stephen Metcalfe, Democratic Services - telephone 01524 582073, or e-mail  
[sjmetcalfe@lancaster.gov.uk](mailto:sjmetcalfe@lancaster.gov.uk)**

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

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