

## PERSONNEL COMMITTEE

6.10 P.M.

14TH JUNE 2022

**PRESENT:-** Councillors Paul Anderton (Chair), Mel Guilding, Caroline Jackson and Jason Wood

Observer:-

Councillor Gerry Blaikie

Apologies for Absence:-

Councillors Fabiha Askari, Roger Cleet and Debbie Jenkins

Officers in attendance:-

Mark Davies	Chief Executive
Alex Kinch	Head of Human Resources
Stephen Metcalfe	Principal Democratic Support Officer
Phillip Abel	Democratic Support Officer

### 1 APPOINTMENT OF VICE-CHAIR

The Chair requested nominations for the position of Vice-Chair.

It was proposed by Councillor Paul Anderton and seconded by Councillor Caroline Jackson:-

“That Councillor Jason Wood be appointed Vice-Chair of the Personnel Committee for the municipal year 2022/23.

There being no further nominations, the proposition was declared carried.

***Resolved:***

That Councillor Jason Wood be appointed Vice-Chair of the Personnel Committee for the municipal year 2022/23.

### 2 MINUTES

The minutes of the meetings held on 22<sup>nd</sup> March 2022 and 30<sup>th</sup> March 2022, subject to the inclusion of Councillor De La Mare as also in attendance, were approved as correct records.

### 3 DECLARATIONS OF INTEREST

No declarations of interest were made.

### 4 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR

There were no items of urgent business.

**5 EXTENSION TO INTERIM DIRECTOR OF COMMUNITIES AND THE ENVIRONMENT**

The Head of HR submitted a report that enabled the Committee to extend the contract of the Interim Director of Communities and Environment. It was reported that with phase two of outcome-based resourcing (OBR) commencing and an election due in May 2023, it was proposed to retain the interim arrangements for at least the next 12 months until a permanent decision is made.

It was moved by Councillor Jason Wood, seconded by Councillor Mel Guilding: -

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

Upon being put to the vote the Chair declared the proposition to be carried.

***Resolved:-***

- (1) That the extension of the contract of the interim Director of Communities and Environment to 31st August 2023 on the basis set out in the report be approved.
- (2) That the Committee approves delegating any future extensions to the Chief Executive.

**6 DIRECTOR INCREMENTS**

The Head of HR submitted a report that sought approval from the Committee for Directors and Deputy Directors to increment to the next level on the pay scale.

It was reported that, going forwards, with a new Chief Executive in-place, appraisals will be held with each Director (and when appropriate Deputy Directors) and objectives set for the year 22/23 and each financial year thereafter. This will ensure that future increments will be based on performance against clear objectives, which will be recommended by the Chief Executive and approved by Personnel Committee before any pay adjustment takes place.

It was moved by Councillor Jason Wood, seconded by Councillor Mel Guilding: -

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

Upon being put to the vote the Chair declared the proposition to be carried.

***Resolved:-***

That Committee approves incremental progression for current Directors and agrees the future approach.

**Note:** At this point the Chief Executive left the meeting.

**7 CHIEF EXECUTIVE APPRAISAL PROCESS**

The Head of HR submitted a report that updated the Committee on the process for the performance management of the Chief Executive and enabled the

Committee to appoint a sub-committee panel. It was noted that the Constitution (Personnel Committee Terms of Reference at 4.2 section e) stated that Personnel Committee will appoint a Panel of (usually of three) from the Committee, including at least one Cabinet member, assisted by one independent adviser, to act as an Appraisal Panel for the Chief Executive.

It was moved by Councillor Jason Wood, seconded by Councillor Paul Anderton: -

“That a Panel of 4 with membership being the Leader, Chair of Personnel Committee and 2 Councillors from the Personnel Committee and in the current year operates for the period July to April and in subsequent years April to April.”

Upon being put to the vote the Chair declared the proposition to be carried.

The Committee then considered appointment to the Panel of the 2 Councillors from the Personnel Committee. It was moved by Councillor Jason Wood, seconded by Councillor Paul Anderton that Councillor Mel Guilding be appointed to the Panel and then moved by Councillor Mel Guilding, seconded by Councillor Paul Anderton that Councillor Jason Wood be appointed to the Panel. There being no further nominations the Chair declared the propositions to be carried.

***Resolved:-***

That a Panel of 4 be appointed with membership being the Leader, Chair of Personnel Committee, Councillor Mel Guilding and Councillor Jason Wood from the Personnel Committee and in the current year operates for the period July to April and in subsequent years April to April.

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Chair

(The meeting ended at 6.44 p.m.)

**Any queries regarding these Minutes, please contact  
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