

EMPLOYMENT COMMITTEE

Minutes of the meeting held on Monday 23 September 2013 at the Town Hall, Royal Leamington Spa at 4.30 pm.

PRESENT: Councillor Mrs Bunker (Chairman); Councillors Barrott, Caborn, Coker, Hammon, Shilton, Mrs Syson, and Wreford-Bush.

An apology for absence was received from Councillor Wilkinson.

10. **SUBSTITUTES**

Councillor Shilton substituted for Councillor Doody and Councillor Mrs Syson substituted for Councillor Copping.

It was noted that Councillor Wreford-Bush had replaced Councillor Boad as a Member of the Employment Committee. This had been resolved by Council on 26 June 2013.

11. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

12. **MINUTES**

The minutes of the meeting held on 13 June 2013 were agreed and signed by the Chairman as a correct record.

The Chairman reported that the People Strategy Group meeting had been postponed because several members of the Group were unavailable, so the report originally intended for this meeting would be carried forward to the next Employment Committee meeting.

(Councillor Coker arrived whilst this item was being discussed.)

13. **RECRUITMENT OF MAJOR SITES MONITORING OFFICER**

The Committee considered a report from Development Services which requested authority to appoint a Major Sites Monitoring Officer who would provide support to the Policy and Development Management service. It was intended that the post-holder would take forward Strategic Development sites ensuring that the planning and negotiating of infrastructure improvements and implementation of Section 106/CIL requirements took place in a timely and effective way.

Committee Members were informed that the post would be advertised internally first and it was estimated that it would not be until the New Year before the post was filled. The post would be funded by S106 contributions from new developments but because there would be a time lag before this funding was collected, the Executive had already agreed to forward fund the position.

EMPLOYMENT COMMITTEE MINUTES (Continued)

RESOLVED that the post of a Major Sites Monitoring Officer be added to the establishment for a period of up to three years.

14. MEMBERS'/TRADE UNIONS' JOINT CONSULTATION AND SAFETY PANEL MINUTES

The Employment Committee considered the minutes of the Members'/Trades Unions' Joint Consultation and Safety Panel dated 5 June 2013. It was noted that a further meeting had been held subsequent to 5 June 2013, but at the time the agenda for the Employment Committee had been published, minutes for the subsequent meeting had been unavailable.

RESOLVED that the minutes of the Members'/Trades Unions' Joint Consultation and Safety Panel dated 5 June 2013 be noted.

15. CORPORATE HEALTH & SAFETY ANNUAL REPORT 2012-2013

The Employment Committee considered an annual report on corporate health and safety and which gave a brief summary of the work activity in relation to corporate health and safety.

In respect of time lost because of accidents, the Chairman informed Members that 80 of the days lost due to accidents had been caused by accidents outside of the workplace and therefore, if these were not considered, the figures shown for 2013 would actually be quite good.

Members were informed that the chair safety audit had been completed and all faulty chairs had now been replaced or repaired.

The Committee had concerns that the curtains in the Town Hall no longer complied with current fire safety regulations. Members requested that the Theatre and Town Hall Manager should send details to them of when the curtains would be replaced with curtains that complied with current regulation.

Committee Members commented that the annual report was excellent and asked for this to be noted in the minutes of the meeting.

RESOLVED that the annual report on corporate Health & Safety be released for general circulation and publication on the website.

16. HEAD OF SERVICE/DEPUTY CHIEF EXECUTIVE RECRUITMENT

The Employment Committee considered a report from The Deputy Chief Executive (AJ) which recommended changing the current recruitment process for Head of Service/Deputy Chief Executive appointments to offer internal candidates the opportunity to apply prior to external advert, in line with the Council's Fit for the Future recruitment process.

EMPLOYMENT COMMITTEE MINUTES (Continued)

The Committee felt that the recommendations were acceptable for Heads of Service vacancies but had concerns that the process was not ideally suited to filling Deputy Chief Executive appointments. Members felt that in respect of these vacancies, it was important to ensure that the Council appointed the very best candidates available, be they internal or external candidates; but in order to ensure the very best candidate available was appointed to the position, it was necessary to be able to compare both internal and external applicants before making the appointment. The Fit for the Future process did not automatically guarantee this. Therefore it was decided that the process was not suitable for Deputy Chief Executive appointments, but could be approved for Heads of Service.

RESOLVED that:

- (1) the recruitment guidance for Senior Managers be revised as detailed in "A Guide to Senior Manager Recruitment for Elected Members" for the post of Head of Service only; and
- (2) the wording of the Guide is amended to reflect the fact that it will not apply to either Deputy Chief Executive or the Chief Executive as follows:

"This guide provides the procedure that builds upon the Officer Employment Procedure Rules as set out in Part 4 of the Council's Constitution.

This policy applies to the *post* of Head of Service (*but not Deputy Chief Executive or Chief Executive*)

Contents:

....."

17. PUBLIC AND PRESS

RESOLVED that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following items by reason of the likely disclosure of exempt information within the paragraphs of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Minute No.	Para Nos.	Reason
18	1	Information relating to an individual.
18	2	Information which is likely to reveal the identity of an individual.

EMPLOYMENT COMMITTEE MINUTES (Continued)

18. **MINUTES**

The confidential minutes of the meeting held on 13 June 2013 were agreed and signed by the Chairman as a correct record.

(The meeting ended at 5.15 pm)