

MAIDSTONE BOROUGH COUNCIL

EMPLOYMENT COMMITTEE

MINUTES OF THE MEETING HELD ON THURSDAY
27 AUGUST 2015

Present: Councillor Mrs Gooch (Chairman), and
Councillors Mrs Blackmore, Burton, Cox, Mrs Joy,
McKay, McLoughlin, D Mortimer, Perry, Mrs Ring,
Sargeant and Mrs Wilson

1. APOLOGIES FOR ABSENCE

It was noted that apologies had been received from Councillor Round.

2. NOTIFICATION OF SUBSTITUTE MEMBERS

It was noted that Councillor Ring was substituting for Councillor Round.

3. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

4. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Gooch be elected Chairman of the Committee for the Municipal Year 2015-16.

5. ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Cox be elected Vice-Chairman of the Committee for the Municipal Year 2015-16.

6. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

7. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

8. EXEMPT ITEMS

RESOLVED: That all items on the agenda be taken in public as proposed.

9. REPORT OF THE HEAD OF FINANCE AND RESOURCES - APPOINTMENT OF SUB-COMMITTEES

The Head of Finance and Resources introduced the report detailing four proposed sub-Committees of the Employment Committee.

During discussion the following was raised:

- The phrase 'five largest parties' used within the recommendations was applicable in the current municipal year, but could become obsolete should it arise that four or less parties were represented across the Council in future years. It was suggested that this could be amended at the first Committee meeting of a future Municipal Year if required.
- There was no appointment committee in place, as the predecessor Committee under the previous governance system had been small in number of Members. However at 12 Members, the current Committee would be too large to provide adequate interview. The optimum number of Members would be five which, along with two recruitment consultants, would total seven.

RESOLVED:

1. That the panel for the sub-Committee to consider the applications received for the posts of Chief Executive and Directors, to compile a shortlist for interview and subsequently to interview and make appointments (in the case of the Chief Executive, any appointment is subject to confirmation by full Council) be comprised of the following Members:

Councillor Blackmore;
Councillor Burton;
Councillor Cox;
Councillor Gooch; and
Councillor Mrs Wilson.

For – 12 Against – 0 Abstain – 0

2. That the panel for the sub-Committee to review annually the performance of the Chief Executive and Directors, to agree targets for the coming financial year, and agree any corrective action which may be required relating to the previous financial year, to be comprised of five Councillors (to be the Group Leaders of the 5 largest parties).

For – 12 Against – 0 Abstain – 0

It was noted that the Constitution required that the Committee appoint substitutes for the sub-Committees. It was agreed that the matter of appointing substitute Members to the sub-Committees be

deferred to the next meeting of the Committee, subject to advice being provided by the Monitoring Officer.

3. That the quorum for sub-Committees of the Employment Committee be three Members, with the Monitoring Officer to amend the constitution if considered a minor change, or to advise that the matter should be referred to Democracy Committee if not.

For – 12 Against – 0 Abstain – 0

4. That the panel for the sub-Committee to review the performance of the Chief Executive at mid-year and review the targets set for the financial year be comprised of five Councillors (to be the Group Leaders of the five largest parties).

For – 10 Against – 0 Abstain – 2

5. That the panel to hear and determine appeals against decisions taken by the Chief Executive under the disciplinary or capability procedures or to hear grievances raised against the Chief Executive under the grievance procedure be comprised of the following Members:

Councillor Blackmore;
Councillor Gooch; and
Councillor Wilson.

For – 11 Against – 0 Abstain – 1

6. That training for Members of the sub-Committees be provided by Human Resources in advance of a particular meeting of a sub-Committee, in order that all updated legal and statutory changes be included.

For – 11 Against – 0 Abstain – 1

7. That the Head of HR Shared Service be requested to use her delegated authority to make a minor change to the Disciplinary Policy in the following terms: that the Leaders of the two largest parties act as advisors to the Chief Executive.

For – 12 Against – 0 Abstain – 0

It was furthermore proposed that a referral be made to the Democracy Committee to consider the requirement in the Constitution that the sub-Committee to review annually the performance of the Chief Executive and Directors – to agree targets for the coming financial year and agree any corrective action which may be required relating to the previous financial year – be comprised of five Councillors (to be the Group Leaders of the five largest parties). The Committee recommended that the sub-Committee be politically balanced.

For – 1 Against – 11 Abstain – 0

The proposal was not agreed.

10. REPORT OF THE CHIEF EXECUTIVE - DIRECTOR RECRUITMENT

The Head of HR Shared Service presented a report outlining the options for the process of recruitment for, and selection to, the position of Director.

It was explained that the vacancy for the position of Director did not occur often, which meant that internal HR did not have the experience required to benchmark expectations of a candidate for the role. In contrast, external recruitment consultants would be experienced in advertising and selecting candidates for such roles.

Members requested a comparison between the estimated costs incurred should the process be administered by internal HR against the process as undertaken by external recruitment consultants, to be provided outside of the meeting.

It was noted that recommendation one of the report had been agreed in essence during the previous agenda item.

RESOLVED:

1. That the Employment Committee agree the appointment of a sub-Committee as the interview panel for any Director appointments.
2. That the Employment Committee agree the appointment of recruitment consultants to assist with the recruitment and selection process for any Director appointments.
3. That the selection of the recruitment consultants is delegated to the Chief Executive in consultation with the Chairman of the Appointment sub-Committee if then elected, or the Chairman of the Employment Committee.

For – 12 Against – 0 Abstain - 0

11. DURATION OF MEETING

2.00 p.m. to 3.50 p.m.