

# **Staffing Committee**

## **Agenda**

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**Date:** Monday, 15th December, 2008  
**Time:** 9.00 am  
**Venue:** Fred Flint Room, Westfields, Middlewich Road, Sandbach  
CW11 1HZ

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The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

### **PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT**

1. **Apologies for Absence**

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a total period of 10 minutes is allocated for members of the public to address the Committee on any matter relevant to the work of the Committee.

Individual members of the public may speak for up to 5 minutes but the Chairman will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers.

Note: In order for officers to undertake any background research it would be helpful if questions were submitted at least one working day before the meeting.

#### 4. **Minutes of Previous meetings**

To approve the minutes of the following meetings:-

- a) **27 November 2008.** (Pages 1 - 4)
- b) **2 December 2008** (Pages 5 - 6)
- c) **8 December 2008** (Pages 7 - 8)
- d) **10 December 2008** (Pages 9 - 10)
- e) **11 December 2008** (Pages 11 - 12)

#### 5. **Exclusion of the Press and Public**

The reports relating to the remaining items on the agenda have been withheld from public circulation and deposit pursuant to Section 100(B)(2) of the Local Government Act 1972 on the grounds that the matters may be determined with the press and public excluded.

The Committee may decide that the press and public be excluded from the meeting during consideration of the following items pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 3 and 4 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

(Paragraph 3 concerns information relating to the financial or business affairs of any particular person (including the authority holding that information) Paragraph 4 concerns information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.)

### **PART 2 – MATTERS TO BE CONSIDERED WITHOUT THE PUBLIC AND PRESS PRESENT**

#### 6. **Appointment of Strategic Director Places**

To interview short-listed candidates for this post.

#### 7. **Appointment of Head of Policy and Performance**

To agree a short-list of candidates for this post.

**CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Staffing Committee**  
held on Thursday, 27th November, 2008 at Council Chamber, Municipal  
Buildings, Earle Street, Crewe CW1 2BJ

**PRESENT**

Councillor W Fitzgerald (Chairman)  
Councillor R Domleo (Vice-Chairman)

Councillors A Arnold, Mrs D Flude, F Keegan, P Mason and R Westwood

**11 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors B Moran and D Topping.

**12 DECLARATIONS OF INTEREST**

Councillor D Flude declared a personal interest being a retired member of UNISON.

**13 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no members of the public present.

**14 MINUTES OF PREVIOUS MEETINGS HELD ON 4 AND 5 NOVEMBER 2008**

The minutes of the meeting held on 4 November and the 2 meetings held on 5 November were approved as a correct record.

**15 OFFICER CODE OF CONDUCT**

The Committee considered a paper from the Joint Transition Group advising that the Code of Conduct for Officers was a key document to ensure good governance of the new Council.

It was noted that the Government had recently issued a revised draft Officer Code of Conduct for consultation, although it would be some time before any final document was agreed. It was suggested that in the meantime, the Council should agree its own Code, which can be reviewed if necessary when any final national framework is issued.

It was recommended that the Council proceed to develop and adopt its own Code without further delay. A copy of the proposed draft Code was attached as Appendix 1 to the report.

Members considered the proposed Code and noted that there were still a number of other policies, procedures and guidance to be considered that would support this overarching document.

**RESOLVED** – that the Governance and Constitution Committee be advised that the Staffing Committee recommends to the Council that it approves the Officer Code of Conduct for the new Council.

## **16 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** - that the press and public be excluded from the meeting during consideration of the following item pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

## **17 APPOINTMENTS BELOW THIRD TIER**

The HR Lead Officer submitted a paper to enable the Committee to consider the approach to recruitment below third tier prior to Vesting Day. The paper set out a suggested approach for proceeding to seek to recruit to some fourth tier jobs and highlighted potential key concerns for the unions and employees on the impact the appointments process would have in relation to TUPE and the protection of existing terms and conditions.

The Chief Executive also sought members' views on the appointment procedures for forth tier posts and would carry out further work on this matter.

**RESOLVED** - To agree the approach to recruitment below third tier prior to Vesting Day for consultation with the trade unions (as set out in Paragraph 7.7 to the paper).

## **18 BRIEFING FOR TRADE UNION MEETING**

Members met with representatives of the Trade Unions and the following matters were discussed: -

1. The note of the meeting held on 15 October 2008 (copy attached).
2. Matters arising.
3. Update on appointments.
4. Trade Union response to consultation on structures for Performance and Capacity Services.
5. Shared Services.
6. Flexible and Mobile working.
7. Consultation arrangements for Cheshire East.
8. Date of Next Meeting - 16 December 2008

The Chairman left the meeting after item no5 above. Councillor R Domleo was appointed Chairman for the remainder of the meeting.

The meeting commenced at 2.00 pm and concluded at 4.30 pm

Councillor W Fitzgerald (Chairman)

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**CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Staffing Committee**  
held on Tuesday, 2nd December, 2008 at The Board Room, Town Hall,  
Macclesfield, SK10 1DX

**PRESENT**

Councillor W Fitzgerald (Chairman)  
Councillor R Domleo (Vice-Chairman)

Councillors A Arnold, Mrs D Flude, F Keegan, B Moran and D Topping

**19 APOLOGIES FOR ABSENCE**

There were no apologies.

**20 DECLARATIONS OF INTEREST**

All members of the Committee declared a personal interest in respect of the items on Appointment of Head of Human Resources or Borough Solicitor in that they knew one or more of the candidates concerned.

**21 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no members of the Public present.

**22 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** - that the press and public be excluded from the meeting during consideration of the following item pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

**23 APPOINTMENT OF HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT**

The Committee considered the various applications and the initial assessment by the approved consultants for the post of Head of Human Resource and Organisational Development

**RESOLVED** - to interview the five candidates now referred to for the post of Head of Human Resource and Organisational Development.

**24 APPOINTMENT OF BOROUGH SOLICITOR**

The Committee considered the various applications and the initial assessment by the approved consultants for the post of Borough Solicitor.

**RESOLVED** - to interview the four candidates now referred to for the post of Borough Solicitor.

The meeting commenced at 9.00 am and concluded at 12.05 pm

Councillor W Fitzgerald (Chairman)



**CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Staffing Committee**  
held on Monday, 8th December, 2008 at Fred Flint Room, Westfields,  
Middlewich Road, Sandbach CW11 1HZ

**PRESENT**

Councillor W Fitzgerald (Chairman)  
Councillor R Domleo (Vice-Chairman)

Councillors A Arnold, Mrs D Flude, F Keegan, B Moran and D Topping

**25 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**26 DECLARATIONS OF INTEREST**

All the Councillors and the Chief Executive declared a personal interest by virtue of knowing the first applicant to be interviewed. The Chief Executive also declared an interest by virtue of knowing one of the other applicants (from her previous Authority). In accordance with the Code of Conduct they remained in the meeting for these interviews.

**27 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no members of the public present.

**28 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** - that the press and public be excluded from the meeting during consideration of the following item pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

**29 EXTERNAL RECRUITMENT - RELOCATION EXPENSES**

Consideration was given to the relocation expenses to be offered to external candidates appointed to jobs with Cheshire East. In considering the proposal it was agreed by the Committee that the recommendation now made should apply to first, second and third tier posts.

**RESOLVED**

That approval be given for relocation expenses up to a maximum of £10,000 to be offered to candidates appointed to first, second and third tier posts with Cheshire East, as set out in Appendix 1 to the report.

**30 APPOINTMENT OF BOROUGH SOLICITOR**

Members interviewed four short listed candidates.

The Committee agreed to recommend to Council on 9 December that Christopher Chapman be appointed as the Borough Solicitor and Monitoring Officer for Cheshire East Council subject to the requirements contained in Staff Employment Procedure Rule No.6 relating to the Appointment of Head of Paid Service, Statutory Chief Officers, Non-Statutory Chief Officers and Deputy Chief Officers.

The meeting commenced at 9.00 am and concluded at 3.45 pm

Councillor W Fitzgerald (Chairman)

**CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Staffing Committee**  
held on Wednesday, 10th December, 2008 at Fred Flint Room, Westfields,  
Middlewich Road, Sandbach CW11 1HZ

**PRESENT**

Councillor W Fitzgerald (Chairman)  
Councillor R Domleo (Vice-Chairman)

Councillors A Arnold, Mrs D Flude, F Keegan and B Moran

**31 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor D Topping.

**32 DECLARATIONS OF INTEREST**

All members of the Committee declared a personal interest in respect of the item on Appointment of Strategic Director Places in that they knew one of the candidates concerned.

**33 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no members of the public present.

**34 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** - that the press and public be excluded from the meeting during consideration of the following item pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

**35 APPOINTMENT OF STRATEGIC DIRECTOR PLACES**

The Committee considered the various applications and the initial assessment by the approved consultants.

**RESOLVED** - to interview a short list of five candidates for this post.

The meeting commenced at 2.00 pm and concluded at 3.30 pm

Councillor W Fitzgerald (Chairman)

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**CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Staffing Committee**  
held on Thursday, 11 December, 2008 at Fred Flint Room, Westfields,  
Middlewich Road, Sandbach CW11 1HZ

**PRESENT**

Councillor W Fitzgerald (Chairman)  
Councillor R Domleo (Vice-Chairman)

Councillors A Arnold, Mrs D Flude, F Keegan, B Moran and D Topping

**36 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**37 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**38 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no members of the public present.

**39 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** - that the press and public be excluded from the meeting during consideration of the following item pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 3 and 4 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

**40 APPOINTMENT OF HEAD OF HUMAN RESOURCES AND ORGANISATION**

Members interviewed five short listed candidates.

**RESOLVED** - to appoint Paul Bradshaw as Head of Human Resources and Organisation.

The meeting commenced at 9.00 am and concluded at 3.45 pm

Councillor W Fitzgerald (Chairman)

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