

# Staffing Committee

## Agenda

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**Date:** Wednesday 22nd July 2020  
**Time:** 2.00 pm  
**Venue:** Virtual Meeting

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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 top of each report.

It should be noted that Part 1 items of Cheshire East Council decision meetings are recorded and the recordings are uploaded to the Council's website.

### **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 disclosable pecuniary and non-pecuniary interests in any item on the agenda.

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Please contact  
E-Mail:

Rachel Graves on 01270 686473  
[Rachel.graves@cheshireeast.gov.uk](mailto:Rachel.graves@cheshireeast.gov.uk) with any apologies or requests for further information or to give notice of a question to be asked by a member of the public

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

In accordance with paragraph 2.32 of the Committee Procedural Rules and Appendix 7 of the Rules 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 body in question.

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.

Members of the public wishing to ask a question or make a statement at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given.

### 4. **Minutes of Previous Meetings** (Pages 3 - 10)

To approve the minutes of the meetings held on 23 January 2020, 30 January 2020 and 6 February 2020.

### 5. **Appointment of an Interim Director of Governance and Compliance (and Monitoring Officer)** (Pages 11 - 14)

To consider the report and make a recommendation to Council on the appointment of an Interim Director of Governance and Compliance (Monitoring Officer).

### 6. **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 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.

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

### 7. **Severance Package**

To consider a proposed severance package with the value of £100,000 or more. (report to follow)

**Membership:** Councillors C Browne, C Bulman (Chairman), J Clowes, S Corcoran (Vice-Chairman), L Jeuda, D Marren, M Simon and L Wardlaw

**CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Staffing Committee**  
held on Thursday, 23rd January, 2020 at Committee Suite 1,2 & 3, Westfields,  
Middlewich Road, Sandbach CW11 1HZ

**PRESENT**

Councillor C Bulman (Chairman)

Councillors J Clowes, S Corcoran, J Rhodes (substitute for Cllr L Jeuda),  
M Simon, A Stott, M Warren (substitute for Cllr C Browne) and L Wardlaw

**Officers in attendance**

Kath O'Dwyer, Acting Chief Executive  
Jane Burns, Executive Director Corporate Services  
Sara Barker, Head of HR  
Sara Duncalf, Acting HR Business Manager  
Naomi Clarkson, Employment Lawyer  
Rachel Graves, Democratic Services Officer

**23 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors C Browne and  
L Jeuda.

**24 DECLARATIONS OF INTEREST**

No declarations of interest were made.

**25 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no members of the public present.

**26 MINUTES OF PREVIOUS MEETINGS****RESOLVED:**

That the minutes of the meetings held on 24 October 2019, 11 November  
2019 and 19 December 2019 be approved as a correct record.

**27 HR AND HEALTH & SAFETY UPDATE**

The Committee considered a report which detailed key human resources,  
organisational development and health and safety developments.

The report provided details on national pay awards, the Mutually Agreed  
Resignation Scheme, Attendance Management, Health and Safety data  
and HR performance data.

Committee members was asked to submit any questions on the details in the report to the Head of HR. The questions and answers would be appended to the minutes of the meeting.

**RESOLVED:**

That the report be noted.

**28 PAY POLICY STATEMENT 2020/21**

The Committee considered a report on the Draft Pay Policy Statement for 2020/21.

The Council was required under section 38 of the Localism Act 2011 to produce a Pay Policy Statement by 31 March on an annual basis.

The Statement for 2020/21 followed the style and format of last year's statement. The salary values quoted have been updated to take account of the most recent pay awards. Section 3.5 of the Pay Policy had been updated to take account of the revised Senior Management Structure implemented on 1 April 2019.

**RESOLVED:** That Council

- 1 be recommended to approve and publish the Pay Policy Statement for 2020/21; and
- 2 delegate authority to the Monitoring Officer to make any necessary in year amendments to the Statement.

**29 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 as amended on the grounds that it involved the likely discussion of exempt information as defined in Paragraphs 1 and 2 of Part 1 of the Schedule 12A of the Local Government Act 1972 and the public interest would not be served in publishing the information.

**30 SENIOR MANAGEMENT RECRUITMENT**

Deputy Chief Executive

The Committee interviewed the candidate for the position of Deputy Chief Executive.

**RESOLVED:**

That Frank Jordan be appointed as Deputy Chief Executive. To be paid a Deputy Chief Executive allowance £10,404 in addition to his Executive Director Place salary.

Executive Director People

The Committee interviewed the candidate for the position of Executive Director People.

**RESOLVED:**

That Mark Palethorpe be appointed as the Executive Director People on a salary of £132,664.

The meeting commenced at 1.00 pm and concluded at 4.00 pm

Councillor C Bulman (Chairman)

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## **CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Staffing Committee**  
held on Thursday, 30th January, 2020 at S10, Westfields, Middlewich Road,  
Sandbach CW11 1HZ

### **PRESENT**

Councillor C Bulman (Chairman)  
Councillor C Browne (Vice-Chairman)

Councillors J Clowes, S Corcoran, L Jeuda, M Simon, A Stott and L Wardlaw

### **Councillors in attendance**

Councillors J Rhodes

### **Officers in attendance**

Kath O'Dwyer, Acting Chief Executive  
Jane Burns, Executive Director Corporate Services  
Sara Barker, Head of HR  
Sara Duncalf, Acting HR Business Manager  
Rachel Graves, Democratic Services Officer (Part 1 only)

### **31 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **32 DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **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 as amended on the grounds that it involved the likely discussion of exempt information as defined in Paragraphs 1 and 2 of Part 1 of the Schedule 12A of the Local Government Act 1972 and the public interest would not be served in publishing the information.

**35 SENIOR OFFICER RECRUITMENT**

The Committee received an update on the senior management recruitment programme.

**36 SEVERANCE PACKAGE**

The Committee considered the proposed severance package with the value of £100,000 or more.

**RESOLVED:**

That the severance package be approved.

The meeting commenced at 11.30 am and concluded at 1.45 pm

Councillor C Bulman (Chairman)



## **CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Staffing Committee**  
held on Thursday, 6th February, 2020 at S10, Westfields, Middlewich Road,  
Sandbach CW11 1HZ

### **PRESENT**

Councillor C Bulman (Chairman)  
Councillor C Browne (Vice-Chairman)

Councillors J Clowes, S Corcoran, L Jeuda, M Simon, A Stott and L Wardlaw

### **37 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

### **38 DECLARATIONS OF INTEREST**

No declarations of interest were made.

### **39 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no members of the public present.

### **40 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 as amended on the grounds that it involved the likely discussion of exempt information as defined in Paragraphs 1 and 2 of Part 1 of the Schedule 12A of the Local Government Act 1972 and the public interest would not be served in publishing the information.

### **41 CHIEF EXECUTIVE RECRUITMENT**

The Committee interviewed the candidates for the position of Chief Executive and Head of Paid Service.

#### **RESOLVED:**

That Council be recommended to approve the appointment of Lorraine O'Donnell to the position of Chief Executive (Head of Paid Service) at the salary of £151,000.

The meeting commenced at 10.00 am and concluded at 6.40 pm

Councillor C Bulman (Chairman)



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## **Staffing Committee**

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**Date of Meeting:** 22 July 2020

**Report Title:** Appointment of an Interim Director of Governance and Compliance (and Monitoring Officer)

**Senior Officer:** Jane Burns, Executive Director – Corporate Services

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### **1. Report Summary**

- 1.1 The Staffing Committee are requested to approve that Council be recommended to appoint Asif Ibrahim, Head of Legal Services and Deputy Monitoring Officer, to the position of Acting Director of Governance and Compliance, including the statutory role of Monitoring Officer for the time limited period.

### **2. Recommendation**

- 2.1 The Staffing Committee approve the recommendation to Council to approve the appointment of Asif Ibrahim as the Acting Director of Governance and Compliance (and Monitoring Officer) with effect from Thursday 23 July 2020 until David Brown takes up his appointment to the permanent role (provisionally 12 October 2020).

### **3. Reasons for Recommendation/s**

- 3.1 In accordance with the Constitution, Staffing Committee make a recommendation to Council to approve the designation of the Council's Monitoring Officer as a Statutory Officer. As the next scheduled Council is October 2020, an urgent decision will be required to ensure that the Council can remain compliant and risks are minimised.

### **4. Other Options Considered**

- 4.1 Not applicable

## **5. Background**

- 5.1 Following the resignation of the current post holder, a recruitment process has been undertaken by the Staffing Committee on 6 July 2020. Following consultation with Cabinet, there has been a Decision taken under Urgency Powers to appoint David Brown to the permanent position of Director of Governance and Compliance (and Monitoring Officer), subject to pre-employment checks. He has a three month notice period to serve before joining Cheshire East Council.
- 5.2 Asif Ibrahim, Head of Legal Services and Deputy Monitoring Officer, has been asked to undertake the role of Acting Director of Governance and Compliance (and Monitoring Officer) being suitably qualified for the role. This is to cover the period of the current post holder's departure from the Council until David Brown takes up his position with Cheshire East Council.

## **6. Implications of the Recommendations**

### **6.1. Legal Implications**

- 6.1.1 The designation of Monitoring Officer must be designated by Council. The Monitoring Officer is appointed under Section 5 of the Local Government and Housing Act 1989.

### **6.2. Finance Implications**

- 6.2.1 This post of Director of Governance and Compliance (and Monitoring Officer) is an established position within the Council's senior management structure and funded within the Council's staffing budgets.

### **6.3. Policy Implications**

- 6.3.1 There are no direct policy implications.

### **6.4. Equality Implications**

- 6.4.1 There are no direct equality implications.

### **6.5. Human Resources Implications**

- 6.5.1 Actions have been undertaken in accordance with the Constitution and appropriate policies and procedures.

### **6.6. Risk Management Implications**

- 6.6.1 Actions have been undertaken in accordance with appropriate policies procedures and scheme of officer delegation.

## **6.7. Rural Communities Implications**

6.7.1 There are no direct implications for rural communities.

## **6.8. Implications for Children & Young People/Cared for Children**

6.8.1 There are no direct implications for children and young people.

## **6.9. Public Health Implications**

6.9.1 There are no direct implications for public health.

## **7. Ward Members Affected**

7.1 None applicable.

## **8. Access to Information**

8.1 None applicable.

## **9. Contact Information**

9.1 Any questions relating to this report should be directed to the following officer:

Name: Sara Duncalf  
Job Title: Acting HR Business Partner  
Email: [sara.duncalf@cheshireeast.gov.uk](mailto:sara.duncalf@cheshireeast.gov.uk)

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