

Staffing Committee

Agenda

Date: Thursday 25th July 2013
Time: 2.00 pm
Venue: Committee Suite 1,2 & 3, Westfields, Middlewich Road,
Sandbach CW11 1HZ

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 disclosable pecuniary and non-pecuniary 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.

Members of the public wishing to ask a question 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. It is not required to give notice of the intention to make use of public speaking provision, however, as a matter of courtesy, a period of 24 hours notice is encouraged.

4. **Minutes of Previous meeting** (Pages 1 - 8)

To approve the minutes of the meetings held on 11 January 2013 and 13 June 2013.

5. **HR Update** (Pages 9 - 18)

To consider a report on the progress with Human Resources issues

6. **Staffing Committee Terms of Reference**

To receive an oral update on the review of the Staffing Committee's Terms of Reference

7. **Staffing Sub Committee Minutes** (Pages 19 - 42)

The Staffing Sub Committee, at its meeting on 27 June 2013, resolved that the work of the Sub Committee was now complete and that the minutes of all its meetings should be forwarded to the Staffing Committee as a complete record of its activities.

To receive and note the minutes of the meetings of the Staffing Sub Committee held on 24 July 2012, 13 December 2012, 18 December 2012, 8 January 2013, 23 January 2013, 1 February 2013, 7 February 2013 and 27 June 2013.

8. **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 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 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1, 2 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.

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

9. **Items Requested by Trade Unions**

- Management Restructure
- Outsourcing of Services

10. **Staffing Sub Committee Minutes** (Pages 43 - 46)

To receive and note the minute of the meeting of the Staffing Sub Committee held 7 February 2013.

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Committee**
held on Friday, 11th January, 2013 at Committee Suite 1,2 & 3, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor D Topping (Chairman)
Councillor H Murray (Vice-Chairman)

Councillors S Hogben (Sub for Cllr J Jackson), M Jones, D Marren, B Murphy
and D Newton

Union Representatives

Craig Nicholson – UNISON
Tracey Evans – UNISON
Jo Hobson – UNISON
Jonathan Shaw – UNISON
Shawn Reed – GMB
Mark Stevens – GMB

Officers

Kim Ryley, Interim Chief Executive
Paul Bradshaw, Head of HR and OD Manager
Julie Davies, HR Strategy and OD Manager
Melanie Henniker, HR Delivery Manager
Suzanne Antrobus, Corporate Solicitor
Paul Ridings, Corporate Health & Safety Advisor
Rachel Graves, Democratic Services Officer

Councillor in Attendance

Councillor B Moran, Cabinet Member for Performance

24 APOLOGIES FOR ABSENCE

Apologies were received from Councillor J Jackson and Tony Caffery,
UNISON.

25 DECLARATIONS OF INTEREST

There were no declarations of interest.

26 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present.

27 MINUTES OF PREVIOUS MEETINGS

RESOLVED:

That the minutes of the meeting held on 18 October 2012 be approved and the minutes of the meeting held on 30 November 2012 be approved subject to the following amendment:

Minute 23 Interim Chief Executive

The last line of the resolution to be amended to read

“..... to extend the engagement of the current Interim Chief Executive until an appointment is made.”

28 HR UPDATE

The Head of Human Resources and Organisational Development, aided by the HR Policy Manager and Corporate Health & Safety Advisor, presented a report which provided a general update on Human Resource issues, including Health & Safety, Organisational Development, HR Delivery and HR Policy & Reward.

A total of 1532 accident reports were entered into PRIME in Quarter 2, of which 46 were RIDDOR reportable to the Health & Safety Executive. The number of RIDDOR reports had increased by 15 between the two Quarters. This increase had been discussed with service managers at various sub forums, with focus on the causes of the accidents. Five of the additional accidents had been adult sporting accidents so particular attention had been paid to leisure centre accidents and their root cause. The Corporate Health and Safety newsletter was used to communicate accident trends and patterns to all levels of staff, with advice on how to reduce them.

To recognise all of the outstanding work that was being done across the Council an aspire4excellence best of the best awards ceremony had been held. Michael Plant, Streetscape Supervisor, had been awarded the Employee of the Year award.

A series of staff roadshows had been held to explain the challenges faced by the Council over the next few years and the likely implications for staff. The roadshows had been well attended with positive feedback.

The requirement for employers to enrol employees into workplace pension schemes had been introduced. The implementation date for Cheshire East Council was 1 March 2013 but a decision had been made to utilise the allowed transitional period up to September 2017 which was when the majority of employments not currently in the scheme would be automatically enrolled in the Cheshire Pension Scheme. The normal opt out arrangements would remain in place. All employees would receive a

letter before 1 March 2013 which would outline how these arrangements would personally affect them.

Two Health and Wellbeing events had take place in order to promote a healthy lifestyle, raise awareness of important health issues and provide support to staff. Both events had received positive feedback from employees and it was intended to put other events on during the year.

29 PAY POLICY STATEMENT 2013/14

The Committee considered a report on the Pay Policy Statement for 2013-14.

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.

Council had approved the 2012-13 Statement in February 2012. Subsequent revisions to reflect amendments made to redundancy payments, payments on termination and compromise agreements were approved by Council in July 2012.

The Pay Policy for 2013-14 had been updated to reflect a number of changes – these being:

- the continuation of the increment freeze to 30 November 2013
- changes to the Local Government Pension Scheme to reflect the requirements under the Automatic Enrolment Regulations 2012 and changes to pension bandings effective from 1 April
- updating of Job titles, salary levels and organisation structure to reflect changes
- amended information on pay multiples to reflect updated figures as well as National Minimum Wage rates effective from October 2012.

The Committee recommended the following changes:

- the changes between the 2012-13 version and the updated version be highlighted for ease of reference
- information on the Relocation Expense Policy be included
- the current provision whereby any changes to existing posts or additional posts created with a salary above £100,000 are subject to a vote by full Council be amend to include all officers above JNC Chief Officer conditions reporting directly to the Chief Executive
- the current provision whereby the decision and approval of any termination payment and approval for the terms of compromise agreement for Chief Officers (Statutory, non Statutory and those earning over £100,000) which rest with the Chief Executive in consultation with the Leader of the Council and Chairman of Staffing Committee be amended from above £100,000 to all officers on JNC Chief Officers conditions reporting directly to the Chief Executive

- proposed that Council publish the names of all individuals earning in excess of £56,000 in line with the Government's recommendations, subject to individual agreement where earnings are below £150,000
- the decision making process for recruitment decision be amended to require a vote of full Council for all Officers on JNC Chief Officer conditions reporting directly to the Chief Executive, in addition to those already stated in the Pay Policy Statement.

RESOLVED:

That the Pay Policy Statement 2013-14, as amended, be recommended to Council for approval.

30 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That the press and public be excluded from the meeting during the consideration of the following items pursuant to Section 100 (A)4 of the Local Government Act 1972 as amended on the grounds that they involved the disclosure of exempt information as defined in Paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972 and public interest would not be served in publishing this information.

31 ITEMS REQUESTED BY TRADE UNIONS

The Trade Unions representatives raised issues in relation to the following items:

- Cheshire East New Deal
- Directorate/Service Restructures
- TUPE Transfer Formal Consultation

The Trade Union representatives left the meeting before consideration of the following item.

32 APPOINTMENT OF INTERIM BOROUGH SOLICITOR

In accordance with Section 100B (4) (b) of the Local Government Act 1972, the Chairman agreed that this item be considered as an item of urgent business as there was a requirement to put an appointment in place as soon as possible to ensure that the Council was able to fulfil its statutory obligation.

The Committee considered the report of Chief Executive which sought ratification and approval for the interim management arrangement that had been proposed to cover the duties and responsibilities of the post of

Borough Solicitor (including the statutory role of Monitoring Officer and acting as Head of Legal and Democratic Services).

RESOLVED:

That Michael Rowan be appointed as Interim Borough Solicitor (including the statutory role of Monitoring Officer and acting as Head of Legal and Democratic Services).

The meeting commenced at 2.05 pm and concluded at 4.10 pm

Councillor D Topping (Chairman)

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CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Committee**
held on Thursday, 13th June, 2013 at Cabinet Meeting Room - Westfields,
Middlewich Road Sandbach

PRESENT

Councillor R Domleo (Chairman)
Councillor H Murray (Vice-Chairman)

Councillors J Jackson, M Jones, D Marren, B Murphy and D Newton

Officers

Kim Ryley, Interim Chief Executive
Mike Surez, Chief Executive Designate
Paul Bradshaw, Head of Organisational Development

7 APOLOGIES FOR ABSENCE

There were no apologies.

8 DECLARATIONS OF INTEREST

There were no declarations of interest.

9 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present.

10 MINUTES OF PREVIOUS MEETING

RESOLVED:

That the minutes of the meeting held on 24 May 2013 be confirmed as a correct record.

11 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 disclosure of exempt information as defined in Paragraph 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 this information.

12 APPOINTMENT OF CHIEF OPERATING OFFICER

The Committee interviewed the three candidates for the position of Chief Operating Officer.

The Interim Chief Executive, the Chief Executive Designate and the Head of Organisational Development briefed the Committee on the candidates and feedback from the process.

The Committee unanimously

RESOLVED:

That the appointment of Peter Bates as Chief Operating Officer, including his designation as Section 151 Officer be recommended to Council. Should he not accept the appointment, the post be reviewed and re-advertised.

The meeting commenced at 9.00 am and concluded at 1.45 pm

Councillor R M Domleo (Chairman)

CHESHIRE EAST COUNCIL

Staffing Committee

Date of Meeting:	25 July 2013
Report of:	Head of Organisational Development
Subject/Title:	HR Update

1.0 Report Summary

- 1.1 To update the Committee on progress with Human Resource issues.

2.0 Recommendations

- 2.1 To note the report.

3.0 Reasons for Recommendations

- 3.1 To ensure Members are kept up to date with HR developments.

4.0 Wards Affected

- 4.1 No specific wards affected.

5.0 Local Ward Members

- 5.1 Not applicable.

6.0 Policy Implications

- 6.1 No significant implications.

7.0 Financial Implications

- 7.1 No direct implications arising from this report.

8.0 Legal Implications

- 8.1 No direct implications arising from this report.

9.0 Risk Management

- 9.1 No significant risks identified as a result of this update report. Risks relating to specific issues will be dealt with separately.

10.0 Delivery of Corporate Health and Safety Training

21 courses and briefing sessions (available via the Corporate Training Programme), have been delivered to 193 delegates during Quarter 4 (01.01.13 – 31.03.13) – as detailed below:

COURSE TITLE & DURATION	NO. OF COURSES	NO. OF DELEGATES
Basic Health & Safety Workshop – non accredited	2	7 Corporate 10 School
Health & Safety Corporate Induction	2	40 (mixed)
Reporting Incidents on PRIME (software)	3	14 (mixed)
Defibrillator Re-qualification	3	18 Corporate
First Aid Re-qualification (3 days)	2	8 Corporate
CIEH Level 2 Basic Health & Safety (accredited)	1	10 Corporate
Emergency First Aid (1 day)	1	9 Corporate
PRIME / Accident Investigation	1	2 Corporate 4 School
First Aid at Work (3 days)	1	12 Corporate
Generic Risk Assessment Workshop – non accredited	1	9 Corporate
IOSH Managing Safely (4 days)	1	15 Corporate
Risk Assessment – non accredited	1	9 School
Manual Handling – non accredited	2	4 Corporate 22 School
	21	
Total Corporate Delegates		94
Total School Delegates		45
Mixed Delegates		54
Grand Total Delegates		193
Total Courses Delivered		21

10.1 Corporate Health and Safety Audit programme

This programme continues to be delivered on target with the completion of an In-depth / Corporate audit in Legal and Democratic Services during this Quarter.

Outstanding audits remaining are a Self Audit within Public Health and In-depth / Corporate Audits in Care4CE and Children & Families. These will all commence during Quarter 1 (2013 – 2014), with completion of the entire Audit Programme due anticipated during Quarter 4 in 2014.

Arrangements for a new Corporate Health & Safety Audit Programme will be discussed during Quarter 3 and a précis will be reported to Corporate Health & Safety Forum members at the forthcoming meeting in March 2014.

10.2 Corporate Health & Safety Webpage Review

In order to continuously improve the content and documentation available on the Corporate Health & Safety webpage, a programme is in place to ensure that access to inner pages is simplified; all advisory documents are harmonised and available as Guidance Notes to support a new Corporate Health & Safety Policy (also being refreshed). All model forms and documents which are available will be updated and simplified where possible.

A member of the Corporate Health & Safety Team now has the remit for overseeing the whole webpage activity.

10.3 RoSPA Recognition Award for the Corporate Health and Safety team

Following a successful portfolio submission in February 2013, the Corporate Health & Safety Team has been awarded a RoSPA Gold Award for Recognition. This was especially exciting as this was the team's first attempt. As a result of this award, all Council employees are invited to display the gold logo on their email signatures.

Approval has been given for the team to submit a portfolio for consideration by RoSPA for assessment in February 2014.

10.4 Corporate Accident & Incident Statistics Quarter 4 2012 - 2013 (01.01.13 – 31.03.13)

In Quarter 4, **1505** accidents and **164** incident reports were entered onto PRIME (totaling 1169), of which **35** were **RIDDOR** reportable to the Health & Safety Executive: **See Appendix 1**

Care4CE reported a total of 384 accidents and 108 incidents, 1 of which was RIDDOR Reportable. Overall, the Service reported 32.6% of accidents in Quarter 4.

Schools reported 791 accidents and 14 incidents in Quarter 4, of which 26 were RIDDOR reportable. This is approximately 53% of the total accident and incidents reported. Slips, trips or falls and sport injuries accounted for 14 of the 26 RIDDOR accidents reported by Schools in this Quarter.

Tatton Park reported 10 accidents in Quarter 4 and 0 incidents. This includes 0 RIDDOR reportable accidents. This is well down from the 17 reported in Quarter 3 and raises the question: was this despite or because of the severe winter weather experience in this period?

Leisure Facilities reported 3 RIDDOR reports out of 300 accidents and 6 incidents during this Quarter. All RIDDOR reports involved sports-related injuries.

Details of RIDDOR incidents during Quarter 4 are shown at Appendix 1 - by Division and Service Area and at Appendix 2 - by Division and Accident Cause. Appendix 3 is a graphical representation of the trends for the past two

and a half years and demonstrates that the accident reporting rates and RIDDOR reports have now stabilised. The Corporate Health and Safety Team continues to carefully monitor rates and trends.

10.5 **aspire4excellence**

The aspire4excellence staff recognition scheme has recently been refreshed to ensure all of the people who are nominated are celebrated. Nominations opened in early June for both individuals and teams who have role modelled the **aspire** values. In total 99 members of staff have been recognised for the month of June through individual or team nominations. A summary of all the nominations is available on [aspire4excellence](#).

A rolling process is now in place providing the opportunity to nominate an individual or a team that has gone “above and beyond” at any time of the year. Every member of staff who receives a nomination will be given a small recognition reward and will be eligible for an entry to a grand finale event to be held in December, where overall winners in each category will be recognised.

10.6 **Building capability and engagement – change project**

Recognising the size and shape of the Council will change significantly over the next two years, change project 8.2 “building capability and engagement” has been initiated to support the Councils transformational agenda. The aim of this project is to help enable individuals and the organisation to successfully implement the unprecedented changes ahead. The focus of the project is on identifying changing skill requirements over the medium term and equipping the organisation with these, alongside helping to build levels of employee engagement through which the Council can deliver effective and lasting change.

Specific project objectives are to:

- Identify and equip the organisation with the **key organisational capabilities** (knowledge, skills and behaviours) that will be required to operate effectively as a strategic commissioning council and deliver the three year Council plan – by March 2015.
- Develop and implement a **talent management strategy** which spots, develops and deploys talent effectively across the organisation to fully exploit the abilities and potential of the workforce – by March 2015
- Initiate, accredit and co-ordinate a **network of approximately 100 “change champions”** to help initiate, facilitate and implement effective change across the Council – fully trained network to be in place by November 2013.
- Lead or support other **change interventions and internal communications** to keep staff informed and engaged through-out the Councils change journey – ongoing to March 2015

- Undertake an **employee engagement survey** across the Council to understand how staff feel about working for the Council, the change agenda and establish a baseline measure of employee engagement from which specific action can be taken. This is outlined more fully below.

Regular updates will be provided to Staffing Committee on project progress the first being an overview of the employee engagement survey below.

10.7 Employee engagement survey

A full employee survey was last carried out in 2009. Since then, Cheshire East Council has changed significantly, and, as we embark on this next critical stage of transformation, it is important to fully understand the current views, perceptions and levels of engagement of staff across the Council, so that major change can be led, managed effectively and performance enhanced.

We plan to launch an employee engagement survey on **1st November** and to let it run for approximately three weeks. It will go to non- schools employees only, which is approximately 5,200 in total. Working with a highly experienced employee research company **Survey Solutions** our aim is to explore seven key themes:

- **Your job** – clarity, motivation, performance, valued
- **Managers & leaders** – support, interest in, confidence
- **Communication** – informed, involved, open and honest
- **Development** – needs, feedback, responsibility, potential
- **Wellbeing** – resources, fairness, respect, pressure
- **Change** – understanding, commitment, influence
- **Our Council** – pride, advocacy, aspire values, culture

The full survey results will be available in **January** and will include an overall measure of employee engagement alongside other indicators about change, communication, management and leadership and 'new deal' indicators. The results will be benchmarked internally and externally, using public and private sector norm groups.

The communications campaign that supports the survey will be based on the theme "Answers to Action" which is about prioritising and taking action locally and corporately. The key aim is to demonstrate to staff that their views have been listened to and the right things have happened as a result.

10.8 Employee Assistance Programme

A mini competition has been undertaken to call off a contract under the Government Procurement Service for an Employee Assistance Programme to be made available to all non schools employees of Cheshire East Borough Council.

Following an evaluation of the tender bids a contract is to be awarded to Health Management Limited and the service will include:-

- Telephone access to appropriately qualified professionals for counselling, support, advice and information, 24 hours per day, 7 days per week, 365 days per year. The service will cover a wide range of issues, for example stress, financial problems and debt, addictions, matrimonial difficulties, domestic violence, redeployment and redundancy etc.
- 6 sessions of face to face counselling where it is considered appropriate and necessary, per employee, per issue and per year.
- Trauma and critical Incident support to either individuals or groups of employees.
- Management support and advice
- Provision of a dedicated external website to provide access to health, wellbeing and lifestyle advice and information to assist in improving the health, wellbeing and resilience of our employees.
- A full range of data, information and statistics on a monthly basis in order to monitor and assess the success and effectiveness of the programme.

It is expected that the programme will be launched in August 2013.

10.9 HR Support

The HR Delivery Team has been focused on supporting the business cases for the differing operating models under consideration across the Council.

The team is represented on the Caring Together working group incorporating partners from health and social care considering integrated work with health.

Supporting the Management Review has been a large part of the work during the first quarter including interrogation of data, provision of paperwork and involvement in consultation with both groups and individuals.

The team continues to support management in dealing with a range of casework including disciplinarys and grievances. In addition, there is an increasing requirement from managers for advice and assistance relating to restructuring and TUPE situations.

11.0 Access to Information

- 11.1 The background papers relating to this report can be inspected by contacting the report writer:

Name: Julie Davies
Designation: HR Strategy & OD Manager
Tel No: 01270 686328

Appendix 1

Total number of RIDDOR Accident / Incidents

Quarter	No. of Accidents & Incidents on PRIME	No. of RIDDOR Reports
Q3 2010 - 2011	1581	122
Q4 2010 - 2011	1637	142

Q1 2011 - 2012	1388	94
Q2 2011 - 2012	1365	87
Q3 2011 - 2012	2002	74
Q4 2011 - 2012	1773	67
Annual Total	6528	322

Q1 2012 - 2013	1380	35
Q2 2012 - 2013	1532	46
Q3 2012 - 2013	1375	35
Q4 2012 - 2013	1669	35
Annual Total	5956	151

Quarter 4 RIDDOR Type	
Members of Staff	7
Members of the Public	28
Quarter 4 Accident / Incident Numbers	
Members of Staff	239
Members of the Public	1266
Incidents (no injury)	164

ALL ACCIDENTS BY CAUSE			
	Total	%	RIDDOR
Slipped/Tripped/Fell on the same level	548	36.4	9
Horseplay	149	9.9	0
Sports Injury	141	9.4	10
Hit something fixed or stationary	129	8.6	2
Unknown Cause	126	8.4	2
Assaulted by a person	120	8	1
Hit by a moving/flying/falling object	115	7.6	2
Fell from a height	44	2.9	3
Injured while handling/lifting/carrying	32	2.1	2
Near Miss	23	1.5	1
Self Harming	21	1.4	0
Contact with Hot Surface	11	0.7	0
Contact with Needles or Sharps	9	0.6	0
Trapped by something collapsing	8	0.5	0
Contact with hot liquids	6	0.4	0
Exposed to a harmful substance	6	0.4	2
Hit by a moving vehicle	5	0.3	1
Contact with moving machinery /material being machined	4	0.3	0
Ill Health	3	0.2	0
Injured by an animal	3	0.2	0
Accidental Overdose of medication	1	0.1	0
Attempted Suicide	1	0.1	0
	1505		35

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CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Sub Committee**
held on Tuesday, 24th July, 2012 at Executive Meeting Room 1 - Town Hall,
Macclesfield SK10 1EA

PRESENT

Councillor H Murray (Chairman)

Councillors B Moran and D Newton

Officers

Melanie Henniker, HR Delivery Manager

Brian Reed, Democratic and Registration Services Manager

Mike Mousdale, external legal advisor

Officer called before Sub Committee

Director of Places and Organisational Capacity and their advisor Mr R Morris

Director of Finance and Business Services and their advisor Mr B Tunnicliffe

Borough Solicitor

Councillors in Attendance for Part 1 only

Councillors B Murphy and J Jackson

1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2 APPOINTMENT OF CHAIRMAN AND CHAIRMAN'S OPENING REMARKS

The Council's Democratic and Registration Services Manager sought nominations for the office of Chairman of the Sub Committee, and it was

RESOLVED:

That Councillor Howard Murray be appointed as Chairman of the Staffing Sub Committee

Councillor Murray took the chair and made opening remarks as to the nature of the business of the meeting and the way in which the meeting would be conducted. The Chairman referred to the outcomes which might flow from the review of the conduct of staff involved in the Council's proposals to build a waste transfer station at Lyme Green Depot.

Visiting Councillors were welcomed to the meeting and an explanation was provided by the Chairman of the information which would be provided to all

present as part of Part I of the Sub-Committee's agenda. A summary of the proposed business which was proposed to be dealt with in Part II of the agenda was provided to the meeting.

3 DECLARATIONS OF INTEREST

The Chairman provided an opportunity to members of the Sub-Committee, and to officers, to declare any pecuniary or non-pecuniary interests, which arose from the proposed business of the meeting.

Councillor David Newton indicated to the meeting that he knew Mr B Tunnicliffe as a personal friend but that this friendship did not result in him having any disclosable interest.

4 PRESENTATION FROM THE HEAD OF HR AND ORGANISATIONAL DEVELOPMENT

On behalf of the Head of HR and Organisational Development, Mel Henniker, HR Delivery Manager, explained the purpose of the meeting and the proposed procedure to be adopted. Ms Henniker summarised for the meeting, the paperwork which had been included with the agenda papers. Reference was also made to the written submissions which had been made by officers in question, who were subject to the day's proceedings.

Each officer would individually be invited to make their submissions to the meeting, following which such questions which were necessary for the purposes of clarification only would be asked by members of the Sub-Committee. Where any of the officers were accompanied by advisors, their advisors would be entitled to attend this part of the proceedings and to contribute as necessary.

The officer presentations would be conducted individually and those officers not making their presentation at that time would retire to their own meeting room.

After all presentations had been made, the Sub-Committee would consider all submissions in detail in order to determine:

- a. Whether the allegations in question required no further formal action to be taken; or
- b. Whether those allegations should be referred to a Designated Independent Person (DIP).

If the Sub Committee decided to refer any of the officers to a DIP, the Sub-Committee would also:

- a. Decide whether suspension or alternative steps would be appropriate;
- b. Seek to appoint such a DIP.

Following Ms Henniker's presentation, the Chairman of the Sub-Committee asked those present at the meeting whether they had any questions about the proposed process. There were no questions.

The Chairman asked the officers concerned and their advisors: whether they understood the allegations and the proposed process, and whether they had received sufficient notice of the meeting and proposed proceedings. It was confirmed by those present that they understood the allegations and the process, and also that they were content with the notice given in respect of the meeting and proceedings.

5 PUBLIC SPEAKING TIME/OPEN SESSION

No members of the public were present at the meeting.

Visiting Members of the Council were invited by the Chairman to speak if they wished to do so.

Councillor Brendan Murphy said that, at the last meeting of the Staffing Committee, he had raised a question about any involvement of the former Chief Executive in these proceedings. He was disappointed to see that this would not be the case and raised concerns about the lack of involvement of the former Chief Executive, which he described as being "precarious to the Council".

6 EXCLUSION OF THE PRESS AND PUBLIC

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

It was moved and seconded, pursuant to Section 100A (4) of the Local Government Act 1972 that the public and press be excluded from the remaining items of the Sub-Committee's business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Par 1 of Schedule 12A to the Local Government Act 1972, as amended, and that the public interest would not be served in publishing the information and it was

RESOLVED

That the press and public be excluded from the remainder of the meeting for the reasons given.

7 REVIEW OF STAFF CONDUCT IN RELATION TO LYME GREEN

At the request of the Chairman, Ms Henniker explained the process which would be adopted during this item of business for the Sub-Committee. She informed the meeting of the paperwork which had been circulated to those present.

She added that, at the conclusion of the process which had been explained as part of Item 4 of the agenda, each officer would be individually called into the meeting in turn in order for the Chairman to advise them of the decisions of the Sub-Committee and should the decision be taken that one or more allegations should be referred to a DIP, they would be asked to confirm whether or not they objected to the preferred DIP.

Should a decision be taken to suspend any of the officers in question, or to take any alternative steps, that officer would be recalled in order to be given an opportunity to respond. There would then be a further adjournment, during which the Sub-Committee would consider the submissions made.

The officer would then be recalled and advised of the Sub-Committee's final decision.

If a decision was made to proceed with suspension, the Chairman of the Sub-Committee would announce the terms of suspension.

Discussion would take place on the proposed appointment of a DIP with a view to securing agreement amongst the officers concerned as to such appointment.

Ms Henniker set out in detail each of the allegations which would form the basis of the business of this item of the Sub-Committee's agenda.

In accordance with the detailed procedure which was explained as part of Item 4 of the agenda, the officers would be invited to make submissions to the Sub-Committee.

In turn, the officers concerned were individually invited to address the meeting.

Each officer was asked to make their submissions to the meeting. This was followed by questions from the members of the Sub-Committee where this was necessary for the purposes of clarification only. Where any of the officers were accompanied by advisors, their advisors were entitled to attend this part of the proceedings and to contribute as they wished. Whilst each of the officers made their presentations, the other officers withdrew from the meeting.

After all presentations had been made, the Sub-Committee considered all submissions in detail with a view to determining:

- c. Whether the allegations in question required no further formal action to be taken;
- d. Whether those allegations should be referred to a Designated Independent Person (DIP);
- e. Whether suspension or alternative steps were appropriate.

RESOLVED

Following full consideration of the written and oral submissions of the officers concerned, and those of their advisors, together with the responses to the questions of clarification which were put to those present at the meeting, the Sub-Committee resolved that:

- (1) In respect of the allegations made as part of the proceedings, there were various allegations in relation to each officer which required no formal action under the procedure.
- (2) In respect of the allegations made as part of the proceedings, there were various allegations in relation to each officer which should be referred to a Designated Independent Person under the procedure.
- (3) None of the officers in question would be suspended as a consequence of the proceedings, nor would any alternative steps be appropriate in the circumstances.
- (4) The Sub-Committee's preferred Designated Independent Person should be put to each of the officers in question in order to determine whether he was accepted to act in that capacity by them.

Each of the officers in question were, in turn, invited to rejoin the meeting with their advisors, as appropriate. The Sub-Committee's decisions, together with that in respect of the preferred Designated Independent Person were put to each of the officers, who were asked to confirm whether or not the Designated Independent Person was accepted by them to act in that capacity.

Following deliberation, the Sub-Committee's preferred Designated Independent Person was accepted by all three of the officers in question.

In agreeing to this course of action, the Director of Places and Organisational Capacity commented that agreement had been reached in the spirit of ensuring a speedy resolution to the process. It was indicated that there had been a concern about whether the proposed Designated Independent Person could carry out a completely impartial role, as he is from the same legal practice as the external advisor to the Sub-

Committee. In the light of assurances given at the meeting, these concerns were satisfactorily answered.

RESOLVED

That the Sub-Committee's preferred Designated Independent Person, Mr Malcolm Iley, be appointed for the purposes of the next stage of the proceedings.

The meeting commenced at 10.30 am and concluded at 4.00 pm

Councillor H Murray (Chairman)

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Sub Committee**
held on Thursday, 13th December, 2012 at Spencer Suite, Congleton Town
Hall, High Street, Congleton, CW12 1BN

PRESENT

Councillor H Murray (Chairman)

Councillors B Moran and D Newton

Officers

Kim Ryley, Chief Executive

Brian Reed, Democratic and Registration Services Manager

8 DECLARATIONS OF INTEREST

The Chairman provided an opportunity to members of the Sub-Committee, and to officers, to declare any pecuniary, non-pecuniary or other interests, which arose from the proposed business of the meeting.

No such interests were declared.

9 MINUTES OF PREVIOUS MEETING

RESOLVED:

That the minutes of the meeting held on 24 July 2012 be deferred for consideration until the next meeting.

10 PUBLIC SPEAKING TIME/OPEN SESSION

No members of the public were present at the meeting.

11 EXCLUSION OF THE PRESS AND PUBLIC

Pursuant to Section 100B (2) of the Local Government Act 1972, the report relating to the remaining item on the agenda had been withheld from public circulation and deposit on the grounds that the matters may be determined with the public and press excluded.

It was moved and seconded, pursuant to Section 100A (4) of the Local Government Act 1972 that the public and press be excluded from the remaining items of the Sub-Committee's business on the grounds that they involved 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, as amended, and that the public interest would not be served in publishing the information, and it was

RESOLVED

That the press and public be excluded from the remainder of the meeting for the reasons given.

12 REPORT OF DESIGNATED INDEPENDENT PERSON

The report of the Designated Independent Person, in respect of a review of the conduct of staff involved in the Council's proposals to build a waste transfer station at the Lyme Green Depot, had been delivered to the Council. The report had been distributed by the Chief Executive to the three senior officers concerned, to members of the Sub-Committee, to the Leader of the Council, and to the Chairman of the Staffing Committee only.

All members of the Sub-Committee confirmed that they had received, read and understood the content of the report, and that the initial priority was to agree the procedure for its consideration.

The Chairman briefly summarised the key elements of the report and explained the way in which the work of the sub-committee would be progressed in the light of its findings and recommendations.

A further meeting of the Sub-Committee had been convened for this purpose, and would take place at 10.00am on Tuesday, 18th December 2012.

RESOLVED

The report of the Designated Independent Person be formally received by the Sub-Committee and that this be considered at the meeting of the Sub-Committee scheduled for Tuesday, 18th December 2012, which would begin at 10.00am.

The meeting commenced at 18.45 and concluded at 19.25

Councillor H Murray (Chairman)

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Sub Committee**
held on Tuesday, 18th December, 2012 at Executive Meeting Room 2
Town Hall, Macclesfield SK10 1EA

PRESENT

Councillor H Murray (Chairman)

Councillors B Moran and D Newton

Councillors in Attendance

Councillors K Edwards and F Keegan

Officers

Kim Ryley, Chief Executive

Paul Bradshaw, Head of HR and Organisational Development

Brian Reed, Democratic and Registration Services Manager

13 APOLOGIES FOR ABSENCE

There were no apologies for absence.

14 DECLARATIONS OF INTEREST

The Chairman provided an opportunity to members of the Sub-Committee, and to officers, to declare any pecuniary, non-pecuniary or other interests, which arose from the proposed business of the meeting.

No such interests were declared.

15 MINUTES OF PREVIOUS MEETING

The Chairman provided a summary of the process which the Sub-Committee had followed at its meeting held on 24 July 2012, following which copies of the minutes of that meeting were offered to the two visiting Members. Councillor Keegan chose not to receive a copy of the minutes.

The minutes of the meeting which took place on 13 December 2012, together with a copy of the agenda for that meeting, were given to the two visiting Members and to a representative of the press who was also present at the meeting.

RESOLVED

The minutes of the Sub-Committee meetings which took place on 24 July 2012 and 13 December 2012 be approved as a correct record.

16 PUBLIC SPEAKING TIME/OPEN SESSION

Other than a representative of the press, no members of the public were present at the meeting.

The visiting Members were offered an opportunity to speak as part of the Public Speaking Time facility, and chose to do so.

Councillor Keegan stated that he did not wish to prejudice the process which the Sub-Committee was following in any way. He explained that he was speaking on behalf of local tax-payers. He felt that, in terms of transparency, the matter had been dealt with very well.

Councillor Keegan indicated that he felt that the Council perhaps needed to look again at its Whistle-blowing Policy, in order to ensure that this was fit for purpose, and that it was effective in encouraging people with concerns to come forward, without worrying that doing so would be detrimental to them.

Councillor Keegan went on to state that, as well as junior officers also being involved in this matter, the role of certain elected Members in this matter also needed to be clarified.

Councillor Edwards also acknowledged positively the openness of the proceedings, and stated that it was important for consideration to be given to the issue of accountability by elected Members, where appropriate, as well as that of officers.

17 EXCLUSION OF THE PRESS AND PUBLIC

Pursuant to Section 100B (2) of the Local Government Act 1972, the report relating to the remaining item on the agenda had been withheld from public circulation and deposit on the grounds that the matters may be determined with the public and press excluded.

It was moved and seconded, pursuant to Section 100A (4) of the Local Government Act 1972 that the public and press be excluded from the remaining items of the Sub-Committee's business on the grounds that they involved 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, as amended, and that the public interest would not be served in publishing the information, and it was

RESOLVED:

That the press and public be excluded from the remainder of the meeting for the reasons given.

The press representative and Councillor Keegan immediately left the meeting, but Councillor Edwards was permitted to remain in the meeting

until issues of procedural detail, emerging from the report of the Designated Independent Person were discussed, prior to the Report itself being considered.

18 REPORT OF DESIGNATED INDEPENDENT PERSON

The Chairman explained the process which had been followed on receipt of the Report. He also commented on the extensive assistance and cooperation which the Council had given to the Designated Independent Person (DIP) throughout the process of the Report being prepared which, in turn, had resulted in the timely conclusion of the DIP's investigation. He expressed the view that the Sub-Committee had approached the task given to it with zeal and vigour.

He explained that, where there may have been misconduct in this matter on the part of staff other than the previously named senior officers, the Sub-Committee could refer such issues to the Chief Executive to deal with, under the Council's Disciplinary Procedure. Where any issues related to elected Members, the Sub-Committee could either seek to discuss these with them directly or refer them to the Leader of the Council or to the Leaders of their political groups for appropriate action to be taken.

The Chairman explained the reasoning behind the membership and composition of the Sub-Committee.

The Chairman went on to explain the reasons for the necessary restrictions on distribution of the DIP's report, and the need for its contents to be divulged to (and discussed between) only those who the DIP had identified as legitimate recipients of the Report, in order for the matter to be properly progressed.

Councillor Edwards indicated that the information provided by the Chairman on the process had been helpful and clear.

The Chief Executive also outlined the restrictions which applied to the availability and distribution of the Report. He explained that, as two of the three senior officers named in the report of the DIP had resigned they no longer fell within the framework of the process now being followed, except that the evidence which they had presented as part of the DIP investigation could still be called upon in connection with others named in the report, and that they could be asked by the Sub-Committee to be witnesses in later proceedings.

Councillor Edwards then left the meeting, following which the findings and recommendations set out in the Report of the DIP, and the consequent need for action in respect of the individuals named in the Report, were discussed in detail.

Consideration was given to correspondence received from solicitors acting on behalf of a named senior officer, as requested by those solicitors, and

to the options which were available to the Sub-Committee in respect of that individual. Following all these considerations, it was unanimously

RESOLVED:

- (1) That the Sub-Committee was minded to suspend from work the named senior officer and that a hearing would take place at 2.00pm on Tuesday 8 January 2012 at Macclesfield Town Hall in order for that individual to respond to this proposed course of action, before a final decision would be taken on the suspension.
- (2) That a disciplinary hearing of matters relating to the actions of this officer would take place at 10.00 am on 23 and 24 January 2013.
- (3) That all other officers who had been referred to in the Report of the Designated Independent Person be referred to the Chief Executive, in order for such action to be taken as he considered appropriate in the circumstances, within the framework of the Council's Disciplinary Procedure.
- (4) That the Leader of the Council be asked to inform the members of the Sub-Committee, by the end of the first week in January 2013, what action he will take, if any, in respect of an elected Member of the Council who was referred to in the Report of the Designated Independent Person.
- (5) That those issues of process, policy and organisational culture referred to in the Report of the Designated Independent Person be addressed by the Sub-Committee, for referral to the Chief Executive for appropriate action, when the above staffing matters had been resolved.

The meeting commenced at 10.00 am and concluded at 12.30 pm

Councillor H Murray (Chairman)

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Sub Committee**
held on Tuesday, 8th January, 2013 at Executive Meeting Room 2 - Town
Hall, Macclesfield SK10 1EA

PRESENT

Councillor H Murray (Chairman)

Councillors B Moran and D Newton

Officers

Paul Bradshaw, Head of HR and Organisational Development

Melanie Henniker, HR Delivery Manager

Mike Mousdale, external legal advisor

Brian Reed, Democratic and Registration Services Manager

19 APOLOGIES FOR ABSENCE

There were no apologies for absence.

20 DECLARATIONS OF INTEREST

The Chairman provided an opportunity for members of the Sub-Committee, and for officers, to declare any pecuniary, non-pecuniary or other interests, which arose from the proposed business of the meeting.

Councillor David Newton indicated to the meeting that he knew Mr B Tunnicliffe (who was attending the meeting to support the named senior officer who was the subject of the Sub-Committee's proceedings) as a personal friend, but that this friendship did not result in him having any disclosable interest.

The named senior officer confirmed to the meeting that she was content with the position as put by Councillor Newton.

21 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting which took place on 18th December 2012 were considered by the Sub-Committee and it was

RESOLVED:

That these constituted a correct record of the proceedings of that meeting.

22 PUBLIC SPEAKING TIME/OPEN SESSION

No members of the public were present at the meeting.

23 EXCLUSION OF THE PRESS AND PUBLIC

Pursuant to Section 100B (2) of the Local Government Act 1972, the report relating to the remaining item on the agenda had been withheld from public circulation and deposit on the grounds that the matters may be determined with the public and press excluded.

It was moved and seconded, pursuant to Section 100A (4) of the Local Government Act 1972 that the public and press be excluded from the remaining items of the Sub-Committee's business on the grounds that they involved 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, as amended, and that the public interest would not be served in publishing the information, and it was

RESOLVED

That the press and public be excluded from the remainder of the meeting for the reasons given.

24 REPORT OF DESIGNATED INDEPENDENT PERSON

The Chairman explained to the named senior officer, and Mr Tunnicliffe, the process which would be followed by the Sub-Committee, in the context of the Council's response to the report of the Designated Independent Person into the Lyme Green development project.

At its meeting on 18th December 2012, the Sub-Committee had resolved that it was minded to suspend from work the named senior officer, temporarily pending the completion of the disciplinary process regarding her involvement in this matter. The purpose of this meeting was to allow the individual to respond to this course of action, before a final decision was made on the suspension.

The Chairman indicated that the named senior officer would have a full opportunity to make submissions in response to the initial resolution of the Sub-Committee. He also extended to Mr Tunnicliffe the opportunity to make submissions in support of the named senior officer.

The named senior officer made a detailed oral statement to the Sub-Committee, which she also provided in hard-copy format to each Sub-Committee member, and to the officers present. The statement set out her reasons in support of the submission that she should not be suspended from work. She also provided copies of Schedule 3 of the Local Authorities (Standing Orders)(England) Regulations 2001 which are to be incorporated in Standing Orders in Respect of Disciplinary Action and Paragraph 72 of the JNC for Chief Officers of Local Authorities Conditions of Service.

Mr Tunnicliffe made a statement to the Sub-Committee in support of the named senior officer, and of her submission that she should not be suspended from work.

Members of the Sub-Committee asked questions, by way of clarification, of the named senior officer and Mr Tunnicliffe.

The Chairman of the Sub-Committee asked the named senior officer whether she felt she had been given a full opportunity to say everything that she wished to say. She confirmed she was satisfied that this had been the case.

The named senior officer and Mr Tunnicliffe left the meeting, while the Sub-Committee gave consideration in the first instance to submissions by the named senior officer that it did not have the power to suspend her from work.

The named senior officer and Mr Tunnicliffe then rejoined the meeting.

The Chairman explained that, having considered all submissions made on the issue, and having taken legal advice, the Sub-Committee had concluded that it did have power to suspend the named senior officer from work.

The external legal advisor provided further clarification on this to those present.

The named senior officer responded.

The named senior officer and Mr Tunnicliffe then left the meeting, while the Sub-Committee fully considered and discussed the oral and written submissions made by the named senior officer, and by Mr Tunnicliffe, taking into account advice from the officers present.

Following full consideration of all of the issues including:

- the report of the Designated Independent Person, which clarified the nature and impact of the allegations against the named senior officer;
- the risks for the Council associated with any decision not to suspend the named senior officer temporarily;
- the provisions of the Joint Negotiating Committee for Chief Officers of Local Authorities Conditions of Service and the Local Authorities Standing Orders Regulations; and
- the submissions and statements made by and on behalf of the named senior officer;

it was unanimously

RESOLVED:

That the named senior officer be suspended from work temporarily until such time as the disciplinary process in relation to her involvement in this matter had been concluded.

The named senior officer and Mr Tunnicliffe rejoined the meeting, and the Chairman confirmed the resolution of the Sub-Committee.

The meeting commenced at 2.00 pm and concluded at 4.30 pm

Councillor H Murray (Chairman)

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Sub Committee**
held on Wednesday 23rd January 2013 at East Committee Room - Municipal
Buildings, Earle Street, Crewe, CW1 2BJ

PRESENT

Councillor H Murray (Chairman)

Councillors B Moran and D Newton

Officers

Paul Bradshaw, Head of HR and Organisational Development

Melanie Henniker, HR Delivery Manager

Mike Mousdale, external legal advisor

Brian Reed, Democratic and Registration Services Manager

Councillor in Attendance

Councillor K Edwards for Part 1 Items only

25 APOLOGIES FOR ABSENCE

There were no apologies for absence.

26 DECLARATIONS OF INTEREST

The Chairman provided an opportunity for members of the Sub-Committee, and for officers, to declare any pecuniary, non-pecuniary or other interests, which arose from the proposed business of the meeting.

There were no such declarations of interest.

27 MINUTES OF PREVIOUS MEETING

The minutes of the meeting which took place on 8th January 2013 were considered by the Sub-Committee and it was

RESOLVED:

That these constituted a correct record of the proceedings of that meeting.

28 PUBLIC SPEAKING TIME/OPEN SESSION

No members of the public were present at the meeting.

Councillor Ken Edwards used public speaking time to explain his concerns about restrictions upon publication of the Report of the Designated Independent Person in respect of the Lyme Green development project. He asked the Sub Committee to recommend that the Report be published.

The Chairman explained that it was not within the remit of the Sub Committee to make such a recommendation.

29 EXCLUSION OF THE PRESS AND PUBLIC

Pursuant to Section 100B (2) of the Local Government Act 1972, the report relating to the remaining item on the agenda had been withheld from public circulation and deposit on the grounds that the matters may be determined with the public and press excluded.

It was moved and seconded, pursuant to Section 100A (4) of the Local Government Act 1972 that the public and press be excluded from the remaining items of the Sub-Committee's business on the grounds that they involved 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, as amended, and that the public interest would not be served in publishing the information, and it was

RESOLVED:

That the press and public be excluded from the remainder of the meeting for the reasons given.

30 REPORT OF DESIGNATED INDEPENDENT PERSON

The named senior officer, together with representatives, joined the meeting. The Chairman explained the process which would be followed by the Sub-Committee in respect of the disciplinary matters relating to the named senior officer's involvement in the Lyme Green development project.

The Chairman referred to documentation which had been submitted by and in support of the named senior officer and confirmed that the officers and the Sub Committee members had thoroughly read and understood it.

The Head of HR and Organisational Development explained the stage the proceedings had reached and how the business of the meeting might be dealt with.

The named senior officer's representative indicated that he and the named senior officer were content to proceed on this basis. He then made submissions on behalf of the named senior officer.

Members of the Sub-Committee asked questions of the named senior officer's representative and received his responses.

The named senior officer made submissions to the Sub-Committee and referred to documents which had been submitted prior to the meeting.

The named senior officer indicated that one document remained to be submitted to the Sub-Committee before a decision should be made upon this matter.

The Chairman asked the named senior officer and the representative of the named senior officer whether, once this document had been submitted to the Sub-Committee, this would complete all submissions and representations which the named senior officer wished to make in this matter.

The Chairman indicated that the Sub-Committee would be willing to receive and give due consideration to the document in question.

The named senior officer confirmed that submission of this document to the Sub-Committee would complete all submissions and representations which the named senior officer wished to make and agreed that the document in question would be produced by 31st January 2013.

During the proceedings, the Sub-Committee was adjourned on two occasions in order for members to consider the submissions made. The named senior officer and representatives left the meeting for these periods of adjournment, and rejoined the meeting thereafter.

RESOLVED:

That the proceedings stand adjourned to a date to be fixed, and that the named senior officer submit the remaining document to officers of the Council by no later than 31st January 2013.

Note: It was subsequently agreed that the meeting would reconvene at 9.30am on Friday 1st February 2013

The meeting commenced at 10.00 am and concluded at 4.20 pm on

Councillor H Murray (Chairman)

Minutes of a reconvened meeting of the **Staffing Sub Committee**
held on Friday 1 February 2013 at Westfields, Middlewich Road, Sandbach,
CW11 1HZ

PRESENT

Councillor H Murray (Chairman)

Councillors B Moran and D Newton

Officers

Melanie Henniker, HR Delivery Manager

Mike Mousdale, external legal advisor

Brian Reed, Democratic and Registration Services Manager

31 REPORT OF DESIGNATED INDEPENDENT PERSON

The meeting reconvened at 9.30 am on Friday 1 February 2013 and following continued discussion upon the matters in question and upon the submitted documentation, it was

RESOLVED:

That the proceedings stand adjourned until 10.00 am on Thursday 7 February 2013.

The meeting commenced at 9.30 am and concluded at 2.00 pm

Councillor H Murray (Chairman)

Minutes of a reconvened meeting of the **Staffing Sub Committee**
held on Thursday 7 February 2013 at Westfields, Middlewich Road,
Sandbach, CW11 1HZ

PRESENT

Councillor H Murray (Chairman)

Councillors B Moran and D Newton

Officers

Paul Bradshaw, Head of HR and Organisational Development

Melanie Henniker, HR Delivery Manager

Mike Mousdale, external legal advisor

Brian Reed, Democratic and Registration Services Manager

32 REPORT OF DESIGNATED INDEPENDENT PERSON

The meeting reconvened at 10.00 am on Thursday 7 February 2013 when discussions continued upon the matters in question, following which it was

RESOLVED:

- (1) That, subject to compliance with the required process, recommendations should be made to Council in respect of Allegations 2 and 3; and
- (2) That a meeting of the Sub Committee take place in due course in order for those issues of process, policy and organisational culture referred to in the Report of the Designated Independent Person be addressed by the Sub-Committee, for referral to the Chief Executive for appropriate action, when the above staffing matters has been resolved.

The meeting commenced at 10.00 am and concluded at 2.15 pm

Councillor H Murray (Chairman)

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CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Sub Committee**
held on Thursday, 27th June, 2013 at Fred Flint Room, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor H Murray (Chairman)

Councillors B Moran and D Newton

Officers

Kim Ryley, Interim Chief Executive

Melanie Henniker, Principal Manager HR Delivery

Brian Reed, Head of Governance and Democratic Services

Councillors in Attendance

Councillors D Brown, J Clowes, L Gilbert, B Murphy and D Topping.

1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2 DECLARATIONS OF INTEREST

The Chairman provided an opportunity for members of the Sub Committee, and for officers, to declare any pecuniary, non-pecuniary or other interests, which arose from the proposed business of the meeting.

There were no such declarations of interest.

3 MINUTES OF PREVIOUS MEETING

The minutes of the meetings which took place on 23 January, 1 February and 7 February 2013 were considered by the Sub Committee and it was

RESOLVED:

That the minutes constituted a correct record of proceedings of the meeting, subject to the Part II (exempt) minutes of the meeting which took place on 7 February 2013 being amended as follows:

In respect of Allegation 2: that the minutes should note that the first recommendation was a unanimous decision of the Sub Committee, but that the second recommendation was a majority decision.

In respect of Allegation 3: that the minutes should note that the recommendations were unanimous recommendations of the Sub Committee.

(The minutes of the meeting which took place on 7 February 2013 were dealt with as a Part II (exempt) item of business pursuant to paragraphs 1 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972.)

4 PUBLIC SPEAKING TIME/OPEN SESSION

No members of the public were present at the meeting.

At the invitation of the Chairman, Councillors D Brown, Murphy, Topping, Gilbert and Clowes spoke upon the business of the meeting.

5 SUMMARY REPORT OF THE DESIGNATED INDEPENDENT PERSON'S REPORT

The Sub Committee gave consideration to the Interim Chief Executive's summary report of the Designated Independent Person's report.

RESOLVED:

That the summary report be noted and the thanks of the Sub Committee be expressed to the Interim Chief Executive for the production of the summary report, which was felt to be a helpful high quality document designed to respond appropriately to continuing public interest in the matter.

6 AGREEMENT UPON COMPLETION OF THE WORK OF THE SUB COMMITTEE

Discussion took place upon the work of the Sub Committee since it was appointed to its conclusion at this meeting, and it was

RESOLVED:

That the work of the Sub Committee was now complete, and that all the minutes would be forwarded to the Staffing Committee as a complete record of its activities.

The Chairman thanked the members of the Sub Committee and the officers for the work they had done as members of, and in support of, the Sub Committee, respectively.

The meeting commenced at 4.30 pm and concluded at 5.35 pm

Councillor H Murray (Chairman)

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