

Staffing Committee

Agenda

Date: Friday 24th May 2013
Time: 3.00 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 - 6)

To approve the minutes of the meetings held on 28 March 2013, 4 April 2013 and 19 April 2013

5. **Terms of Reference of the Staffing Committee** (Pages 7 - 8)

To consider asking the Constitution Committee to review the Terms of Reference for the Staffing Committee

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. **Appointment of Chief Operating Officer**

To agree a shortlist of candidates for the position of Chief Operating Officer, who can then be taken forward to the next stage for assessment and interview.

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Committee**
held on Thursday, 28th March, 2013 at Fred Flint Room, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor R Domleo (Chairman)

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

Officers

Kim Ryley, Chief Executive

Paul Bradshaw, Head of HR and Organisational Development

33 DECLARATIONS OF INTEREST

There were no declarations of interest.

Councillor B Murphy requested that it be noted that he objected to these appointments to new senior posts taking place before the appointment of a substantive Chief Executive had been made and that he was of the opinion that they should be deferred until after that appointment had been made. He also asked that his concern about the composition of the appointments panel be noted.

The Interim Chief Executive explained that this process was implementing the decision taken at the full Council meeting on 28 February 2013, where Members had made clear their wish to implement the new management structure quickly.

34 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present.

35 EXCLUSION OF THE PRESS AND PUBLIC**RESOLVED:**

That the public and press be excluded from the meeting during consideration of the following items, 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 of Part 1 and 2 of Schedule 12A of the Local Government Act 1972 and the public interest would not be served in publishing this information.

BRIEFING BY CHIEF EXECUTIVE

The Committee received a briefing from the Chief Executive on the new management structure and the procedure adopted for the appointments to the posts in the structure before commencing with the interviews.

36 APPOINTMENT OF DIRECTOR OF STRATEGIC COMMISSIONING

Members interviewed the candidate for the post of Executive Director of Strategic Commissioning.

RESOLVED:

It was a unanimous decision that Lorraine Butcher be appointed as the Executive Director of Strategic Commissioning.

37 APPOINTMENT OF DIRECTOR OF CHILDREN'S SERVICES

Members interviewed the candidate for the post of Director of Children's Services.

RESOLVED:

It was a unanimous decision that Tony Crane be appointed as the Director of Children's Services.

38 APPOINTMENT OF DIRECTOR OF ADULTS AND INDEPENDENT LIVING

Members interviewed the candidate for the post of Director of Adult Social Care and Independent Living.

RESOLVED:

It was a unanimous decision that Brenda Smith be appointed as the Director of Adult Social Care and Independent Living.

The meeting commenced at 10.05 am and concluded at 13.35 pm

Councillor R M Domleo (Chairman)

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Committee**
held on Thursday, 4th April, 2013 at Fred Flint Room, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor R Domleo (Chairman)

Councillors D Brown (Sub for Cllr D Marren), J Jackson, M Jones, F Keegan
(Sub for Cllr H Murray), B Murphy and D Newton

Officers

Kim Ryley, Chief Executive

Paul Bradshaw, Head of HR and Organisational Development

Rachel Graves, Democratic Services Officer

39 APOLOGIES FOR ABSENCE

Apologies were received from Councillors D Marren and H Murray.

40 DECLARATIONS OF INTEREST

Councillors J Jackson, F Keegan and D Newton declared a non-pecuniary interest as they knew one of the candidates.

41 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present.

42 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That the public and press 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 of Part 1 and 2 of Schedule 12A of the Local Government Act 1972 and the public interest would not be served in publishing this information.

43 APPOINTMENT OF CHIEF EXECUTIVE

The Committee considered a long list of seven applications received for the position of Chief Executive and were asked to select which applicants should go forward to the next stage of the selection process.

The Head of HR and Organisational Development informed Members that one candidate had withdrawn their application since the papers for the meeting had been circulated.

The Committee selected four candidates to proceed to technical assessment and the final interview process and asked that the candidate who had withdrawn be invited to reconsider their position and to proceed to the final stages of the process on the same basis.

RESOLVED:

That four candidates be shortlisted for the technical assessment and the final interview process and the candidate who withdrew be invited to reconsider their position.

The meeting commenced at 2.00 pm and concluded at 3.40 pm

Councillor R M Domleo (Chairman)

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Committee**
held on Friday, 19th April, 2013 at Cranage Hall, Byley Lane, Cranage,
Holmes Chapel, CW4 8EW

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
Caroline Simpson, Director of Economic Growth and Prosperity (part meeting)
Paul Bradshaw, Head of Organisational Development

44 DECLARATIONS OF INTEREST

There were no declarations of interest.

45 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present.

46 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.

47 APPOINTMENT OF CHIEF EXECUTIVE

The Committee was advised that one of the four shortlisted candidates had withdrawn due to a change to their circumstances.

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

The Interim Chief Executive, the Director of Economic Growth and Prosperity and the Head of Organisational Development briefed the Committee on the candidate's assessments and feedback from the process.

The Committee unanimously

RESOLVED:

That Mr M Suarez be recommended to Council on 7 May 2013 for appointment as Chief Executive and Head of Paid Service, subject to the Staffing Employment Procedure Rules in relation to the appointment of Head of Paid Service. It was also unanimously resolved that Mr E Robinson be the reserve.

The meeting commenced at 2.00 pm and concluded at 6.10pm

Councillor R M Domleo (Chairman)

CURRENT TERMS OF REFERENCE FOR THE STAFFING COMMITTEE

7 Members: (4:2:1:0)

1. Undertaking the selection process for the appointment, and formulating recommendations to the Council in relation to:
 - the appointment and dismissal of the Head of the Paid Service;
 - the designation of an officer to act as Monitoring Officer and Chief Finance Officer;
 - the appointment/dismissal of Monitoring Officer and Chief Finance Officer;

in accordance with legislation and the appropriate procedures set out in the Staff Employment Procedure Rules;

2. undertaking the selection, appointment and dismissal processes for any staff where so required by law;

(It should be noted that the Chief Executive has powers to appoint all other staff)

3. hearing and determining any appeals by staff under the Council's approved personnel policies and procedures including through any appointed Sub-Committee;
4. hearing and dealing with disputes registered with the Council by recognised Trade Unions.

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