

**MINUTES OF THE MEETING OF THE HUMAN RESOURCES SUB-COMMITTEE
PANEL,
HELD ON THURSDAY, 8TH AUGUST, 2024 AT 3.30 PM
IN THE CONNAUGHT ROOM - TOWN HALL, STATION ROAD, CLACTON-ON-SEA,
CO15 1SE**

Present:	Councillors Jayne Chapman BEM (Chairman), Carlo Guglielmi and Mark Stephenson
Also present:	Councillor Garry Calver
In Attendance:	Ian Davidson (Chief Executive) (for the discussion at Minute 6 only), Katie Wilkins (Head of People), Keith Simmons (Head of Democratic Services & Elections)

4. CHAIRMAN'S OPENING REMARKS

The Chairman (Councillor Jayne Chapman BEM) welcomed Members and Officers to the meeting.

Councillor Chapman referenced, for the record, that she had, with the consent of the other Members of the Panel, extended an invitation to Councillor Calver to attend this meeting given his extensive experience and valued contributions to the work of the Panel over the years. Councillor Calver was also Vice-Chairman of the Human Resources and Council Tax Committee and, in that role, could be required to attend Panel meetings when the Chairman of that Committee was unable to do so. As such, there was value in him retaining his knowledge of the processes and personalities involved. The other Members of the Panel expressed their appreciation for his presence at the Panel meeting and for the terms of reference for the Panel to be reviewed to formally include a second Member of the Human Resources and Council Tax Committee.

5. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were no apologies for absence submitted, or substitutions appointed, on this occasion.

6. DECLARATIONS OF INTEREST

There were none on this occasion.

7. EXCLUSION OF PRESS AND PUBLIC

It was moved by Councillor Mark Stephenson, seconded by Councillor Carlo Guglielmi and:-

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of Agenda Items 5 and 6 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A, as amended, of the Act.

8. APPOINTMENT OF THE POST OF CORPORATE FINANCE MANAGER

Having previously interviewed the candidate for the Council's post of Corporate Finance Manager (a deputy Chief Officer post as defined in section 2 of the Local Government and Housing Act 1989) -

It was moved by Councillor Carlo Guglielmi, seconded by Councillor Mark Stephenson and unanimously:

RESOLVED that:

- (i) the Assistant Director (Partnerships) be notified of the name of the person to whom the aforementioned post of Corporate Finance Manager is to be offered;
- (ii) Council Procedure Rule 20.1 be suspended in order to delegate authority to the Committee Services Manager to approve the draft minutes as an accurate record of the meeting, after consultation with the Members of the Sub-Committee Panel.

NOTE: The Sub-Committee Panel was reminded that no formal offers of appointment could be made until the provisions of Officer Employment Procedure Rule 5 had been complied with. Rule 5(b) allowed for a three working day period in which the Leader of the Council, on behalf of the Cabinet, could object to the proposed appointment. If such an objection was lodged the Sub-Committee Panel would be required to reconvene and satisfy itself that such objection was neither material nor well-founded for the appointments to proceed.

9. A REVIEW OF THE CHANGE TO THE TERMS AND CONDITIONS OF THE POST OF CHIEF EXECUTIVE

The Panel received a report in respect of the review to be undertaken by it. Having considered the report and heard from the Chief Executive –

It was moved by Councillor Mark Stephenson, seconded by Councillor Carlo Guglielmi and unanimously:

RESOLVED that:

- (i) The position in respect of terms and conditions of employment of the post holder be noted;
- (ii) the outcome of the review undertaken by the Panel of the operation of the current terms and conditions of the post holder be reported to the Human Resources and Council Tax Committee.

The meeting was declared closed at 4.20 pm

Chairman