

PERSONNEL COMMITTEE

Friday, 16th December, 2016

8.45 am

Wantsum Room, Sessions House, County Hall,
Maidstone





AGENDA

PERSONNEL COMMITTEE

Friday, 16th December, 2016, at 8.45 am
Wantsum Room, Sessions House, County
Hall, Maidstone

Ask for: **Denise Fitch**
Telephone **03000 416090**

Tea/Coffee will be available 15 minutes before the start of the meeting

Membership (9)

- Conservative (5): Mr P B Carter, CBE (Chairman), Mr G Cooke (Vice-Chairman),
Mr J D Simmonds, MBE, Mrs P A V Stockell and Mr B J Sweetland
- UKIP (2) Mr L Burgess and Mr M Heale
- Labour (1) Ms A Harrison
- Liberal Democrat (1): Mrs T Dean, MBE

Please note: that the unrestricted part of this meeting may be filmed by any member of the public or press present.

By entering into this room you are consenting to being filmed. If you do not wish to have your image captured please let the Clerk know immediately.

UNRESTRICTED ITEMS

(During these items the meeting is likely to be open to the public)

A. COMMITTEE BUSINESS

- A1 Substitutes
- A2 Declarations of Interests by Members in items on the Agenda for this meeting.
- A3 Minutes (Pages 5 - 8)
- A4 Date of Next Meeting

The next meeting of the Committee will be held on 24 January 2017 at 2.00pm

A5 Motion to exclude the Press and Public

RESOLVED that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 and 4 of part 1 of Schedule 12A of the Act.

EXEMPT ITEMS

A6 Senior Officer Recruitment (Pages 9 - 18)

A7 Proposed changes to top tier operating framework (Pages 19 - 50)

John Lynch,
Head of Democratic Services
03000 410466

Thursday, 8 December 2016

KENT COUNTY COUNCIL

PERSONNEL COMMITTEE

MINUTES of a meeting of the Personnel Committee held in the Wantsum Room, Sessions House, County Hall, Maidstone on Thursday, 13 October 2016.

PRESENT: Mr P B Carter, CBE (Chairman), Mr G Cooke (Vice-Chairman), Mr L Burgess, Mrs T Dean, MBE, Ms A Harrison, Mr M Heale, Mr M J Northey (Substitute for Mrs P A V Stockell), Mr J D Simmonds, MBE and Mr B J Sweetland.

IN ATTENDANCE: Mrs A Beer (Corporate Director Engagement, Organisation Design & Development), Ms D Fitch (Democratic Services Manager (Council)), Ms K Ray (HR Business Partner - Social Care, Health and Wellbeing), Mr P Royel (Head of HR) and Mr B Watts (General Counsel (Interim)).

UNRESTRICTED ITEMS**100. Minutes**

(Item A3)

RESOLVED that the minutes of the meeting held on 8 June 2016 are correctly recorded and that they be signed by the Chairman.

101. Exit Payments Cap - Waiver Policy

(Item A4)

(1) Mr Royel introduced a report which informed the Committee of the requirement for the Council to have a policy that set out under what limited circumstances Kent County Council would determine whether to relax the cap of £95,000 on exit payments. Circulated with the report was a proposed Exit Payment Cap Waiver policy which would meet the County Council's statutory obligations.

(2) Mr Royel informed the Committee that the Government's response to the consultation had been received since the report was published and it re-stated the intention to bring these regulations into force for the public sector. It would be for each Government department to determine the way in which they would be implemented.

(3) Mrs Beer confirmed that if a request to waive an exit payment was received that did not meet the criteria within the Policy it would be refused without reference to the Personnel Committee.

(4) RESOLVED that the Exit Payment Cap Waiver policy circulated with the report be approved for implementation in line with government timescales which have yet to be stated.

102. Recovery of Exit Payments - Waiver Policy

(Item A5)

(1) Mr Royel presented a report which set out the requirement for the Council to have a waiver policy which set out the circumstances under which Kent County Council would determine whether to exclude a person receiving a salary of £80,000 or more, from re-paying the exit payments they received if they left the authority. This report proposed a policy to meet KCC's statutory obligations.

(2) The Committee asked for the definition of "partner agency" in relation to the criteria 2.3 (a) in the report. Mr Royel clarified that this was another employer acting as a delivery vehicle for the County Council.

(3) RESOLVED that:

(a) the waiver policy for the recovery of exit payments, as circulated with the report, with the addition of the definition of "partner agency" be approved for implementation in line with government timescales which have yet to be stated.

(b) exemption to the policy would be agreed by the Personnel Committee on behalf of the County Council.

103. Update on Apprenticeship Levy

(Item A6)

(1) Mrs Beer introduced a report which updated the Committee on the changes to the apprenticeship training and funding coming into effect in April 2017. The report outlined the work being carried out by officers to oversee the implementation of the levy and to take forward employment priorities.

(2) Mrs Beer confirmed that if schools did not take up their quota of apprenticeships then the County Council could fill these places. She also stated that colleagues in procurement and commercial services were aware of the organisations commitment to apprenticeships and used their influence with contractors.

(3) RESOLVED that the report be noted and the approach to implementing the Apprenticeship Levy be endorsed.

104. Succession Planning and Organisation Design

(Item A7)

(1) Mrs Beer gave a PowerPoint presentation which updated the Committee on actions on succession planning across the Authority and the impact of external and internal change agendas with a focus on the 0 – 25 service.

(1) Mrs Beer answered questions from the Committee which included the restructures that had been carried out in this area over the past 4 years. Any impact of the current work on the 0-25 service would be the subject of formal consultation.

(2) RESOLVED that the report and presentation be noted.

105. Date of Next Meeting

(Item A8)

It was noted that the next programmed meeting of the Committee was due to be held on 24 January 2017.

106. Motion to Exclude the Press and Public

(Item A9)

RESOLVED that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 and 4 of part 1 of Schedule 12A of the Act.

EXEMPT ITEMS

107. Exempt Minute - 8 June 2016

(Item A10)

RESOLVED that the exempt minute from the meeting on 8 June 2016 is correctly recorded and that they be signed by the Chairman.

108. Terms and conditions for Public Health staff

(Item A11)

(Mr Scott-Clark joined the meeting for this item.)

(1) Ms Ray introduced a report which provided an update on the current terms and conditions for Public Health staff and set out possible options for change.

(2) Ms Ray answered questions from the Committee to clarify the options under consideration

(3) The Committee considered the full details of the options for transfer to Kent Scheme terms and conditions set out in paragraph 5 of the report.

(4) RESOLVED that option 2, as set out in the report, be approved as the most appropriate way forward which would meet all the project principles set out in paragraph 4 of the report.

(Mr Scott-Clark left the meeting at the conclusion of this item.)

109. Kent Scheme Childcare Vouchers

(Item A12)

(1) Mr Royel introduced a report which invited the Committee to consider amending the current policy in relation to the cost of childcare vouchers during unpaid maternity leave in light of a recent Employment Appeal Tribunal decision.

RESOLVED that the County Council maintain its existing arrangements for the childcare voucher scheme.

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item A6

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Agenda Item A7

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