

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Employment and Staffing Committee held on
Tuesday, 2 July 2019 at 10.00 a.m.

PRESENT: Councillor Henry Batchelor – Chairman
Councillor Dawn Percival – Vice-Chairman

Councillors: Dr. Claire Daunton Clare Delderfield
Mark Howell Peter McDonald
Heather Williams John Williams

Officers: Patrick Adams Senior Democratic Services Officer
Susan Gardner Craig Head of People and Organisational Development
Tom Horn Communications Officer
Rory McKenna Deputy Head of Legal Practice

Councillors Anna Bradnam, Dr. Douglas de Lacey and Neil Gough were in attendance, by invitation.

1. APOLOGIES FOR ABSENCE

Apologies for Absence were received from Councillors Sarah Cheung Johnson, Dawn Percival and Peter Topping. Councillors Clare Delderfield, Peter McDonald and Heather Williams were acting as substitutes.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 9 May 2019 were agreed as a correct record.

Councillor Claire Daunton reported that the Recruitment and Retention Task and Finish Group had held its first meeting and an update would be provided at the next meeting of the Committee.

4. APPOINTMENT OF CHIEF EXECUTIVE OFFICER - RECOMMENDATION TO COUNCIL

The Committee agreed that the press and public be excluded from the meeting during the consideration of the following agenda item in accordance with Section 100(A(4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act.

The Head of People and Organisational Development circulated the report.

The Deputy Head of Legal Practice explained that the Chief Executive would fulfil the duties as laid out in the Constitution. The Director of Environmental Services was currently named as the Special Responsibility Officer regarding the Regulation of Investigatory Powers Act (RIPA) and the Audit and Corporate Governance Committee would need to consider any change to this arrangement.

It was noted that Council meeting had been arranged for Thursday 4 July to allow the appointment to be agreed with the minimum of delay.

It was noted that Councillor Peter Topping had been unable to attend the appointment panel meetings. It was reported that his position had been offered to the Independent Group and Labour Group. Councillor Douglas de Lacey stated that he was unaware of this and it was agreed that this issue should be investigated. Councillor John Williams expressed disappointment that there had been no input from the Leader of the Opposition in the appointments process.

The Committee expressed its thanks to the Interim Chief Executive for the work he had done for the Council during the interregnum and to the Head of People and Organisational Development for organising a robust process in a short period of time.

The Employment and Staffing Committee unanimously

RECOMMENDED TO COUNCIL that

- A)** Liz Watts be appointed as the Chief Executive of South Cambridgeshire District Council this includes the following roles; Head of Paid Service, Electoral Registration Officer and Returning Officer and to all other roles, duties and delegations that are prescribed to the Chief Executive in the Council's Constitution for South Cambridgeshire District Council.
- B)** it be noted that a provisional offer of employment has been made, subject to exemplary references and eligibility checks in accordance with the Council's policies. The necessary references have been received.
- C)** the appointment commence on a date to be mutually agreed.
- D)** the salary to be offered is within the Council's salary range for this post as set out in the Pay Policy Statement (£113,690 - £129,930 per annum).
- E)** the appointment will be subject to a 6-month probation period.

5. ITEMS FOR FUTURE MEETINGS AND DATE OF NEXT MEETING

The Committee agreed to hold its next meeting on Thursday 25 July at 2pm in Swansley Room A.

The Committee expected to discuss the following issues at this meeting:

- Feedback from the Disability Confident Task and Finish Group
- Feedback from the Recruitment and Retention Task and Finish Group
- Feedback from the recent staff survey
- Quarterly Performance Reports
- Report from the Constitution Task and Finish Group on the role of the Employment and Staffing Committee as laid out in the Constitution

The Head of People and Organisational Development explained that there had been a 34% return rate of the staff survey and reminders and been sent out earlier this week. Paper copies of the survey had been sent to staff at the Depot in Waterbeach.

The Meeting ended at 10.30 a.m.
