

Agenda



HYNDBURN
The place to be
an excellent council

Management Review Committee

Wednesday, 6 September 2017 at 2.00 pm,
Room 1, Scaitcliffe House, Ormerod Street, Accrington

Membership

Chair: Councillor Miles Parkinson

Councillors Paul Cox, Tony Dobson and Paul Thompson

A G E N D A

1. Apologies for Absence, Substitutions, Declarations of Interest and Dispensations

2. Minutes of Last Meeting (Pages 3 - 4)

To submit the Minutes of the meeting of the Management Review Committee held on 6th July 2017 for approval as a correct record.

Recommended **- That the Minutes be received and approved as a correct record.**

3. Chief Executive Officer Notice Period (Pages 5 - 6)

To approve the proposal to amend the notice period for the Chief Executive Officer post.

Recommended **(1) That the notice period for the Chief Executive Officer post be increased from three months to four months; and,**



Telephone Enquiries: Monica Bell, Democratic Services (01254) 380114

Email: monica.bell@hyndburnbc.gov.uk

Published on Tuesday, 29th August 2017

Page 1 of 2

(2) That delegated authority be given to the Head of Human Resources to action future changes to the terms and conditions for the Chief Executive Officer and Executive Directors, providing there is no additional cost to the Council and that the postholders and the Leader of the Council agree to the proposed changes.

MANAGEMENT REVIEW COMMITTEE

Thursday, 6th July, 2017

Present: Councillor Miles Parkinson (in the Chair), Councillors Paul Cox, Tony Dobson and Paul Thompson

66 Apologies for Absence

There were no apologies for absence.

67 Declarations of Interest and Dispensations

There were no declarations of interest or dispensations.

68 Minutes of Last Meeting

The Minutes of the meeting of the Management Review Committee held on 1st December 2015 were submitted for approval as a correct record.

Further to Minute 284 (Proposed Replacement of Stress Management Policy) and in connection with emotional wellbeing and stress management, the Head of Human Resources reported on the reduction in overall sickness absence during 2016/17, including absences caused through stress, anxiety and depression.

Resolved **- That the Minutes be received and approved as a correct record.**

69 Draft Learning and Development Policy

The Head of Human Resources submitted a report seeking approval of a draft Learning and Development Policy. A Customer First Analysis and the draft Policy were appended to the report.

The current Learning and Development Policy has been agreed in 2011 and was now out of date in regard to Investors in People and Skills for Life and Union Learning representatives. In addition, it had been written prior to the introduction of the new Apprenticeship Levy and did not reflect the new arrangements whereby the training budget was held centrally by Human Resources. The new draft largely reflected the same underlying principles and includes responsibilities for managers and employees. Reference was made to the overall training budget, taking of examinations, study leave and flexibility required based on the form of qualification e.g. assessments.

Corporate Management Team and the Trade Unions had been involved in developing the final draft of the Policy and all staff had been invited to comment.

Responses were given to queries raised in relation to Apprenticeship Levy and Training for Councillors.

Resolved

- That the proposed Learning and Development Policy, as attached at Appendix 1 to the report, be agreed for immediate implementation.

Signed:.....

Date:

Chair of the meeting
At which the minutes were confirmed

Agenda Item 3.

REPORT TO:	Management Review Committee	
DATE:	06 September 2017	
PORTFOLIO:	Cllr Gareth Molineux - Resources	
REPORT AUTHOR:	Kirsten Burnett	
TITLE OF REPORT:	Chief Executive Officer notice period	
EXEMPT REPORT (Local Government Act 1972, Schedule 12A)	No	Not applicable
KEY DECISION:	No	If yes, date of publication:

1. Purpose of Report

1.1 To approve the proposal to amend the notice period for the Chief Executive Officer post.

2. Recommendations

2.1 That the notice period for the Chief Executive Officer post is increased from three months to four months.

2.2 That delegated authority is given to the Head of HR to action future changes to the terms and conditions for the Chief Executive Officer and Executive Directors, providing that there is no additional cost to the Council and that the postholders and the Leader of the Council agree to the proposed changes.

3. Reasons for Recommendations and Background

3.1 There has been a recent review of notice periods with a view to ensuring business continuity. It emerged that the two Executive Directors are subject to a four month notice period while the Chief Executive Officer post only requires three months.

3.2 Notice periods of between three and six months are typical for Chief Executive Officers.

3.3 Discussion with Management Team recommended extending the notice period of the CEO to four months to bring it into line with the Executive Director roles. The CEO and Leader both support this proposal.

4. Alternative Options considered and Reasons for Rejection

4.1 Maintaining the current position leaves an anomaly with the most senior officer in the authority requiring a shorter notice period than two of his direct reports. Four months is considered to provide more resilience in the event of the CEO resigning and the Council needing to recruit to the post.

5. Consultations

5.1 The Leader and CEO have been consulted and are in agreement with the proposal.

6. Implications

Financial implications (including any future financial commitments for the Council)	The notice period works both ways, so if the Council were to terminate the contract of the CEO, the postholder would receive four months' notice rather than the current three months.
Legal and human rights implications	This proposal would require a change to the contractual terms and conditions of the postholder.
Assessment of risk	N/a
Equality and diversity implications <i>A Customer First Analysis should be completed in relation to policy decisions and should be attached as an appendix to the report.</i>	Not required.

**7. Local Government (Access to Information) Act 1985:
List of Background Papers**

None.