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## MANAGEMENT REVIEW COMMITTEE

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**Wednesday, 6th September, 2017**

**Present:** Councillor Miles Parkinson (in the Chair), Councillors Loraine Cox, Tony Dobson and Bernadette Parkinson

**Apologies** Councillors Paul Cox and Paul Thompson

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**116 Apologies for Absence**

Apologies for absence were submitted from Councillors Paul Cox and Paul Thompson.

**117 Substitution**

Councillor Loraine Cox attended the meeting as substitute representative for Councillor Paul Cox.

**118 Declarations of Interest and Dispensations**

There were no declarations of interest or dispensations.

**119 Minutes of Last Meeting**

The Minutes of the meeting of the Management Review Committee held on 6<sup>th</sup> July 2017 were submitted for approval as a correct record.

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

**120 Chief Executive Officer Notice Period**

The Head of Human Resources submitted a report proposing the amendment of the notice period for the Chief Executive Officer post and seeking delegated authority to action future changes to the terms and conditions for that post and the posts of Executive Directors, provided there was no additional cost to the Council and that the postholders and the Leader of the Council agreed to the proposed changes.

The Head of Human Resources referred to a recent review of notice periods, with a view to ensuring business continuity, where it had emerged that the Council's two Executive Directors were subject to a four month notice period, whilst the Chief Executive post only required three months. Notice period of between three and six months were typical for Chief Executive Officers and the Head of Human Resources recommended extending the notice period of the Chief Executive Officer to four months which would bring it into line with the Executive Director roles. The Chief Executive Officer and the Leader of the Council both supported the proposals.

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

- (2) That the Head of Human Resources be delegated authority to action future changes to the terms and conditions for the Chief Executive Officer and Executive Directors, provided there was no additional cost to the Council and that the postholders and the Leader of the Council agreed to the proposed changes.**

Signed:.....

Date: .....

Chair of the meeting  
At which the minutes were confirmed