



Cambridge City Council  
**Employment (Senior Officer) Committee**

**Date:** Tuesday, 28 March 2023

**Time:** 9.30 am

**Venue:** The Guildhall

**Contact:** [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk), tel:01223 457000

**Agenda**

- 1 **Minutes of meeting held 1 March 2023** (Pages 3 - 6)
- 2 **Apologies and Declarations of Interest**
- 3 **Exclusion of the Public**

The meeting will contain information during which the public is likely to be excluded from the meeting subject to determination by the Committee following consideration of a public interest test. The exclusion would be made under paragraphs 1, 2 and 3 of part 1 of schedule 12A of the Local Government Act 1972.
- 4 **Interviews and selection for the Director level posts in the newly established Senior Management Structure**

To undertake interviews and a selection process for the posts of Director in the new Senior Management Structure. At its meeting on 1 March, the Committee agreed an interview panel of Councillors Collis, Davey and Porrer to interview candidates for the Director level posts.
- 5 **Date of Next Meeting**

Although there is currently no scheduled next meeting to note if another meeting is required as a consequence of senior management restructure, this will be arranged through correspondence.

**Employment (Senior Officer) Committee Members:** Bick, Collis, Davey, Moore, Porrer and A. Smith (Alternate: Healy)

Committee Terms of Reference are:

Appointed by:	From time to time in accordance with the wishes of the political groups.
Membership:	6 members allocated between political groups in accordance with the rules on political balance set out in the Local Government and Housing Act 1989
Chair/Vice Chair:	To be appointed by the members of the Committee.
Decision making:	By the majority of members present and voting. The Chair has a casting vote if required.

<p>Terms of Reference:</p>	<ol style="list-style-type: none"> <li>1. To deal with the recruitment to the post of Chief Executive and to recommend a selected applicant to Council for appointment.</li> <li>2. To recruit, appoint, take disciplinary action against and dismiss Directors</li> <li>3. To suspend and keep under review the Chief Executive, Directors, the Monitoring Officer or section 151 Chief Finance Officer whilst an investigation takes place into alleged misconduct.</li> <li>4. To take disciplinary action short of dismissal against the Chief Executive, the Monitoring Officer or section 151 Chief Finance Officer.</li> <li>5. To consider and if necessary recommend to Council to dismiss or terminate the employment of the Chief Executive, the Monitoring Officer or section 151 Chief Finance Officer.</li> <li>6. To make recommendations to Council with regard to proposals for salary or severance packages of £100,000 or more</li> </ol>
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5.1.1 Note: The committee will be governed by the provisions contained within Part 4I of the Constitution (Officer Employment Procedure Rules)

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## **EMPLOYMENT (SENIOR OFFICER) COMMITTEE**

1 March 2023  
6.30 - 8.07 pm

**Present:** Councillors Bick, Collis, Davey, Moore and A. Smith

Councillor Porrer in attendance on-line (non-voting)

### **Officers:**

Robert Pollock, Chief Executive

Karen Jones, HR Consultant

Gary Clift, Democratic Services Manager

## **FOR THE INFORMATION OF THE COUNCIL**

### **23/8/ESOC Apologies**

None

### **23/9/ESOC Declarations of Interest**

None

### **23/10/ESOC Minutes of 3 November 2022**

The minutes of 3 November 2022 were confirmed and signed by the Chair.

### **23/11/ESOC Exclusion of the Public**

The Committee agreed to exclude the public on the grounds that if they were present, there would be disclosure to them of information defined as exempt from publication by virtue of paragraph 1, 2 and 3 of part 1 of schedule 12A of the Local Government Act 1972.

### **23/12/ESOC To make recommendations to Council on 2 March 2023 with regard to the Senior Management Review - Termination and Exit Costs**

The Committee considered a report from the Chief Executive detailing statutory and contractual entitlements the Council would be required to pay as a result of potential redundancy associated with the termination of posts

arising from the proposed Senior Management Review (SMR). The SMR proposals were considered by the Strategy and Resources Scrutiny Committee 30 January 2023 and recommended for approval by the Leader of the Council at agenda item 6 Council (to be considered on 2 March 2023).

As there will be fewer posts in the new senior management structure, redundancies are expected. Individuals impacted by the review will be offered support to seek redeployment in accordance with the Council's Organisational Change policy and will be offered outplacement support.

The Committee noted that the Chief Executive's report had been updated and sent to every Member of the Council.

The Committee's terms of reference and the Council's Pay Policy statement require Council considers (and approves) individual statutory exit costs in excess of £100,000. Regardless of the amount the Council has an obligation to fulfil statutory and contractual redundancy and pension entitlements when a member of staff is made redundant.

The Committee noted that the 2022/23 budget includes a provision to fund statutory and contractual entitlements as a result of redundancy arising from the SMR.

The Committee noted information describing potential termination costs for each post at risk due to the SMR.

A conservative estimate of total costs was provided but the actual amount will not be known until the SMR selection process has concluded.

Some of the posts which are proposed to be deleted are held by persons who are over 55 years of age, and as a result there is the potential for termination costs to exceed £100k. Termination costs are made up of redundancy, which is paid to the individual and capitalised pension paid to the Local Government Pension Scheme, which can make up around 75 per cent of costs the Council is liable to pay.

Statutory entitlement to a redundancy payment is based on length of service and age, subject to a maximum. Capitalised pension costs or 'pension strain' is based on contributions to the Local Government Pension Scheme (and age before normal retirement). No non-contractual or ex-gratia payments will be paid.

Individual statutory entitlements for posts at risk of contractual severance above £100k which require the approval of Council are:

Director of Communities and Neighbourhoods, Assistant Chief Executive, Head of Community Services, Head of Housing Maintenance and Assets, Head of Housing Services, Head of Human Resources and Head of Property Services.

Following the implementation of the SMR when redundancy obligations will crystalize the Chief Executive will report total statutory severance costs to the Committee. These costs will also be noted in the Council's Statement of Accounts.

Council is recommended (unanimous):

To approve individual statutory and contractual termination costs over £100k (the posts described above) arising from the SMR due to contractual severance.

To delegate authority to the Chief Executive to implement termination of employment by reason of redundancy, arising from the SMR, where individual statutory and contractual costs are greater than £100k.

### **23/13/ESOC      Secondment Arrangements**

The Committee received a report from the Head of Human Resources, introduced by the Chief Executive. The Committee noted that the report had been updated to include information relating to the postholder that had also been included in the report for the previous agenda item.

Resolved (unanimous):

To agree that the Director of Neighbourhoods and Communities is offered a fixed term contract arrangement to replace the current secondment arrangement with effect from 6 March 2023, subject to Executive Notification.

### **23/14/ESOC      Interview and Selection Process for Director Posts**

Karen Jones provided a presentation covering the approach proposed for the selection and interview of the Director posts.

The Committee agreed that three councillors would make up the Interview Panel (Cllrs Collis, Davey and Porrer), supported by the Chief Executive and Karen Jones who has supported the Chief Executive throughout the process as the Head of Human Resources is affected by the proposals.

It was also agreed that all members of the committee would be sent details of the applicants for the various roles in the new senior management structure for awareness.

The meeting ended at 8.07 pm

**CHAIR**