

CIVIC AFFAIRS24 July 2019
5.30 - 7.00 pm

Present: Councillors McPherson (Chair), Chadwick, Dalzell, Davey and Thornburrow

Officers:

Chief Executive: Antoinette Jackson

Head of Finance: Caroline Ryba

Head of Human Resources: Deborah Simpson

Head of Shared Internal Audit Service: Jonathan Tully

Democratic Services Manager: Gary Clift

Electoral Services Manager: Vicky Breeding

Committee Manager: James Goddard

Others Present:

Ernst & Young External Auditor: Suresh Patel

Independent Person: Rob Bennett

Independent Remuneration Panel Member: Jane Phillips

FOR THE INFORMATION OF THE COUNCIL**19/29/Civ Review of Officer Employment Procedure Rules**

The Committee received a report from the Head of Human Resources asking Civic Affairs Committee to consider and recommend to Full Council changes to the Officer Employment Procedure Rules in relation to the level of post for which Executive Notification is required.

Unanimously resolved to approve and recommend to Full Council that:

- i. Part 41: Officer Employment Procedure Rules be amended to include the following statement:

Other Employees

Appointment of employees at head of service level and below is the responsibility of the Head of Paid Service or his/her nominee, and may not be made by Councillors.

- ii. 2.1.2 Part 41: Officer Employment Procedure Rules be amended to include the following statement:

Director Posts

A committee of the Council appointed for that purpose will appoint Director level posts. The Executive Notification process will be undertaken for these roles.

- iii. The Head of Human Resources and Head of Legal Services be given delegated authority to update Constitution in Part 41: Officer Employment Procedure Rules to include the approved statements.
- iv. The Head of Human Resources and Head of Legal Services be given delegated authority to update the Constitution in Part 41: Officer Employment Procedure Rules to modify the remaining paragraphs to simplify and clarify the text in line with the practice of South Cambridgeshire and Huntingdonshire District Councils.

The meeting ended at 7.00 pm

CHAIR