



**NOTTINGHAM CITY COUNCIL**  
**APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

**Date:** Tuesday, 7 July 2015

**Time:** 2.00 pm

**Place:** LB31 - Loxley House, Station Street, Nottingham, NG2 3NG

**Councillors are requested to attend the above meeting to transact the following business**

**Acting Corporate Director for Resources**

**Governance Officer:** Zena West **Direct Dial:** 0115 8764305

<b><u>AGENDA</u></b>	<b><u>Pages</u></b>
<b>1 APOLOGIES FOR ABSENCE</b>	
<b>2 DECLARATIONS OF INTERESTS</b>	
<b>3 MINUTES</b> Last meeting held 2 Jun 2015 (for confirmation)	3 - 4
<b>4 EXCLUSION OF THE PUBLIC</b> To consider excluding the public from the meeting during consideration of the remaining items in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	
<b>5 CALCULATION OF HOLIDAY PAY</b> Report of the Strategic Director of Organisational Transformation	5 - 40
<b>6 CHIEF EXECUTIVE REVIEW</b> Report of the Chief Executive	To Follow
<b>7 FINANCE RESTRUCTURE</b>	To Follow
<b>8 CORPORATE DIRECTOR OF RESILIENCE</b> Report of the Chief Executive	41 - 48

IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE GOVERNANCE OFFICER SHOWN ABOVE, IF POSSIBLE BEFORE THE DAY OF THE MEETING

CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO BE ISSUED WITH VISITOR BADGES

CITIZENS ARE ADVISED THAT THIS MEETING MAY BE RECORDED BY MEMBERS OF THE PUBLIC. ANY RECORDING OR REPORTING ON THIS MEETING SHOULD TAKE PLACE IN ACCORDANCE WITH THE COUNCIL'S POLICY ON RECORDING AND REPORTING ON PUBLIC MEETINGS, WHICH IS AVAILABLE AT [WWW.NOTTINGHAMCITY.GOV.UK](http://WWW.NOTTINGHAMCITY.GOV.UK). INDIVIDUALS INTENDING TO RECORD THE MEETING ARE ASKED TO NOTIFY THE GOVERNANCE OFFICER SHOWN ABOVE IN ADVANCE.

**NOTTINGHAM CITY COUNCIL**

**APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

**MINUTES of the meeting held at LB31-32 - Loxley House, Station Street, Nottingham, NG2 3NG on 2 June 2015 from 14.00 - 14.10**

**Membership**

Present

Councillor Toby Neal (Vice Chair)  
Councillor Alan Clark  
Councillor Graham Chapman  
Councillor Jon Collins  
Councillor Alex Norris  
Councillor Nicola Heaton  
Councillor Eunice Campbell  
Councillor David Mellen  
Councillor Dave Liversidge

Absent

Councillor Georgina Culley  
Councillor Jane Urquhart

**Colleagues, partners and others in attendance:**

Bridget Donoghue – Head of HR  
Shaune Loughlin – HR Business Partner  
Noel McMenamin – Governance Officer

**1 APPOINTMENT OF VICE-CHAIR**

**RESOLVED to appoint Councillor Toby Neal as Vice Chair for the 2015/16 municipal year.**

**2 APOLOGIES FOR ABSENCE**

Councillor Georgina Culley (unwell)  
Councillor Jane Urquhart (work commitments)  
Angela Probert

**3 DECLARATIONS OF INTERESTS**

None.

**4 MINUTES**

The minutes of the meeting held on 24 March 2015 were confirmed and they were signed by the Chair.

**5 DATES OF MEETINGS IN 2015/16**

The Committee agreed to meet on the following dates at 2pm:

2015

7 July  
8 September  
6 October  
3 November  
8 December

2016

5 January  
2 February  
8 March  
5 April

**6 EXCLUSION OF THE PUBLIC**

RESOLVED to exclude the public from the meeting during consideration of of remaining items in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, as defined in paragraphs 1,2,3,4 and 5 of Part 1, Schedule 12A of the Act.

**7 EXEMPT MINUTES**

The exempt minutes of the meeting held on 24 March 2015 were confirmed and they were signed by the Chair.

**8 TRANSFER OF CIVIC AND CORONIAL SERVICES TO ORGANISATIONAL TRANSFORMATION**

Shaune Loughlin, HR Business Partner, introduced a report of the Strategic Director of Organisational Transformation on transferring Civic and Coronial Services to Customer Access.

**RESOLVED to transfer to transfer Civic and Coronial Services to Customer Access within Organisational Transformation.**

**9 SECTION 151 DESIGNATION**

Shaune Loughlin, HR Business Partner, introduced a report of the Chief Executive on the proposed designation of Section 151 Officer responsibilities.

**RESOLVED to approve the designation of Section 151 Officer responsibilities to the post of Strategic Director of Finance.**

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of the Local Government Act 1972.

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