



## **Nottingham City Council Appointments and Conditions of Service Committee**

**Date:** Tuesday, 12 May 2020

**Time:** 5.30 pm

**Place:** To be held remotely via Zoom – Councillors and colleagues attending the meeting will be provided with access details.

The parts of the meeting open to the public will be livestreamed on the Council's YouTube Channel at <https://www.youtube.com/user/NottCityCouncil>

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

**Corporate Director for Strategy and Resources**

**Governance Officer:** Mark Leavesley

**Direct Dial:** 0115 876 4302

- 1 Apologies for absence**
- 2 Declarations of interests**
- 3 Minutes** 3 - 4  
Last meeting held on 17 March 2020 (for confirmation)
- 4 Exclusion of the public**  
To consider excluding the public from the meeting during consideration of the remaining item in accordance with Section 100A 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
- 5 Interim Chief Executive arrangements**  
To note the decision taken under urgency procedure rules by the current Chief Executive in relation to the Interim Chief Executive arrangements
- 6 Review of annualised hours contracts for school based teachers** 5 - 34  
Report of Director of Education Services
- 7 Chief Executive appointment programme: day 1 assessment outcomes**  
Discussion item

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 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 Loxley House, Station Street, NG2 3NG, on 17 March 2020 from 12.32 pm - 12.44 pm**

**Membership**

Present

Councillor Hassan Ahmed (Vice Chair)  
Councillor Kevin Clarke  
Councillor Rebecca Langton  
Councillor Sally Longford  
Councillor David Mellen  
Councillor Sam Webster

Absent

Councillor Dave Liversidge (Chair)  
Councillor Eunice Campbell-Clark

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

Hannah Gemmill - HR Business Lead  
Mark Leavesley - Governance Officer

**25 CHAIR**

In the absence of Councillor Liversidge (Chair), Councillor Ahmed (Vice-Chair) chaired the meeting.

**26 APOLOGIES FOR ABSENCE**

Councillor Campbell-Clark - personal  
Councillor Liversidge - unwell

**27 DECLARATIONS OF INTERESTS**

None.

**28 MINUTES**

The Committee agreed the minutes of the meeting held on 03 March 2020 as a correct record and the Chair presiding at the meeting signed them.

**29 EXCLUSION OF THE PUBLIC**

**The Committee agreed to exclude the public from the meeting during consideration of the remaining item 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 of Schedule 12A to the Act.**

**30 DISCRETIONARY TERMINATION OF A DIRECTOR'S EMPLOYMENT**

Hannah Gemmill, HR Business Lead, presented the report, detailing the terms of a proposed discretionary termination of a Director's employment.

**Resolved that in accordance with Parts 2 and 4 of Nottingham City Councils Constitution, and the Discretionary Compensation Regulations 2006, the following be approved:**

- (1) that a payment be made to secure the mutually agreed termination of the Director's employment with Nottingham City Council;**
- (2) that the payment referred to in (1) above should be calculated by reference to 3 month's pay in lieu of notice plus, if appropriate, any accrued but untaken annual leave.**

### Appointments and Conditions of Service Committee – 12 May 2020

<b>Title of paper:</b>	Urgent Decision taken under Delegation 24		
<b>Director(s)/ Corporate Director(s):</b>	Director of Legal and Governance	<b>Wards affected:</b> All	
<b>Report author(s) and contact details:</b>	Jane Garrard, Senior Governance Officer <a href="mailto:jane.garrard@nottinghamcity.gov.uk">jane.garrard@nottinghamcity.gov.uk</a>		
<b>Other colleagues who have provided input:</b>	None		
<b>Date of consultation with Portfolio Holder(s) (if relevant)</b>	n/a		
<b>Relevant Council Plan Key Theme:</b>			
Nottingham People			<input type="checkbox"/>
Living in Nottingham			<input type="checkbox"/>
Growing Nottingham			<input type="checkbox"/>
Respect for Nottingham			<input type="checkbox"/>
Serving Nottingham Better			<input type="checkbox"/>
<b>Summary of issues (including benefits to citizens/service users):</b>			
<p>Delegation 24 enables the Chief Executive to take a decision necessary before the next meeting of the appropriate committee after consultation with the Chair or Vice Chair and main minority party spokesperson of that committee.</p> <p>Regulations have recently been published enabling remote committee meetings to be held. Prior to the publication of these Regulations it has not been possible to hold committee meetings during the period that social distancing has been necessary as a result of the current coronavirus outbreak. In order to ensure that an interim Chief Executive was in place prior to the departure of the incumbent Chief Executive a decision to appoint to the interim Chief Executive role was required during this period. As it was not possible to hold a meeting of this Committee at that time and the decision was required before a meeting of the Committee could be held, following the necessary consultation the decision was taken by the Chief Executive under Delegation 24 and details published on the Council's website.</p>			
<b>Recommendation(s):</b>			
<b>1</b>	To note that an urgent decision was taken by the Chief Executive under Delegation 24 regarding Appointment to the Interim Chief Executive Role.		

#### 1 Reasons for recommendations

- 1.1 On 21 April 2020 an urgent decision was taken by the Chief Executive under Delegation 24 regarding appointment to the interim Chief Executive role.
- 1.2 Delegation 24 requires that a report on the exercise of the delegation together with a summary of the consultation carried out and the reasons for urgency is submitted to the next meeting of the Committee concerned.

## **2 Background (including outcomes of consultation)**

- 2.1 Prior to recent publication of Regulations enabling remote committee meetings to be held, it has not been possible to hold committee meetings during the period that social distancing has been necessary as a result of the current coronavirus outbreak. During this period, a decision was required to appoint to the interim Chief Executive role. Such a decision would ordinarily be taken by this Committee. However it was not possible to hold a meeting of the Committee at that time. The decision was urgent and it was not possible to wait until the next meeting of the Committee could be held because of the need to ensure that an interim Chief Executive was in place prior to the departure of the incumbent Chief Executive.
- 2.2 All members of the Committee, including the Chair, Vice Chair and main minority party spokesperson were invited to attend an informal meeting on 30 March to be consulted.
- 2.3 Further details of the decision, the reason for urgency and the consultation carried out can be found on the Decision Form.

## **3 Other options considered in making recommendations**

- 3.1 None. In accordance with the Constitution, the Committee is required to note that a decision which would have otherwise been taken by this Committee was taken by the Chief Executive under Delegation 24.

## **4 Finance colleague comments (including implications and value for money/VAT)**

- 4.1 Financial comments in relation to the decision are detailed on the decision form.

## **5 Legal and Procurement colleague comments (including risk management issues, and legal, Crime and Disorder Act and procurement implications)**

- 5.1 Legal comments in relation to the decision are detailed on the decision form.

## **6 Equality Impact Assessment (EIA)**

- 6.1 An Equality Impact Assessment was undertaken as part of the decision.

## **7 List of background papers other than published works or those disclosing confidential or exempt information**

- 7.1 None

## **8 Published documents referred to in compiling this report**

- 8.1 Urgent Non Executive Officer Decision 2 – Appointment to Interim Chief Executive Role
- 8.2 Nottingham City Council Constitution

By virtue of paragraph(s) 1, 2, 4, 5 of Part 1 of Schedule 12A of the Local Government Act 1972.

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