

**MINUTES OF A MEETING OF THE  
APPOINTMENTS COMMITTEE**

**Thursday 22 July 2010 (7.30pm – 7.50pm)  
at Havering Town Hall  
Wednesday 18 August 2010 (9.35am – 12.52pm )  
at CEME, Marsh Way, Rainham**

**Present** [22 July 2010]:

**COUNCILLORS:**

**Conservative Group** Keith Wells (in the Chair), Steven Kelly and Michael White  
**Residents' Group** Clarence Barrett and Ray Morgon

Apologies for absence received from Councillors Keith Darvill and Eric Munday

**Present** [18 August 2010]:

**COUNCILLORS:**

**Conservative Group** Keith Wells (in the chair), + Robert Benham, Eric Munday and Michael White  
**Residents' Group** Clarence Barrett and Ray Morgan  
**Labour Group** Keith Darvill

An apology for absence was received from Councillor Steven Kelly.

+ Substitute Member: Councillor Robert Benham for Councillor Steven Kelly.

Andrew Blake Herbert, Group Director Finance and Commerce and Cynthia Griffin, Group Director, Culture & Community and Bob Edwards an independent HR Advisor were also present on 18<sup>th</sup> August.

**1 MINUTES**

At the meeting on 22 July the minutes of the meeting held on 11 May and 21 August 2009 were confirmed as a correct record and were signed by the Chairman.

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**2 SENIOR MANAGEMENT APPOINTMENT PROCESS**

The Committee considered a report which sought approval of the process for making appointments to senior officer posts as a consequence of a senior management restructure. It was proposed to apply this process to the forthcoming senior management appointments/dismissals that would be considered by the Committee in August, and to any subsequent realignment until or unless amended or revoked by this Committee (or any successor body) at any point in the future.

Among other things the report set out details around the assimilation process, ring fencing, pay protection, selection for redundancy, redeployment, and rights of appeal in any case of redundancy.

**RESOLVED**

**That the process set out in the report for making appointments to senior officer posts (Heads of Service and above) as a consequence of a senior management restructure be approved and applied to:**

- the 2010 senior management restructure; and
- any subsequent senior management realignment/restructure until or unless amended or revoked by this Committee (or any successor body) at any point in the future).

**3 EXCLUSION OF THE PUBLIC**

On the proposal of the Chairman it was **RESOLVED**

**That the public be excluded from the remainder of the meeting on the grounds that it was likely that, in view of the nature of the business to be transacted and the nature of the proceedings, if members of the public were present during those items there would be disclosure to them of exempt information within the meaning of paragraph 1 of Schedule 12A to the Local Government Act 1972.**

**4 SENIOR MANAGEMENT RESTRUCTURE JULY 2010 – assimilation and redeployment process**

The Committee considered a report which sought agreement to the appointments process for the proposed senior management posts

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which were outlined in the proposed senior management restructure 2010. These posts were –

1. Head of Regeneration, Policy and Planning
2. Head of Customer Services
3. Head of Shared Services
4. Head of People and Change

These roles formed a major strand of the proposed senior management structure as outlined in the Senior Management Consultation document in respect of which consultation would close on 6 August 2010. To ensure that appointments were made to these posts in a timely manner, it was necessary to take certain preparatory steps in advance of the Cabinet's consideration of the proposed restructure, which would be subject to any objections emerging from the consultation process.

Among other things, the report set out details around ring fencing, right of appeal, the selection process and the consequences of any failure to appoint.

The Committee **RESOLVED**, pursuant to the agreement to implement the Chief Executive's proposed senior management restructure of July 2010,

1. **To confirm the assimilation of Roger McFarland from his existing role of Head of Regeneration and Strategic Planning to the newly established role of Head of Regeneration, Policy and Planning on the immediate conclusion of the consultation period and not withstanding any objections raised as part of this process.**
2. **To approve the ring-fenced pools identified for the appointment of the remaining newly established posts, namely, Head of People and Change, Head of Customer Services and Head of Internal Shared Services.**
3. **To approve the process for managing the redeployment, appointment and potential dismissal of senior staff affected by the current management reorganisation proposals as set out in the report.**
4. **To delegate to the Chief Executive authority to determine the actual date of redundancy of any staff who are not successful in obtaining redeployment.**

[Meeting adjourned until 18<sup>th</sup> August 2010]

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**5. SENIOR MANAGEMENT RESTRUCTURE**

On the oral report of the officers members **noted** the posts for which expressions of interest had been lodged. In particular it was noted that there was one expression each for the posts of Head of Customer Services and Head of Internal Services and that there were no such expressions for the post of Head of People and Change.

**6. APPOINTMENT TO POST OF HEAD OF CUSTOMER SERVICE**

The Committee received a formal submission of interest and a presentation from one applicant for appointment. The Committee satisfied themselves as to their professional competency by questioning the applicant in turn. After careful consideration it was **RESOLVED:**

**That Jeff Potter had the requisite experience, skills and knowledge and should be appointed to the post of Head of Customer Service, subject to the notification provisions of paragraphs 5 and 12 of the Staff Employment Procedure Rules set out in part 4, Section 9 of Havering's Constitution.**

**7. APPOINTMENT TO POST OF HEAD OF INTERNAL SHARED SERVICES**

The Committee received a formal submission of interest and a presentation from one applicant for appointment. The Committee satisfied themselves as to their professional competency by questioning the applicant in turn. After careful consideration it was **RESOLVED:**

**That Sarah Bryant had the requisite experience, skills and knowledge and should be appointed to the post of Head of Internal Shared, subject to the notification provisions of paragraphs 5 and 12 of the Staff Employment Procedure Rules set out in part 4, Section 9 of Havering's Constitution.**

**8. HEADS OF SERVICE – job re-evaluation**

*With the agreement of the Chairman a report on this matter was put before members and considered as an urgent matter pursuant to Section 100B (4) of the Local Government Act 1972.*

The Committee received a tabled report (replacing the previously-circulated report) on the outcome of a re-evaluation of the grading of certain Head of Service posts emerging from the senior management

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restructure. The report set out the outcomes in detail and the options available to the committee. After careful consideration of the report it was **RESOLVED**:

- 1. To note the Hay evaluation of both the Head of Service, Culture and Leisure and Head of Exchequer Services at the 460 'Know How' level and to agree to the re-grading of the post holders to Head of Service 1 level; and**
- 2. To retrospectively place the affected post holders onto the correct scale so that the post holders of the Head of Culture and Leisure and Head of Exchequer Services roles are placed on spinal point 2 of the Head of Service 1 grading as at 1<sup>st</sup> July 2008, as set out in option 1 presented in the report.**