

Agenda

Dorset County Council



Meeting: Staffing Committee
Time: 10.00 am
Date: 9 July 2018
Venue: Committee Room 3, County Hall, Colliton Park, Dorchester, DT1 1XJ

Peter Wharf (Chairman)
Andy Canning
Rebecca Knox

Hilary Cox
Andrew Cattaway
Steven Lugg

Ray Bryan
Janet Dover

Notes:

- The reports with this agenda are available at www.dorsetforyou.com/countycommittees then click on the link "minutes, agendas and reports". Reports are normally available on this website within two working days of the agenda being sent out.
- We can provide this agenda and the reports as audio tape, CD, large print, Braille, or alternative languages on request.

- **Public Participation**

Guidance on public participation at County Council meetings is available on request or at <http://www.dorsetforyou.com/374629>.

Public Speaking

Members of the public can ask questions and make statements at the meeting. The closing date for us to receive questions is 10.00am on 4 July 2018, and statements by midday the day before the meeting.

Debbie Ward
Chief Executive

Contact: Fiona King, Senior Democratic Services Officer
County Hall, Dorchester, DT1 1XJ
01305 224186 - f.d.king@dorsetcc.gov.uk

Date of Publication:
Friday, 29 June 2018

1. Apologies for Absence

To receive any apologies for absence.

2. Appointment of Vice-Chairman

To appoint a Vice-Chairman for the remainder of 2018/19.

3. Code of Conduct

Councillors are required to comply with the requirements of the Localism Act 2011 regarding disclosable pecuniary interests.

- Check if there is an item of business on this agenda in which the member or other relevant person has a disclosable pecuniary interest.
- Check that the interest has been notified to the Monitoring Officer (in writing) and entered in the Register (if not this must be done on the form available from the clerk within 28 days).
- Disclose the interest at the meeting (in accordance with the County Council's Code of Conduct) and in the absence of a dispensation to speak and/or vote, withdraw from any consideration of the item.

The Register of Interests is available on Dorsetforyou.com and the list of disclosable pecuniary interests is set out on the reverse of the form.

4. Terms of Reference

To note the Terms of Reference for the Committee:-

- (a) To determine the terms and conditions on which staff hold office (including procedures for dismissal).
- (b) To appoint Directors, Assistant Chief Executive and Heads of Service and to deal with the appointments process and recommend an appointee for the posts of Chief Executive, Monitoring Officer or Section 151 Officer.
- (c) To deal with issues relating to redundancy, disciplinary action or capability in respect of the Chief Executive, Directors, Statutory Officers and Heads of Service.
- (d) The award of discretionary payments under various Local Government and pension scheme regulations which involve the early introduction of pension benefits, at a cost to the county council, for business reasons or on compassionate grounds, in respect of the Chief Executive, Assistant Chief Executive, Directors, Statutory Officers and Heads of Service. This includes benefits arising from retirements or redundancy.
- (e) In the case of discretionary payments awarded under Local Government Pension Scheme regulations, to take decisions in accordance with the county council's 'Statement of Policy on the Local Government Pension Scheme 2014 Discretions'.
- (f) To consider any significant changes to the Staff Code of Conduct.

Note: The Officer Employment Procedure Rules shall apply in respect of terms of Reference b and c above.

Membership: As a departure from the rules requiring political balance for this Panel, its membership will include:-

8 members to include the Chairman of the County Council, Leader of the Council and 6 other members (to be nominated by the Group Leaders).

Note: When sitting as an appointments panel or as a disciplinary panel:

- (a) For the appointment of or conducting a disciplinary hearing into the conduct of or hearing an appeal by the Chief Executive, Directors, Deputy Chief Executive, Monitoring Officer or Section 151 Officer or recommendations to Council for the appointment of Chief Executive, Monitoring Officer or Section 151 Officer, its membership will be varied to comprise the Chairman and Leader of the County Council or their nominees and three other members to be nominated by the Group Leaders on each occasion (one of whom should be the relevant Cabinet member).

(b) For the appointment of or a hearing into the conduct of the Assistant Chief Executive and Heads of Service, its membership will be varied to comprise three members to be nominated by the Group Leaders on each occasion (one of whom should be the relevant Cabinet member).

Further note: the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 provide that the Head of Paid Service, Monitoring Officer and Chief Finance Officer may not be dismissed unless a procedure set out in the regulations has been followed. That procedure includes obtaining advice from a panel, the membership of which must include independent persons appointed under section 28(7) of the Localism Act 2011. Accordingly in relation to these officers the Staffing Committee may not impose the sanction of dismissal as this is a matter for the full County Council following advice from the Statutory Officer Panel.

- | | |
|---|---------|
| 5. Minutes | 5 - 10 |
| To confirm and sign the minutes of the meeting held on 9 April 2018. | |
| 6. Public Participation | |
| (a) Public Speaking | |
| (b) Petitions | |
| 7. LGR Update | |
| To receive an update from the Leader of the County Council. | |
| 8. Headcount, FTE Figures and Non-Directly Employed Contract Workforce - Quarter 4 2017/18 | 11 - 22 |
| To consider a report by the Service Director, Organisational Development. | |
| 9. Management of Attendance 2017/18 - Quarter 4 (January to March 2018) | 23 - 32 |
| To consider a report by the Service Director, Organisational Development to include:- | |
| <ul style="list-style-type: none">• An audit return of return to work interviews; and• The Service Director for Economy and the Natural and Built Environment to attend to report on the South West Audit Partnership's (SWAP) sickness audit. | |
| 10. Performance and Development Review Completion 2017/18 | 33 - 40 |
| To consider a report by the Service Director, Organisational Development. | |
| 11. Redundancy Costs - Quarterly Report | 41 - 46 |
| To consider a report by the Service Director, Organisational Development. | |
| 12. Local Government Pension Scheme (LGPS) Employer Discretions - Shared Cost Additional Voluntary Contributions | 47 - 60 |
| To consider a report from the Service Director, Organisational Development. | |

13. Questions from County Councillors

To answer any questions received in writing by the Chief Executive by not later than 10.00am on 4 July 2018.