

# AGENDA

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## Senior Officers Employment Sub-Committee

**Place:** Online meeting [here](#) , see joining instructions [here](#).

**Date:** Thursday 23 April 2020

**Time:** 12.15 pm

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Please direct any enquiries on this Agenda to Libby Johnstone, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718214 or email [libby.johnstone@wiltshire.gov.uk](mailto:libby.johnstone@wiltshire.gov.uk)

Press enquiries to Communications on direct lines (01225) 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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## Membership:

Cllr Richard Clewer  
Cllr Ian Thorn

Cllr Philip Whitehead

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## Part 1

Items to be considered when the meeting is open to the public

1 **Election of Chairman**

To elect a Chairman for the meeting

2 **Minutes**

To confirm the minutes of the meetings held on 19 December 2019 and 9 April 2019.

3 **Apologies for Absence**

4 **Declarations of Interest**

Councillors are requested to declare any non-pecuniary or pecuniary interests or dispensations granted by the Standards Committee.

5 **Chairman's Announcements**

6 **Public Participation**

During the coronavirus emergency, this meeting will be held virtually/online [here](#) for the public to view. A guidance document on how to access the meeting online is available [here](#).

The Council welcomes contributions from members of the public and the public are encouraged to contact the officer named on this agenda to indicate in advance if they wish to make statements or questions for submission. The Chairman will require statements in writing, and these will be published and referred to during the meeting.

### Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting and where possible in advance to allow your statement to be circulated. Please contact the officer named on the front of the agenda for any further clarification.

### Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution.

Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of this agenda no later than 5pm on 16 April 2020 in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than 5pm on 20 April 2020. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

7 **Exclusion of the Press and Public**

To consider passing the following resolution:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Item Number 8 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

**Part II**

*Item during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed*

8 **Termination of Employment following the Senior Management Restructure**

A confidential report is to follow.

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## Senior Officers Employment Sub-Committee

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### MINUTES OF THE SENIOR OFFICERS EMPLOYMENT SUB-COMMITTEE MEETING HELD ON 19 DECEMBER 2019 AT COUNTY HALL, TROWBRIDGE.

#### Present:

Cllr Philip Whitehead, Cllr Richard Clewer and Cllr Ian Thorn

#### Also Present:

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#### 9 Election of Chairman

##### Resolved:

To elect Cllr Philip Whitehead as Chairman for the meeting.

Councillor Whitehead in the Chair

#### 10 Apologies for Absence

There were no apologies for absence.

#### 11 Declarations of Interest

There were no declarations of interest made at the meeting.

#### 12 Chairman's Announcements

There were no Chairman's announcements made at the meeting.

#### 13 Public Participation

There were no members of the public present.

#### 14 Exclusion of the Press and Public

##### Resolved:

To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute Nos. 15 & 16 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Act and the public

**interest in withholding the information outweighs the public interest in disclosing the information to the public.**

15 **Termination of Employment of Executive Director**

The Sub Committee considered a confidential report from the Director of Human Resources & Organisational Development with a recommendation to terminate the employment of the Executive Director, Adult Care, Public Health & Digital on the grounds of redundancy following a restructure of the senior management structure at tier 1.

**Resolved:**

**To terminate the employment of Dr Carlton Brand, Executive Director, Adult Care, Public Health & Digital on the grounds of redundancy with effect from 10 January 2020, subject to consultation with the Leader and Cabinet members in accordance with the Officer Employment Procedure Rules.**

16 **Extension of Redundancy Date**

Consideration was given to a confidential report by the Director of Human Resources & Organisational Development which sought an extension to the deferred redundancy of Ms Tracy Carter from 31 March 2020 to 31 May 2020.

It was explained that the deferred redundancy was to enable Ms Carter to take steps to complete the waste transition programme and to resolve contract issues. In addition Ms Carter was developing proposals to embed the carbon reduction work within the wider organisation and an extension to the redundancy date should provide sufficient time for a seamless transfer of responsibilities to another officer.

**Resolved:**

**To approve a two month extension to the termination of employment of Ms Tracy Carter on the grounds of redundancy with effect from 31 May 2020, subject to consultation with the Leader and Cabinet members in accordance with the Officer Employment Procedure Rules.**

(Duration of meeting: 4.05 - 4.20 pm)

The Officer who has produced these minutes is Roger Bishton of Democratic Services, direct line 01225 713 035, e-mail [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

## SENIOR OFFICERS EMPLOYMENT SUB-COMMITTEE

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### MINUTES OF THE SENIOR OFFICERS EMPLOYMENT SUB-COMMITTEE MEETING HELD ON 9 APRIL 2019 AT LEADER'S OFFICE, WILTSHIRE COUNCIL, BA14 8JN.

#### **Present:**

Cllr Richard Clewer, Cllr Baroness Scott of Bybrook OBE and Cllr Ian Thorn

#### **Also Present:**

Alistair Cunningham (Executive Director - Growth, Investment and Place), Joanne Pitt, Terence Herbert (Executive Director - Children and Education) and Cllr Bridget Wayman

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#### **1 Election of Chairman**

##### **Resolved:**

**To appoint Baroness Scott of Bybrook OBE as Chairman for the meeting.**

#### **2 Apologies for Absence**

There were no apologies for absence.

#### **3 Minutes**

##### **Resolved:**

**To agree the minutes of the meeting held on 27 March 2019.**

#### **4 Declarations of Interest**

There were no declarations of interest.

#### **5 Chairman's Announcements**

There were no Chairman's announcements.

#### **6 Public Participation**

There were no members of the public present.

7 **Exclusion of the Press and Public**

**Resolved:**

**To agree that in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Items No. 8 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.**

8 **Termination of Employment following the Senior Management Restructure**

The Sub Committee considered a report from Alistair Cunningham, Corporate Director with a recommendation to terminate the employment of a Director on the grounds of redundancy.

**Resolved:**

**To terminate the employment of Ms Tracy Carter on the grounds of redundancy with effect from 31 March 2020, subject to consultation with the Leader and Cabinet members in accordance with the Officer Employment Procedure Rules.**

(Duration of meeting: 1.00 - 1.15 pm)

The Officer who has produced these minutes is Libby Johnstone, of Democratic Services, direct line 01225 718214, e-mail [libby.johnstone@wiltshire.gov.uk](mailto:libby.johnstone@wiltshire.gov.uk)

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