

# AGENDA

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**Meeting:** SENIOR OFFICERS EMPLOYMENT SUB-COMMITTEE  
**Place:** The Pratchett Room - County Hall, Trowbridge BA14 8JN  
**Date:** Wednesday 6 November 2013  
**Time:** On the rising of Staffing Policy Committee but not before **12.15 pm**

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Please direct any enquiries on this Agenda to Roger Bishton, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713 035 or email [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

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

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## Membership:

Cllr Mike Hewitt  
Cllr Jon Hubbard

Cllr Stuart Wheeler

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## Substitutes:

Cllr Fleur de Rhe-Philipe  
Cllr David Jenkins  
Cllr Gordon King  
Cllr Mark Packard

Cllr Jane Scott OBE  
Cllr John Smale  
Cllr Ian Thorn

# AGENDA

## 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** *(Pages 1 - 2)*

To confirm the minutes of the meeting held on 9 October 2013 *(copy attached)*.

3 **Apologies for Absence**

4 **Declarations of Interest**

To receive any declarations of disclosable interest or dispensations granted by the Standards Committee.

5 **Chairman's Announcements**

6 **Public Participation**

The Council welcomes contributions from members of the public.

### 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. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named above 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 above no later than **5.00pm on Wednesday 30 October 2013**. Please contact the officer named on the first page 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 Termination of Employment on Grounds of Redundancy - Service Director, Neighbourhood Services (Part 1)**\_(Pages 3 - 6)

A report by the Corporate Directors is attached.

**8 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 9 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*

**9 Termination of Employment on Grounds of Redundancy - Service Director, Neighbourhood Services (Part 2)**\_(Pages 7 - 10)

The following confidential reports are attached:-

Appendix 1 recommending the termination of the employment of the Service Director - Neighbourhood Services on grounds of redundancy.

Appendix 2 setting out details of the redundancy pay calculation.

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## SENIOR OFFICERS EMPLOYMENT SUB-COMMITTEE

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**MINUTES OF THE SENIOR OFFICERS EMPLOYMENT SUB-COMMITTEE  
MEETING HELD ON 9 OCTOBER 2013 AT PITMAN ROOM - COUNTY HALL,  
TROWBRIDGE.**

**Present:**

Cllr Mike Hewitt, Cllr Jon Hubbard and Cllr Stuart Wheeler

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**9 Election of Chairman**

**Resolved:**

**To elect Cllr Stuart Wheeler as Chairman for the meeting.**

Councillor Stuart Wheeler in the Chair

**10 Apologies for Absence**

There were no apologies for absence.

**11 Minutes**

**Resolved:**

**To confirm and sign as a correct record the minutes of the previous meeting held on 16 July 2013.**

**12 Declarations of Interest**

There were no declarations of disclosable interest or dispensations granted by the Standards Committee.

13 **Chairman's Announcements**

There were no Chairman's announcements.

14 **Public Participation**

There were no members of the public present or councillors' questions.

15 **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 Number 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.**

16 **Termination of Employment on Grounds of Redundancy - Senior Officer Posts**

On considering two confidential reports by the Corporate Directors,

**Resolved:**

- (1) To approve the termination of the employment of Mrs Jacqueline White, Service Director - Business Services on the grounds of redundancy with effect from 25 October 2013, subject to consultation with the Leader of the Council and Cabinet members in accordance with the Officer Employment Procedure Rules.**
- (2) To approve the termination of the employment of Ms Nicola Lewis, Service Director – Communities on the grounds of redundancy with effect from 25 October 2013, subject to consultation with the Leader of the Council and Cabinet members in accordance with the Officer Employment Procedure Rules**

(Duration of meeting: 11.00 - 11.10 am)

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

**WILTSHIRE COUNCIL  
SENIOR OFFICERS' EMPLOYMENT SUB COIMMITTEE  
6<sup>th</sup> NOVEMBER 2013**

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**TERMINATION OF EMPLOYMENT ON GROUNDS OF REDUNDANCY  
SERVICE DIRECTOR – NEIGHBOURHOOD SERVICES**

**Purpose of the Report**

1. To present the Senior Officers' Employment Committee with information and a recommendation to terminate the employment of the Service Director - Neighbourhood Services on grounds of redundancy.

**Background**

2. Following the elections in May 2013, a new business plan was drafted reflecting the challenges and changes that the council faces in the next four years. The new business plan focuses on transformation and innovation along with themed areas of service delivery.
3. On 23<sup>rd</sup> July 2013 Cabinet agreed that the senior management structure would be reviewed and a proposed restructure would be implemented in order to support the delivery of the new business plan.
4. The business plan was approved by full council on 3<sup>rd</sup> September 2013. Collective consultation with the service directors affected by the proposals commenced on Wednesday 11<sup>th</sup> September 2013. As a result 12 service directors were placed at risk of redundancy.
5. Following feedback and comments on the proposed structure a report was presented to Cabinet on 24<sup>th</sup> September 2013 detailing the final structure.
6. Two service directors volunteered for redundancy and their termination of employment on grounds of redundancy were approved by Senior Officers' Employment Sub Committee on 9<sup>th</sup> October 2013.
7. As a result there were ten service directors who remained at risk of redundancy so a process to identify roles which met the criteria for suitable alternative employment opportunities for these service directors was completed.
8. This process confirmed that there were two candidates for the role of Associate Director Environment & Leisure, one of whom was the Service Director - Neighbourhood Services. As a result a competitive interview process with the two candidates took place Friday 18<sup>th</sup> October 2013.

**Main considerations**

9. The Service Director – Neighbourhood Services was unsuccessful as a result of this process, and was given a further opportunity to volunteer for redundancy. The deadline for the receipt of an application was Friday 25<sup>th</sup> October 2013.
10. An application for voluntary redundancy has been received by the Corporate Directors from the Service Director – Neighbourhood Services. This application has been accepted by the Corporate Directors subject to the approval of the Senior Officers' Employment Sub

Committee. A part 2 report recommending the termination of the employment of the Service Director - Neighbourhood Services on grounds of redundancy is in Appendix 1. Details of the redundancy pay calculation are in Appendix 2, which is also a part 2 report.

### **Safeguarding Considerations**

11. There are no safeguarding considerations as a result of this recommendation.

### **Public Health Implications**

12. There are no public health implications as a result of this recommendation.

### **Environmental and Climate Change Considerations**

13. There is no environmental or climate change impacts as a result of this recommendation.

### **Equalities Impact of the Proposal**

14. There is no equalities impact as a result of this recommendation. The council has in place a robust policy and procedure to support the redundancy process which has been subject to an equalities impact assessment.

### **Risk Assessment**

15. The risk of legal challenge has been managed by following due process, in particular the council's redundancy policy and procedure.

### **Financial Implications**

16. The financial implications of this redundancy are outlined in the appendices.

### **Legal Implications**

17. The recommendation for the proposed termination of employment of the Service Director – Neighbourhood Services on grounds of redundancy is in line with the Redundancy Policy & Procedure for Chief and Senior Officers.

### **Options Considered**

18. The Redundancy Policy & Procedure for Chief and Senior Officers outlines the process for terminating employment on grounds of redundancy following a competitive process to determine suitability for a role following a change to a structure. This process has been followed and therefore there were no other options to consider.

### **Conclusions**

19. There were no other options available as the Policy & Procedure for Chief and Senior Officers provides a clear and agreed process for terminating employment on grounds of redundancy following re-structure, and this process has been followed.

### **Proposals**

20. It is proposed that the Senior Officers' Employment Sub Committee approve the termination of employment of the Service Director – Neighbourhood Services on grounds



of redundancy.

**Reason for Proposals**

21. The reasons for these proposals are outlined in paragraphs 9 and 10.

**Carolyn Godfrey**  
**Corporate Director**

**Maggie Rae**  
**Corporate Director**

**Carlton Brand**  
**Corporate Director**

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Report Author: Joanne Pitt, Service Head – HR Strategy & Policy

Appendix 1 – Termination of employment, Service Director – Neighbourhood Services.

Appendix 2 – Redundancy Pay Calculation, Service Director – Neighbourhood Services

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