

AUDIT AND GOVERNANCE COMMITTEE AGENDA



Tuesday 29 August 2023

at 5.00pm

**in the Council Chamber,
Civic Centre, Hartlepool.**

MEMBERS OF AUDIT AND GOVERNANCE COMMITTEE:

Councillors Allen, Brash, Cowie, Creevy, Groves, Hargreaves, Moore, D Nicholson and 2 vacancies.

Standards Co-opted Independent Members: - Mr Martin Slimings and Ms Tracy Squires.

Standards Co-opted Parish Council Representatives: Parish Councillor Kane Forrester (Wynyard) and Parish Councillor Michael Jorgeson (Headland)

Local Police Representative

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. MINUTES**
No items.
- 4. STATUTORY SCRUTINY ITEMS**
No items.
- 5. AUDIT ITEMS**
No items.

CIVIC CENTRE EVACUATION AND ASSEMBLY PROCEDURE

In the event of a fire alarm or a bomb alarm, please leave by the nearest emergency exit as directed by Council Officers. A Fire Alarm is a continuous ringing. A Bomb Alarm is a continuous tone.

The Assembly Point for everyone is Victory Square by the Cenotaph. If the meeting has to be evacuated, please proceed to the Assembly Point so that you can be safely accounted for.

6. OTHER ITEMS FOR DECISION

6.1 Personnel Sub-Committee – *Director of Legal, Governance and Human Resources*

7. STANDARDS ITEMS

No items.

8. MINUTES FROM THE RECENT MEETING OF THE HEALTH AND WELLBEING BOARD

No items.

9. MINUTES FROM THE RECENT MEETING OF THE FINANCE AND POLICY COMMITTEE RELATING TO PUBLIC HEALTH

No items.

10. MINUTES FROM RECENT MEETING OF TEES VALLEY HEALTH SCRUTINY JOINT COMMITTEE

No items.

11. MINUTES FROM RECENT MEETING OF SAFER HARTLEPOOL PARTNERSHIP

No items.

12. REGIONAL HEALTH SCRUTINY UPDATE

No items.

13. DURHAM, DARLINGTON AND TEESSIDE, HAMBLETON, RICHMONDSHIRE AND WHITBY STP JOINT HEALTH SCRUTINY COMMITTEE

No items.

14. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

For information - forthcoming meeting dates: -

Tuesday 19 September 2023, at 5.00 pm

Tuesday 17 October 2023, at 5.00 pm

Tuesday 7 November 2023, at 5.00 pm

Tuesday 12 December 2023, at 5.00 pm

Tuesday 30 January 2024, at 5.00 pm

Tuesday 27 February 2024, at 5.00 pm

AUDIT AND GOVERNANCE COMMITTEE

29 AUGUST 2023



Report of: Director of Legal, Governance and Human Resources

Subject: PERSONNEL SUB COMMITTEE

1. PURPOSE OF REPORT

- 1.1 To seek and appoint an Elected Member to replace Councillor Wallace on the Personnel Sub Committee and confirm which of the appointed Elected Members will act as Chair.

2. BACKGROUND

- 2.1 Previously the appointment of Elected Members to Personnel Sub Committees was drawn from the overall membership of the Audit and Governance Committee on a rota basis as and when a meeting was required. Within Part 3 of the updated Constitution, approved by Council on 21 March 2019, it was agreed that Personnel Sub Committee's membership would be fixed at the commencement of the Municipal Year and would comprise three Elected Members of the Audit and Governance Committee. Since the 2019 municipal year the Personnel Sub Committee's membership has comprised three Elected Members of the Audit and Governance Committee.
- 2.2 The Constitution does not stipulate which Elected Members should be included on the Personnel Sub Committee; i.e. the involvement of the Chair and/or Vice-Chair is not a pre-requisite. In terms of the political balance of the Personnel Sub Committee, while that would be 'ideal', as the membership is being drawn from only the Elected Members of the Audit and Governance Committee, this may not be fully possible. **Based on the political balance of the Council, the Sub Committee would ideally be comprised of; Conservative and Independent Coalition – 1, Labour – 1 plus 1 to be determined by the Committee.**
- 2.3 The remit of the Personnel Sub Committee as set out in Part 3 of the constitution is set out below:-

Power to consider and determine:-

Appeals against dismissal

Appeals arising out of Departmental staffing reviews and/or re-structures

Grievances at the final internal stage

Home to School Transport Appeals

3. PROPOSALS/ISSUES FOR CONSIDERATION

- 3.1 At the meeting of Audit and Governance Committee on 27 June 2023 Councillors Pamela Hargreaves, Christopher Groves and Steve Wallace were appointed to the Personnel Sub-Committee and Councillor Wallace was appointed as Chair.
- 3.2 In order to comply with the requirements of the current Constitution the Committee is requested, to appoint a replacement Member to replace Councillor Wallace on the Personnel Sub-Committee and confirm which of the appointed Elected Members will act as Chair.
- 3.3 Sitting as a member of this Sub-Committee will often entail undertaking hearings within strict timescales. Hearings can last most of a day and often longer. Elected Members are urged to consider this when putting themselves forward for nomination. Appropriate training will be arranged for any Member that has not previously received such training.
- 3.4 A request for a Personnel Sub-Committee (Home to School Transport Appeal) has been received and, in order to comply with the requirements of the Home to School Transport Policy, the appeal must be held by 26 September 2023. A provisional date of Wednesday 20 September at 10.00 am has been set, subject to confirmation by the parent/guardian and Elected Members of the Sub-Committee.

4. RECOMMENDATIONS

- 4.1
 - (i) The Committee is requested to appoint a replacement Member to the Personnel Sub Committee for the remainder of the current municipal year and to nominate one of those appointed Elected Members as Chair.
 - (ii) That the proposed date of 20 September 2023 at 10.00 am for a Home to School Transport appeal be agreed subject to confirmation by the parent/guardian and Elected Members of the Sub-Committee.

5. REASONS FOR RECOMMENDATIONS

- 5.1 To comply with the requirements of the Council's Constitution and Home to School Transport Policy.

6. BACKGROUND PAPERS

- 6.1 Part 3 of the Council's Constitution and Home to School Transport Policy.

7. CONTACT OFFICER

- 7.1 Hayley Martin, Director of Legal Governance and HR
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