



Council Offices, Kiln Road,
Thundersley, Benfleet,
Essex SS7 1TF.
Tel. No: 01268 882200



Staff Appointments & Review Panel

agenda

Date:	Tuesday, 23 July 2024
Time:	7.00 pm
Place:	Council Chamber Council Offices Kiln Road Thundersley
Contact:	Sonia Worthington
Email:	sworthington@castlepoint.gov.uk

The public are welcome to attend this meeting.

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The following Members are summoned to attend this meeting:-

Chair: Cllr D Blackwell

Cllr B Campagna

Cllr M Fuller

Cllr T Gibson

Cllr W Gibson

Cllr K Knott

Cllr S Mountford

Terms of Reference

1. The Staff Appointments and Review Panel will have oversight of the Council's HR policies:
 - a. To review and approve as necessary the Council's overall strategic approach to work force matters including:
 - i. Organisational pay policy and strategy
 - ii. Human Resources related policies and procedures including:
 1. Recruitment and Selection
 2. Pay and Reward
 3. Performance Management
 4. Flexible working and work life balance
 5. Equality and Diversity
 6. Disciplinary and Grievance
 7. Managing Change having regard to changes in terms and conditions or variations to the establishment where these affect a number or group of officers.
 8. Human Resources and Organisation Development Strategy
 - b. To review annually objectives set for the Chief Executive and the Directors and administration of performance related payments.
 - c. To make recommendations to Council regarding the appointment of a permanent Chief Executive (Head of Paid Service) and other Chief Officers.
 - d. To oversee the recruitment and appointment, if required, of a permanent Chief Executive (Head of Paid Service).
 - e. To make recommendations to Council on the terms and conditions of service dismissal including redundancy, voluntary redundancy, voluntary early retirement and retirement on grounds of ill health of the Chief Officers.
 - f. To approve the appointment of any member of staff whose salary exceeds £100k.
2. To perform the duties and responsibilities as set out in the Officer Employment Procedure Rules (Chapter 2 Section 18).

The Council's priorities are:-

- Economy and Growth
- People
- Place
- Environment

A G E N D A

PART 1

(Business to be taken in public)

1 Apologies for absence

2 To Receive Declarations of Interest

3 Minutes of the Meeting held on 27 February 2024

4 Transforming Together Programme Closure Report

To consider the report of the Assistant Director People and Engagement providing an update and oversight on the closure of the Council's Transforming Together (TT) programme.

5 Job Evaluation Project Update

To consider the report of the Assistant Director People and Engagement providing an update and oversight on the progress of the Council's Job Evaluation (JE) project.



Angela Hutchings
Chief Executive