

**MINUTES OF A MEETING OF THE EMPLOYMENT COMMITTEE  
HELD AT THE TOWN HALL, PETERBOROUGH ON 28 AUGUST 2014**

**Members Present:** Councillors Nadeem (Chairman), Councillor Fitzgerald, Councillor Lamb, Councillor Swift, Councillor Sandford, Councillor Khan

**Officers Present:** Jana Burton, Executive Director of Adult Social Care, Health and Wellbeing  
Janet Bosworth, HR Manager Adult Social Care, Health and Wellbeing  
Philippa Turvey, Senior Governance Officer

**1. Apologies for Absence**

Apologies for absence were received from Councillor Cereste and Holdich.

Councillor Lamb was in attendance as substitute.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Proposed Job Description of Consultant in Public Health / Consultant in Public Health Medicine and Determination of Salary – Part 1**

The Director of Adult Social Care, Health and Wellbeing presented a report to the Committee which provided detail in relation to the job description for the post of Consultant in Public Health / Consultant in Public Health Medicine.

The report sought the Committee's approval for the proposed job descriptions and provided an opportunity for the Committee to ensure that the role had a job description which accurately reflected the work undertaken and the standards expected of the post holder.

**RESOLVED** that the proposed job description and person specification for the post of Consultant in Public Health/Consultant in Public Health Medicine (Consultant) as set out in Appendix 1 to the report, be agreed.

**Reasons for the decision:**

The proposed changes were to ensure the Council operated within frameworks that were lawful, best practice, transparent and consistent.

**4. Exclusion of Press and Public**

In accordance with Standing Orders, Members were asked to determine whether appendix 3 to agenda item 4, 'Proposed Job Description of Consultant in Public Health / Consultant in Public Health Medicine and Determination of Salary' and agenda item 5, 'Interviews for the Position of Consultant in Public Health / Consultant in Public Health Medicine', which contain exempt information relating to individuals and information relating to contemplated consultations or negotiations in connection with a labour relations matter arising between the authority and employees or office holders of the authority as defined by Paragraphs 4 of Schedule 12A of Part 1 of the Local Government Act 1972, should be exempt and the press and public excluded from the meeting when the items were discussed, or whether the public interest in disclosing the information outweighed the public interest in maintaining the exemption.

The Committee unanimously agreed to the exclusion of the press and public for appendix 3 to agenda item 4 and agenda item 5.

**5. Proposed Job Description of Consultant in Public Health / Consultant in Public Health Medicine and Determination of Salary – Part 2**

As agreed at agenda item 4, the meeting moved into exempt session.

The Director of Adult Social Care, Health and Wellbeing presented a report to the Committee which asked the Committee to adopt the NHS Terms and Conditions for the role of Consultant in Public Health / Consultant in Public Health Medicine and to determine the appropriate salary for this post.

**RESOLVED:**

1. That the NHS Terms and Conditions for this role be adopted, for the reasons set out in Section 5 of the report; and
2. The appropriate salary for this post, having regard to the factors set out in Section 6 of the report.

**Reasons for the decision:**

The proposed changes were to ensure the Council operated within frameworks that were lawful, best practice, transparent and consistent.

**6. Interviews for the Positions of Consultant in Public Health / Consultant in Public Health Medicine**

One candidate was interviewed for the position of Consultant in Public Health / Consultant in Public Health Medicine.

**RESOLVED:** to appoint Katherine Hartley to the position of Consultant in Public Health / Consultant in Public Health Medicine.

Chairman  
2:15pm – 2:35pm