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Contact Officer:

John Armstrong
Democratic Services and Elections Manager.

18 February 2020

Dear Councillor

Your attendance is requested at a meeting of the **EMPLOYMENT COMMITTEE** to be held in the Leadership Suite, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **WEDNESDAY, 26 FEBRUARY 2020** at 4.00 pm.

Yours faithfully

James Whiteman
Managing Director

MEMBERS OF THE COMMITTEE

Councillor Caroline Reeves (Chairman)
Councillor Joss Bigmore (Vice-Chairman)
Councillor Paul Spooner

Authorised Substitute Members:

Councillor Christopher Barrass
Councillor David Bilbé
Councillor Ruth Brothwell
Councillor Gordon Jackson
Councillor Nigel Manning

Councillor Ann McShee
Councillor Marsha Moseley
Councillor Tony Rooth
Councillor Fiona White

QUORUM 3

THE COUNCIL'S STRATEGIC FRAMEWORK

Vision – for the borough

For Guildford to be a town and rural borough that is the most desirable place to live, work and visit in South East England. A centre for education, healthcare, innovative cutting-edge businesses, high quality retail and wellbeing. A county town set in a vibrant rural environment, which balances the needs of urban and rural communities alike. Known for our outstanding urban planning and design, and with infrastructure that will properly cope with our needs.

Three fundamental themes and nine strategic priorities that support our vision:

- | | |
|---------------------|--|
| Place-making | Delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes |
| | Making travel in Guildford and across the borough easier |
| | Regenerating and improving Guildford town centre and other urban areas |
| Community | Supporting older, more vulnerable and less advantaged people in our community |
| | Protecting our environment |
| | Enhancing sporting, cultural, community, and recreational facilities |
| Innovation | Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need |
| | Creating smart places infrastructure across Guildford |
| | Using innovation, technology and new ways of working to improve value for money and efficiency in Council services |

Values for our residents

- We will strive to be the best Council.
- We will deliver quality and value for money services.
- We will help the vulnerable members of our community.
- We will be open and accountable.
- We will deliver improvements and enable change across the borough.

AGENDA

ITEM

1. APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

2. LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

In accordance with the local Code of Conduct, a councillor is required to disclose at the meeting any disclosable pecuniary interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and they must also withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, the councillor must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

3. MINUTES (Pages 5 - 6)

To confirm the minutes of the meeting of the Employment Committee held on 20 September 2019.

4. EXCLUSION OF THE PUBLIC

The Committee is asked to consider passing the following resolution:

"That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Act".

5. APPOINTMENT OF A DIRECTOR OF SERVICE DELIVERY (Pages 7 - 90)

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EMPLOYMENT COMMITTEE

20 September 2019

* Councillor Caroline Reeves (Chairman)
* Councillor Joss Bigmore (Vice-Chairman)
Councillor Paul Spooner

*Present

Councillor Fiona White was also in attendance.

EM8 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

Apologies for absence were received from Councillor Paul Spooner.

EM9 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

There were no disclosures of interest.

EM10 MINUTES

The minutes of the meeting of the Committee held on 10 July 2019 were confirmed as a correct record. The Chairman signed the minutes.

EM11 EXCLUSION OF PRESS AND PUBLIC

The Committee

RESOLVED:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 1 and 4 of Part 1 of Schedule 12A to the Act.

EM12 RESTRUCTURE OF CORPORATE MANAGEMENT TEAM - FUTURE GUILDFORD

The Committee was reminded that Future Guildford, the Council's transformation programme that would re-organise the whole Council, had been agreed by full Council on 26 February 2019. The first stage of this re-organisation was to restructure the Corporate Management Team (CMT). Consultation with the employees involved had now finished. The Managing Director had considered the feedback of the consultation and had now proposed the final structure. It had been concluded that the originally proposed new structure, reducing the number of Directors from four to three, should be implemented. The Leader of the Council had also agreed to this approach.

The team's new structure would now be three Directors reporting to the Managing Director, covering the following areas:

- Resources Director – Claire Morris had been 'slotted' into this role
- Strategic Services Director – Selection for this role to be carried out by the Employment Committee

- Service Delivery Director – Selection for this role to be carried out by the Employment Committee.

At its meeting on 31 July 2019, the Council had agreed the appropriate and required termination package for the unsuccessful director.

The original report had also proposed an annual payment to be made to each Director to reflect Deputy Managing Director responsibilities. It was proposed that this should be implemented.

That report also proposed that Robert Parkin be 'slotted' into the role of Lead Specialist – Legal. This would also cover the duties/role of Monitoring Officer.

Having considered the report, the Committee

RESOLVED:

- (1) That the implementation of a new Corporate Management Team structure of three Directors (Resources Director, Strategic Services Director and Service Delivery Director) reporting to the Managing Director, be approved.
- (2) That, subject to no well-founded objections being received from the Leader of the Council in accordance with the provisions of Regulation 5 of the Local Authorities (Standing Orders) (England) Regulations 2001:
 - (a) Claire Morris be confirmed in the role of Resources Director, having been 'slotted' into that role;
 - (b) the candidates selected through the interview process, be appointed to the respective roles of Strategic Services Director and Service Delivery Director.
- (3) That the proposed termination package associated with the redundancy of one of the Directors, as set out in the report submitted to the Committee and as agreed by Council on 31 July 2019, be made to the unsuccessful candidate, subject to no well-founded objections being received from the Leader of the Council in accordance with the provisions of Regulation 6 of the Local Authorities (Standing Orders) (England) Regulations 2001.
- (4) That an annual payment of £3,260 be paid to each Director in the new structure to reflect Deputy Managing Director duties when required throughout the year.
- (5) That Robert Parkin, Council Solicitor and Monitoring Officer, be confirmed in the role of Lead Specialist – Legal, including the role of Monitoring Officer, having been 'slotted' into that role.

Reason:

To enable a senior management team restructure.

The meeting finished at 10.10 am

Signed

Chairman

Date

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda item number: 5

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Appendix 1

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