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Contact Officer:

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Democratic Services and Elections Manager.
Tel: 01483 444102

24 September 2021

Dear Councillor

Your attendance is requested at a meeting of the **EMPLOYMENT COMMITTEE** to be held in the Room 6 - Hurtmore, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **MONDAY, 4 OCTOBER 2021** at 3.00 pm.

Yours faithfully

James Whiteman
Managing Director

MEMBERS OF THE COMMITTEE

Councillor Joss Bigmore (Chairman)
Councillor Jan Harwood (Vice-Chairman)
Councillor Paul Spooner

Authorised Substitute Members:

Councillor Tim Anderson
Councillor Christopher Barrass
Councillor David Bilbe
Councillor Richard Billington
Councillor Graham Eyre
Councillor Tom Hunt

Councillor Nigel Manning
Councillor Julia McShane
Councillor John Redpath
Councillor John Rigg
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 22 July 2021.

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 the paragraphs 1 and 4 of Part 1 of Schedule 12A to the Act".

5. PROPOSED REDUNDANCY TERMINATION PAYMENT (Pages 7 - 26)

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EMPLOYMENT COMMITTEE

22 July 2021

- * Councillor Joss Bigmore (Chairman)
- * Councillor Jan Harwood (Vice-Chairman)
- * Councillor Paul Spooner

*Present

EM5 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

There were no apologies for absence.

EM6 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

There were no disclosures of interest.

EM7 MINUTES

The minutes of the meeting held on 9 July 2021 were confirmed as a correct record. The chairman signed the minutes.

EM8 COLLABORATION WITH WAVERLEY BOROUGH COUNCIL - PROPOSED JOB DESCRIPTION AND TERMS OF REFERENCE OF THE PROPOSED JOINT APPOINTMENTS COMMITTEE

The Committee noted that, following consideration of opportunities for greater partnership working with Waverley Borough Council, the Council at its extraordinary meeting on 6 July 2021, had resolved:

- (1) That Full Council agrees to pursue the option of creating a single management team with Waverley Borough Council, comprised of statutory officers (Head of Paid Service; Chief Finance Officer; Monitoring Officer), directors and heads of service as the most appropriate means for bringing forward business cases for future collaboration.
- (2) That Full Council authorises the Council's Lead Specialist - HR to take the necessary action, in consultation with Waverley Borough Council and with the support and advice from South East Employers and as set out within the addendum to Appendix 3 of the report, to begin making arrangements for a recruitment and selection of a single joint Chief Executive (acting as Head of Paid Service for both Guildford and Waverley Borough Councils) in accordance with the table showing the anticipated stages in the process and approximate timelines referred to in the "Not for Publication" Appendix to the Order Paper circulated to councillors prior to the meeting.
- (3) That a report be submitted to the Council at its next meeting on 28 July 2021 on the following matters:
 - (a) heads of terms for the proposed inter-authority agreement to establish governance arrangements for joint working;
 - (b) the proposed job description and terms and conditions in respect of the appointment of a Joint Chief Executive; and
 - (c) the establishment of a joint appointments committee, including its composition and terms of reference.

Agenda item number: 3

The Committee considered a report which provided an opportunity to comment specifically on the proposed job description/role profile in respect of the appointment of a Joint Chief Executive, a copy of which was appended to the report. By way of background information, the report from South East Employers (SEE) providing human resources advice to both Councils was also attached. The report had also contained the proposed terms of reference and composition of the Joint Appointments Committee that would oversee the appointment process on behalf of both councils.

In order to consider the proposed job description, the Committee

RESOLVED:

That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting to enable the Committee to consider Appendices 1 and 2 to the report on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 4 of Part 1 of Schedule 12A to the 1972 Act, which is information relating to any consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders under, the authority.

Jennifer McNeil from SEE who had authored both the draft role profile and the human resources advice attended the meeting to answer questions from the Committee.

During the debate, it was made clear that no decision had been made to combine the statutory roles of Head of Paid Service and Section 151/Chief Finance Officer and that it was therefore intended that they would be kept separate under the single management team model envisaged by the collaboration arrangement.

After resuming the meeting in open session and having noted the draft terms of reference for the Joint Appointments Committee, the Committee

RESOLVED: To commend the proposed job description/role profile in respect of the appointment of a Joint Chief Executive and the proposed terms of reference and composition of the Joint Appointments Committee for approval to the full Council at its meeting on 28 July 2021.

The meeting finished at 12.20 pm

Signed

Chairman

Date

By virtue of paragraph(s) 1, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda item number: 5

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Agenda item number: 5
Appendix 2

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