



GUILDFORD
BOROUGH



Guildford Borough Council

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Waverley Borough Council

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To: All Members of the Guildford &
Waverley Joint Appointments
Committee

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Date: 6 January 2022

Membership of the Guildford & Waverley Joint Appointments Committee:

Guildford Borough Councillors:

Councillor Joss Bigmore (co-Chairman)
Councillor Jan Harwood
Councillor Julia McShane

Waverley Borough Councillors:

Councillor Paul Follows (co-Chairman)
Councillor Peter Clark
Councillor Stephen Mulliner

Dear Councillor

A MEETING of GUILDFORD & WAVERLEY JOINT APPOINTMENTS COMMITTEE will be held in MEETING ROOM 6 - HURTMORE, MILLMEAD HOUSE, MILLMEAD, GUILDFORD, SURREY, GU2 4BB on FRIDAY 14 JANUARY 2022 at 10.00 am and you are hereby summoned to attend this meeting.

The Agenda for the Meeting is set out below.

Yours sincerely

TOM HORWOOD

Joint Chief Executive of Guildford and Waverley Borough Councils

AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **DISCLOSURE OF INTERESTS**

To receive from Members, declarations of interest in relation to any item included on the agenda for this meeting in accordance with Guildford and Waverley's respective Codes of Conduct for Councillors.

3. **MINUTES** (Pages 3 - 4)

To approve as a correct record the minutes of the meeting of the Joint Appointments Committee held on 22 November 2021.

4. **EXCLUSION OF THE PUBLIC**

The Joint Appointments Committee is asked to consider passing the following resolution:

"That pursuant to Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during consideration of the item, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in Paragraphs 1 and 4 of the revised Part 1 of Schedule 12A to the Act:

- (1) Information relating to any individual
- (4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority."

5. **ASSESSMENT OF TRIAL PERIOD OF JOINT CHIEF EXECUTIVE** (Pages 5 - 22)

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE GUILDFORD & WAVERLEY JOINT APPOINTMENTS COMMITTEE -
22 NOVEMBER 2021

(To be read in conjunction with the Agenda for the Meeting)

Present

Cllr Paul Follows (Joint Chairman, in the Chair)	Cllr Jan Harwood
Cllr Joss Bigmore (Joint Chairman)	Cllr Julia McShane
Cllr Peter Clark	Cllr Stephen Mulliner

10 APOLOGIES FOR ABSENCE (Agenda item 1)

There were no apologies for absence.

11 MINUTES (Agenda item 2)

RESOLVED that the minutes of the meeting held on 13 October 2021 were agreed as a correct record.

12 DECLARATIONS OF INTEREST (Agenda item 3)

There were no declarations of interest.

13 TRIAL PERIOD SIGN-OFF FRAMEWORK (JOINT CHIEF EXECUTIVE ROLE)
(Agenda item 4)

At the invitation of the Chairman, Waverley Borough Council's HR Manager presented the report which set out a framework for the four week trial period for the Joint Chief Executive. The trial period was statutory under s138 of the Employment Rights Act 1996 and the purpose was not for the employer to test the employee, but for the employee to test whether the role was a suitable alternative following potential redundancy. However, there were options set out for the councils to assess whether the role was working out as envisaged. The trial period would start when the Joint Chief Executive came into post on 1 December and must end on 29 December, unless the trial period needed to be extended for retraining reasons. In the event of an extension, written confirmation would be required.

In response to a question from Committee members, the HR Manager advised that the trial period was a mutual agreement but was not a formal probation or appraisal process, although if both councils felt that the role was not working out as envisaged there was the option to terminate but evidence would be required to take this option. In that instance, the post holder would be made redundant.

The HR Manager clarified the difference between a probation period and a trial period, the former being a performance review and the latter being the viability of the role and the post holder's decision to exercise their right to redundancy.

There was a discussion on the setting and publication of the objectives for the new role. It was noted that the performance objectives would be set jointly by the Leaders of the two councils and officers advised that an employee's performance objectives would normally be confidential however officers would seek advice on the publication of those objectives either publicly or to the wider councils' memberships.

RESOLVED that the Framework in Annexe 1 to the report, to sign off the Trial Period for the Joint Chief Executive, be agreed.

14 DATE OF NEXT MEETING (Agenda item 5)

The Committee noted that the Joint Chief Executive would need to indicate his wish to be made redundant before the end of the trial period, but the meeting to review the trial period could not take place until after the end of the trial period on 29 December 2021. Therefore, it was proposed that a meeting be held in early January 2022.

RESOLVED that the next meeting would be held in early January 2022, to be chaired by the Leader of Guildford Borough Council, on a date to be confirmed.

The meeting commenced at 2.00 pm and concluded at 2.17 pm

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Chairman

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