



GUILDFORD
BOROUGH



Guildford Borough Council

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

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Date: 5 January 2024

Membership of the Guildford & Waverley Joint Appointments Committee:

Guildford Borough Councillors:

Cllr Philip Brooker
Cllr Julia McShane (co-chair)
Cllr Fiona White

Waverley Borough Councillors:

Cllr Paul Follows (co-chair)
Cllr Tony Fairclough
Cllr Peter Martin

Dear Councillor

**GUILDFORD & WAVERLEY JOINT APPOINTMENTS COMMITTEE
MEETING - MONDAY 15 JANUARY 2024**

A meeting of Guildford & Waverley Joint Appointments Committee will be held in Committee Room 1, Guildford Borough Council offices, Millmead House, Guildford, Surrey, GU2 4BB on **MONDAY, 15 JANUARY 2024 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
Chief Executive

AGENDA

1. APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

2. DISCLOSURES OF INTEREST

To receive from Members, disclosures 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 - 6)

To confirm as a correct record the minutes of the last meeting of the Joint Appointments Committee held on 14 December 2023.

4. EXCLUSION OF THE PUBLIC

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

“(1) 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 the item, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in Paragraph 1 of the revised Part 1 of Schedule 12A to the Act namely: ‘Information relating to any individual’.

(2) That the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

5. APPOINTMENT OF INTERIM JOINT CHIEF EXECUTIVE/HEAD OF PAID SERVICE (Pages 7 - 12)

GUILDFORD & WAVERLEY JOINT APPOINTMENTS COMMITTEE

MINUTES OF MEETING HELD ON THURSDAY 14 DECEMBER 2023

Present:

Councillor Paul Follows, Leader, Waverley Borough Council (co-chair) [in the chair]
Councillor Julia McShane, Leader, Guildford Borough Council (co-chair)
Councillor Philip Brooker, Guildford Borough Council
Councillor Peter Clark, Deputy Leader, Waverley Borough Council
Councillor Richard Lucas, Guildford Borough Council
Councillor Peter Martin, Waverley Borough Council

Action By

22. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor Fiona White (Guildford Borough Council), for whom Councillor Richard Lucas substituted.

23. DISCLOSURES OF INTEREST

Councillor Peter Martin declared that he knew one of the candidates when he was deputy leader of another authority, but had had no communication with that candidate since 2017. Councillor Martin was satisfied that there was no conflict of interest.

In their respective capacities as Council Leaders, Councillors Paul Follows and Julia McShane declared that they had held half hour online meetings with each of the shortlisted candidates.

24. MINUTES

The Joint Appointments Committee approved, as a correct record, the minutes of the last meeting held on 14 August 2023.

25. EXCLUSION OF THE PUBLIC

The Joint Appointments Committee

RESOLVED:

- (1) 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 was 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 the item, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in Paragraph 1 of the revised Part 1 of Schedule 12A to the Act namely: 'Information relating to any individual'.
- (2) That the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

26. APPOINTMENT OF JOINT CHIEF EXECUTIVE/HEAD OF PAID SERVICE

Following the announcement by Tom Horwood of his resignation as Joint Chief Executive/Head of Paid Service, the search for a permanent appointment of Mr Horwood's successor had been carried out in conjunction with Penna.

Jon
Formby

The report to the Joint Appointments Committee (JAC) had set out details of the recruitment campaign, and selection process, including the outcome of a stakeholder panel which led to the shortlisting of five candidates for final interviews by the JAC. Before the final interviews, one of the candidates withdrew from the process.

The JAC interviewed the remaining four shortlisted candidates and took into account the technical and psychometric assessments and feedback received from the stakeholder panel in respect of each candidate. The JAC felt that three of the candidates met the criteria for the joint appointment and had ranked them in order of preference. The JAC unanimously

RECOMMEND: (to Guildford Borough Council and Waverley Borough Council):

That confirmation of a formal offer of appointment to the post of Joint Chief Executive, and designation as Head of Paid Service, for both Guildford and Waverley Borough Councils be

made to Pedro Wrobel, subject to the usual HR clearances and to no material or well-founded objection being made by either of the two Council Leaders on behalf of their respective Executives, in accordance with the provisions of Paragraph 5 of Part II of Schedule 1 to the Local Authorities (Standing Orders) (England) Regulations 2001.

Reasons:

- To appoint a Joint Chief Executive and Head of Paid Service, as part of the agreed collaboration arrangements between Guildford and Waverley Borough Councils.
- To comply with the requirements of Section 4 of the Local Government and Housing Act 1989

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Guildford and Waverley Borough Councils

Report to: Joint Appointments Committee

Date: 15 January 2024

Ward(s) affected: N/A

Report of Director: Transformation & Governance

Author: Jon Formby

Tel: 01483 523499

Email: jon.formby@waverley.gov.uk

Report Status: Open

Appointment of Interim Joint Chief Executive and Head of Paid Service

1. Executive Summary

- 1.1 Section 4 of the Local Government and Housing Act 1989 requires a local authority to designate one of their officers as the Head of Paid Service. Pedro Wrobel, the new Chief Executive will take up this role from Monday 8 April 2024, However, for the period between 9 February, when Tom Horwood leaves, and 8 April both Councils will need to designate another individual as the interim Joint Chief Executive and Head of Paid Service.
- 1.2 This report sets out the approach for the appointment of an interim Joint Chief Executive and Head of Paid Service to cover this role between 9 February and 8 April 2024.
- 1.3 The Leaders of Guildford and Waverley Borough Councils invited expressions of interest from the current Joint Strategic Directors in respect of covering the interim role of Joint Chief Executive and Head of Paid Service for both authorities. The deadline set for receipt of expressions of interest is Thursday 11 January 2024.

- 1.4 The Joint Appointments Committee (JAC) is asked to consider the expressions of interest put forward and, where appropriate, to recommend an appointment for confirmation at extraordinary meetings of both councils scheduled to take place on 23 January 2024 at Guildford and 24 January 2024 at Waverley. Any formal offer of appointment is subject to no material or well-founded objection being made by either of the two Council Leaders on behalf of their respective Executives in accordance with the provisions of Paragraph 5 of Part II of Schedule 1 to the Local Authorities (Standing Orders) (England) Regulations 2001.

2. Recommendation to Committee

- 2.1 The JAC is asked to consider whether an appointment to the role of interim Joint Chief Executive and Head of Paid Service should be agreed for recommendation to the full meetings of both councils, which will be made subject to no material or well-founded objection being made by either of the two Council Leaders on behalf of their respective Executives.

3. Reasons for Recommendation:

- 3.1. To appoint an interim Joint Chief Executive and Head of Paid Service, as part of the agreed collaboration arrangements between Guildford and Waverley Borough Councils to ensure compliance with the requirements of Section 4 of the Local Government and Housing Act 1989.

4. Exemption from publication

- 4.1 The content of **Appendix 1** is to be treated as exempt from the Access to Information publication rules because the process for candidate selection will involve the disclosure, or likely disclosure of personal information about the candidates and is therefore exempt from publication by virtue of paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 as follows:

(1) "Information relating to any individual".

- 4.2 The content is restricted to the members of the JAC.

- 4.3 It is not anticipated that the exempt information can be expected to be made available for public inspection.
- 4.4 The decision to maintain the exemption may be challenged by any person at the point at which the Committee is invited to pass a resolution to exclude the public from the meeting to consider the exempt information.

5. Purpose of Report

Following the resignation of Tom Horwood as the Joint Chief Executive/Head of Paid Service and prior to the appointment of Pedro Wrobel as the Joint Chief Executive/Head of Paid Service the JAC is invited to consider the expressions of interest from the candidates and agree a recommendation in respect of the formal appointment of an interim Joint Chief Executive/Head of Paid Service.

- 5.2 The JAC's role, as set out in its terms of reference, is:

“Adopting and exercising such of the functions of Guildford Borough Council and Waverley Borough Council (“the councils”) as can be delegated by those councils in respect of the appointment of the councils’ Joint Chief Executive/Head of Paid Service and any Joint Statutory Officer and Director posts as are covered by the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended) or any successor regulations.”

6. Strategic Priorities

- 6.1 The interim Joint Chief Executive/ Head of Paid Service plays a pivotal role in the delivery of Guildford and Waverley Borough Councils’ aspirations set out in the respective Corporate Plan and Corporate Strategy.

7. Background

- 7.1. The requirement for an interim Joint Chief Executive/Head of Paid Service has occurred due to there being a gap between the departure of current Joint Chief Executive/Head of Paid Service, Tom Horwood

on Friday 9 February and the start date of the new Joint Chief Executive/Head of Paid Service, Pedro Wrobel on Monday 8 April 2024.

7.2. The process for the appointment of the interim Joint Chief Executive and Head of Paid Service is set out below:

- Consideration was given to the approach required by the Leaders of the Councils should an interim Joint Chief Executive/Head of Paid Service be required.
- It was decided that due to the short period of cover required it did not make operational or financial sense to appoint an external interim Joint Chief Executive/Head of Paid Service.
- It was decided to invite expressions of interest from the current Strategic Directors to cover the interim role of Joint Chief Executive/Head of Paid Service.

7.3 Copies of the expressions of interest received from Strategic Directors following the 11 January deadline will be circulated to members of the JAC.

8. Financial Implications

8.1 Under the collaboration agreement, the cost of employing a Joint Chief Executive/Head of Paid Service is split equally between the two councils, with Waverley being the employing council.

8.2 The appointed candidate to the role of Interim Joint Chief Executive/ Head of Paid Service will receive an honorarium payment equivalent to the difference between their salary and that of the Joint Chief Executive/Head of Paid Service for the two-month period of cover.

9. Legal Implications

9.1 The Local Authorities (Standing Orders) (England) Regulations 2001 Schedule 1 Part II paragraph 4(1) as amended ('the Regulations') state that the function of the appointment of an authority's head of paid service must be exercised by the authority (that is, its full Council) before an offer of appointment is made. In this regard, meetings of the full Council of both authorities must confirm the

appointment of the interim Joint Chief Executive/Head of Paid Service role before an offer of appointment is made.

- 9.2 The offer of appointment as interim Joint Chief Executive/Head of Paid Service may only be made where no well-founded objection has been made by the Leaders of both councils on behalf of their respective Executives, with the ability to raise an objection being limited to members of the Executive via the Leader, in accordance with the provisions of Schedule 1 Part II paragraph 5 of the Regulations.

10. Human Resource Implications

- 10.1 The interim Joint Chief Executive/Head of Paid Service is the most senior officer appointment and leads the strategic Joint Management Team at Guildford and Waverley Borough Councils.

11. Equality and Diversity Implications

- 11.1 Equality impact assessments are carried out when necessary to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010. There are no immediate equality, diversity, or inclusion implications in this report's recommendations. Impact assessments may be required as further collaboration proposals are developed and implemented and will be reported as appropriate.

12. Climate Change/Sustainability Implications

- 12.1 The climate change emergency declaration and the urgent target for net zero carbon by 2030 is a critical objective for both councils. While no specific impacts on the climate emergency declaration have been identified as a consequence of this report's recommendations, the Councils will be assessing and prioritising the environmental, climate and carbon impacts of any proposals that emerge.

13. Background Papers

None

Agenda item number: 5

14. Appendices

Appendix 1: Expressions of Interest [EXEMPT] – to follow