



GUILDFORD
BOROUGH

Satish Mistry
Director of Corporate Services

www.guildford.gov.uk

Contact Officer:

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10 December 2015

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 **FRIDAY, 18 DECEMBER 2015** at 2.00 pm.

Yours faithfully

Satish Mistry
Director of Corporate Services

MEMBERS OF THE COMMITTEE

Councillor Nigel Manning
Councillor Caroline Reeves
Councillor Paul Spooner

Authorised Substitute Members:

Councillor Richard Billington
Councillor Graham Ellwood
Councillor Murray Grubb Jnr

Councillor Tony Phillips
Councillor Pauline Searle

QUORUM 3



INVESTOR IN PEOPLE



Guildford Borough Council

Millmead House, Millmead, Guildford, Surrey GU2 4BB

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.

Five fundamental themes that support the achievement of our vision:

- **Our Borough** - ensuring that proportional and managed growth for future generations meets our community and economic needs
- **Our Economy** - improving prosperity for all by enabling a dynamic, productive and sustainable economy that provides jobs and homes for local people
- **Our Infrastructure** - working with partners to deliver the massive improvements needed in the next 20 years, including tackling congestion issues
- **Our Environment** - improving sustainability and protecting our countryside, balancing this with the needs of the rural and wider economy
- **Our Society** - believing that every person matters and concentrating on the needs of the less advantaged

Your Council – working to ensure a sustainable financial future to deliver improved and innovative 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.

Mission – for the Council

A forward looking, efficiently run Council, working in partnership with others and providing first class services that give our society value for money, now and for the future.

AGENDA

ITEM

1. APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

2. ELECTION OF CHAIRMAN - 2015-16

To elect a chairman for the remainder of the current municipal year.

3. LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

In accordance with the revised 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.

4. MINUTES (Pages 1 - 4)

To confirm the minutes of the meetings of the Employment Committee held on 9 and 25 September 2015.

5. EXCLUSION OF 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 indicated below".

6. APPOINTMENT OF DIRECTOR OF DEVELOPMENT

Report to follow.

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EMPLOYMENT COMMITTEE

- * Councillor Stephen Mansbridge (Chairman)
- Councillor Nigel Manning (Vice-Chairman)
- * Councillor Caroline Reeves

*Present

Councillor Richard Billington was also in attendance.

EM8 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

Apologies for absence were submitted on behalf of Councillor Nigel Manning. In accordance with Council Procedure Rule 23 (j), Councillor Richard Billington attended as substitute for Councillor Manning.

EM9 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

There were no disclosures of interest.

EM10 MINUTES

The Committee approved the minutes of the meetings held on 10 February, 10 April and 24 July 2015. The chairman signed the minutes.

EM11 DEPUTY MANAGING DIRECTOR

The Committee noted that, at its meeting held on 24 July 2015, and as part of the consideration of the proposed restructuring of the Council's Corporate Management Team (CMT), it had agreed that the appointment of a Deputy Managing Director, on an initial 12 month basis, would be considered by the Committee in early September and reported to full Council on 7 October 2015.

Councillors were informed that the Deputy Managing Director role had been open to internal applications from CMT. In addition to the responsibilities outlined in the job description for the substantive post of Director, the designated Deputy Managing Director responsibilities would also include deputising for the Managing Director and acting as Head of the Paid Service in her absence.

The Committee noted that the only application received had been submitted by Satish Mistry, Director of Corporate Services. At the meeting, and as part of the selection process, the Committee members and the Managing Director received a presentation from Mr Mistry covering the following question:

"With reference to the Council's Corporate Plan, please identify two or three key challenges that you believe CMT will need to address in the near future. As the designated Deputy MD how do you propose to help the organisation address these challenges?"

Following the presentation and further questions from committee members, the Committee

RESOLVED: That Satish Mistry be designated as Deputy Managing Director for an initial period of 12 months.

The meeting finished at 12.30pm

Signed

Chairman

Date

EMPLOYMENT COMMITTEE

- * Councillor Stephen Mansbridge (Chairman)
- * Councillor Nigel Manning (Vice-Chairman)
- * Councillor Caroline Reeves

*Present

EM12 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

There were no apologies.

EM13 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

There were no disclosures of interests.

EM14 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 involves the likely disclosure of exempt information as defined in the paragraphs 1 and 4 of Part 1 of Schedule 12A to the Act".

EM15 MANAGING DIRECTOR

Further to the Council's adoption of a new Corporate Management Team (CMT) structure consisting of six permanent directors, the Managing Director post had remained on the interim arrangements agreed by the Council in October 2013.

Having considered the possible options regarding the post of Managing Director, the Committee

RESOLVED: To recommend to Council (7 October 2015)

- (1) that the post of Managing Director is made permanent on the establishment effective from 10 October 2015; and
- (2) that the current post holder, Sue Sturgeon, continues to be appointed and remains as the designated Head of Paid Service and Section 151 Officer.

Reason for the recommendation

To complete the adoption of a new Corporate Management Team structure that will ensure the Council is able to deliver on its Corporate Plan priorities and is well placed to meet future challenges.

The meeting finished at 9.15 am

Signed

Chairman

Date