



GUILDFORD
BOROUGH

Satish Mistry
Director of Corporate Services

www.guildford.gov.uk

Contact Officer:

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26 August 2016

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 **MONDAY, 5 SEPTEMBER 2016** at 2.00 pm.

Yours faithfully

Satish Mistry

Director of Corporate Services

MEMBERS OF THE COMMITTEE

Councillor Paul Spooner (Chairman)
Councillor Matt Furniss (Vice-Chairman)
Councillor Caroline Reeves

Authorised Substitute Members:

Councillor David Bilbé
Councillor Richard Billington
Councillor Geoff Davis

Councillor Michael Illman
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. 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.

3. MINUTES (Pages 1 - 4)

To confirm the minutes of the meetings of the Employment Committee held on 25 April and 10 May 2016.

4. EXCLUSION OF PRESS AND PUBLIC

The Committee is asked to consider passing the following resolution:-

"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 indicated below".

5. REVIEW OF THE ROLE OF DEPUTY MANAGING DIRECTOR

Report to follow.

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EMPLOYMENT COMMITTEE

25 April 2016

- * Councillor Paul Spooner (Chairman)
- * Councillor Nigel Manning (Vice-Chairman)
- * Councillor Caroline Reeves

*Present

EM22 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

There were no apologies for absence.

EM23 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

There were no disclosures of interest,

EM24 MINUTES

The Committee approved the minutes of the meeting held on 18 December 2015. The chairman signed the minutes.

EM25 EXCLUSION OF PRESS AND PUBLIC

The Committee

RESOLVED: 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 involved the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Act.

EM26 APPOINTMENT OF A DIRECTOR OF DEVELOPMENT

The Committee considered an update report from the Managing Director and Head of Paid Service on the recruitment and selection arrangements carried out to date for the post of Director of Development.

Councillors were reminded that, following the departure of Chris Mansfield, Neil Taylor had been appointed as Interim Director of Development in September 2015 through an employment agency, Gatenby Sanderson. At the end of last year, the Council carried out a recruitment campaign and selection process using an executive search service, SmartSearch, to recruit a permanent Director of Development. The process had been very positive and a good range and calibre of candidates were sourced.

However, no appointment was made as the candidates did not have the full range of competencies that the Council was seeking. In order to provide time to consider options, Mr Taylor's contract was extended until 13 May 2016.

The Committee was informed that, this year, a number of Executive Search providers were asked to review the Council's remuneration package and the breadth of the role to ensure that the Council was offering a competitive and attractive opportunity in the current market. The responses received and the further discussions held made it clear that the current remuneration package including lease car allowance, plus Relocation Assistance, was a little low in the current market and recruitment would prove challenging at this level. In addition, the market for

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Development roles had seen a huge expansion this year within the private sector offering significant salary packages. In order to make an appointment of a high calibre candidate, the Council would need to review its benefits package.

In light of this, the Managing Director had suggested offering Mr Taylor a contract, in his current role of Interim Director of Development until 31 March 2017. A fee had been negotiated with Gatenby Sanderson to enable the Council to appoint Mr Taylor directly as a contractor covering the Director of Development role.

Having considered the proposal, and noted the financial implications for the Council, the Committee

RESOLVED: That the temporary appointment of Neil Taylor as the Interim Director of Development for a period until 31 March 2017, be approved.

Reason for Decision:

To ensure that the Council has this important role filled during the next year.

The meeting finished at 3.20 pm

Signed

Chairman

Date

EMPLOYMENT COMMITTEE

10 May 2016

- * Councillor Paul Spooner (Chairman)
- * Councillor Matt Furniss (Vice-Chairman)
- * Councillor Caroline Reeves

*Present

The Mayor, Councillor Gordon Jackson was also in attendance.

EM1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

There were no apologies for absence.

EM2 ELECTION OF CHAIRMAN 2016-17

The Committee

RESOLVED: That Councillor Paul Spooner be elected Chairman of the Employment Committee for the 2016-17 municipal year.

Councillor Spooner thereupon took the Chair.

EM3 ELECTION OF VICE-CHAIRMAN 2016-17

The Committee

RESOLVED: That Councillor Matt Furniss be elected Vice-Chairman of the Employment Committee for the 2016-17 municipal year.

Signed

Chairman

Date

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