



GUILDFORD
BOROUGH

Satish Mistry
Director of Corporate Services

www.guildford.gov.uk

Contact Officer:

John Armstrong, Democratic Services Manager.
Tel: 01483 444102

28 September 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 **THURSDAY 6 OCTOBER 2016** at 5.00 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 - 2)

To confirm the minutes of the meeting of the Employment Committee held on 16 September 2016.

4. RETIREMENT OF THE MANAGING DIRECTOR AND RECRUITMENT OF HER SUCCESSOR (Pages 3 - 8)

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EMPLOYMENT COMMITTEE

16 September 2016

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

*Present

EM4 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

There were no apologies.

EM5 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

There were no disclosures of interest.

EM6 MINUTES

The Committee approved the minutes of the meetings held on 25 April and 10 May 2016. The chairman signed the minutes.

EM7 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 involved the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A to the Act.

EM8 APPOINTMENT OF DIRECTOR OF PLANNING AND REGENERATION

The Committee noted that, in the light of the resignation last year of Chris Mansfield and the termination of the interim arrangements provided by Neil Taylor, the Council had sought to recruit a new Director with responsibility for planning and regeneration.

The vacancy had been advertised on a national basis and a total of nine applications had been received. From those applications, six were assessed as being suitable and were invited to long-list interviews. Following this process, two candidates had been invited to attend for formal interview by the Committee.

Having interviewed the two candidates, the Committee

RESOLVED: That, subject to no well-founded objections being received from the Leader of the Council in accordance with the provisions of the Local Authorities (Standing Orders) (England) Regulations 2001, Tracey Coleman – currently Executive Director of Ebbsfleet Development Corporation at DCLG – be appointed as the Council's Director of Planning and Regeneration.

Reason for Decision:

To appoint the most suitable candidate as the Council's new Director of Planning and Regeneration.

Agenda item number: 3

The meeting finished at 12 pm

Signed
Chairman

Date

Employment Committee Report
Report of the Director of Corporate Services
Author: John Armstrong
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Lead Councillor responsible: Paul Spooner
Tel: 01483 444801
Email: paul.spooner@guildford.gov.uk
Date: 6 October 2016

Retirement of Managing Director and recruitment of her successor

Recommendation to Employment Committee

The Employment Committee is asked to consider the arrangements for the retirement of the Managing Director and the recruitment of her successor and to make the following recommendations to Council:

- (1) That the retirement date of 31 May 2017 of the Council's Managing Director, Sue Sturgeon, be confirmed.
- (2) That the Council confirms its wish to retain the Managing Director post and that the post continues to be designated as Head of Paid Service.
- (3) That the process and timetable to appoint a successor Managing Director, with a preferred start date of mid-May 2017, as outlined in Appendix 1 to this report, be approved.
- (4) That, subject to confirmation of the amount, the pension strain costs referred to in paragraph 5.1 of this report, be approved.

Reason for recommendation:

To put in place a succession plan for the recruitment of a new Managing Director.

1. Purpose of report

- 1.1 To agree arrangements for the retirement of Sue Sturgeon, Managing Director, on 31 May 2017 and the process for the recruitment of her successor.

2. Strategic Framework

- 2.1 A new Managing Director, who it is proposed will continue to hold the statutory Head of Paid Service role, will be responsible for ensuring the delivery of the Council's corporate priorities to further the Council's mission to provide 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.

3. Background

- 3.1 In October 2013, the Council appointed Sue Sturgeon as Head of Paid Service and Managing Director on an initial two year contract. In July 2015, the Council approved a new Corporate Management Team structure and in October 2015 (on the recommendation of the Employment Committee) the Council agreed to make the Managing Director post permanent with Sue Sturgeon continuing in post as Managing Director, Head of Paid Service and Chief Finance Officer (S.151 officer).
- 3.2 In September 2015, Ms Sturgeon indicated to the Employment Committee her intention to retire from the post of Managing Director on 31 March 2017. For a number of reasons, she has indicated that it is now her wish to retire at the end of May 2017.

4. Recruitment and appointment of Head of Paid Service

- 4.1 As it is envisaged that the Council will wish to recruit a new Managing Director, who will also be designated as the Council's statutory Head of Paid Service, the Council will need to follow its procedures set out in Officer Employment Procedure Rules (OEPR). These specify procedures for both the recruitment and appointment of a Head of Paid Service, which are set out below:

Recruitment – OEPR 2:

- (a) To draw up a statement specifying:
- (i) the duties of the officer concerned; and
 - (ii) any qualifications or qualities to be sought in the person to be appointed;
- (b) To make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
- (c) To make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request.
- (d) Where a post has been advertised in accordance with (b) above, the Council will:
- (i) interview all qualified applicants for the post; or
 - (ii) select a short-list of qualified applicants and interview those included on the short-list.
- (e) Where no qualified person has applied, the Council will make further arrangements for advertisement in accordance with (b) above.

Appointment – OEPR 3:

- (a) The full Council must approve the appointment of the Head of Paid Service following the recommendation of such an appointment by the Employment Committee (before an offer of appointment is made to that person). The committee must include at least one member of the Executive.

- (b) The full Council may only make or approve the appointment of the Head of Paid Service where no well-founded objection has been made by the Leader on behalf of the Executive following receipt of notice of the proposed appointment to all members of the Executive in accordance with the provisions of Part II of Schedule 1 of the Local Authorities (Standing Orders) (England) Regulations 2001.
- 4.2 It is likely that we will need to convene an extraordinary Council meeting to formally approve the appointment of the Head of Paid Service.
- 4.3 Following discussions with Ms Sturgeon and the Leader of the Council, a procedure and timetable for the recruitment and appointment of her successor, which is set out in **Appendix 1** to this report, has been agreed provisionally, subject to this Committee's comments and approval by full Council on 6 October 2016.

5. Financial Implications

- 5.1 On 31 May 2017, Ms Sturgeon will receive her pension without early retirement penalty as set out in Regulation 30 (7) (b) of the Local Government Pension Scheme Regulations 2015 (as amended). The Council will be required to cover any pension strain costs. As Ms Sturgeon has completed nearly 40 years' service and is approaching her 60th birthday, the cost to the Council is expected to be around £25,000. A final cost will be reported to councillors at the meeting.

6. Legal Implications

- 6.1 The Council is required to have a Head of Paid Service under Section 4 of the Local Government and Housing Act 1989, and a Chief Finance Officer (CFO) pursuant to Section 151 of the Local Government Act 1972. Both statutory roles have been undertaken by the Managing Director, to date. It is envisaged that the Managing Director will continue to be the Head of Paid Service, but a decision as to which officer should hold the CFO role, following Sue Sturgeon's retirement will be put to the Council in due course.

7. Human Resource Implications

- 7.1 An appointment to the post of Managing Director/Head of Paid Service must be made in compliance with the Council's OEPRs, approved HR Policies, and Pay Policy Statement. The appointment is determined by full Council on the recommendation of the Employment Committee, provided that there are no well-founded objections to such appointment by the Leader on behalf of the Executive.

8. Background Papers

None

9. Appendices

Appendix 1: Proposed process and timetable for recruitment and appointment of Managing Director/Head of Paid Service post

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APPENDIX 1

PROPOSED PROCESS AND TIMETABLE FOR RECRUITMENT AND APPOINTMENT OF MANAGING DIRECTOR/HEAD OF PAID SERVICE POST

Month 2016	Action	Responsible
September	Review suitable recruitment search and selection companies to support the process and prepare a briefing document.	HR/MD
October	In consultation with the Leader of the Council, to draw up a statement specifying: (i) the duties of the officer concerned; and (ii) any qualifications or qualities to be sought in the person to be appointed To select recruitment consultants to begin the process of search and selection.	MD MD
November	MD role advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it	RC
December	Initial sifting/selection of long list Long list interviews Shortlisted candidates to meet separately with a panel of external stakeholders and with the Directors Short list interviews	RC with PS/MD PS/MD/RC and 2 other members of the Executive MD/PS/RC EC

Month 2017	Action	Responsible
January	<p>Appointment made.</p> <p>Appointment announced and ratified by Council (if necessary, at an Extraordinary Council meeting) as set out in Officer Employment Procedure Rules for the formal appointment of Head of Paid Service, which is:</p> <p>(a) The full Council must approve the appointment of the Head of Paid Service following the recommendation of such an appointment by the Employment Committee (before an offer of appointment is made to that person). The committee must include at least one member of the Executive.</p> <p>(b) The full Council may only make or approve the appointment of the Head of Paid Service where no well-founded objection has been made by the Leader on behalf of the Executive following receipt of notice of the proposed appointment to all members of the Executive in accordance with the provisions of Part II of Schedule 1 of the Local Authorities (Standing Orders) (England) Regulations 2001.</p>	DS
May	Commencement of new Managing Director with a handover period if possible.	MD

KEY

- HR: Human Resources
- MD: Managing Director
- PS: Paul Spooner
- RC: Recruitment Consultants
- EC: Employment Committee
- DS: Democratic Services