



GUILDFORD
BOROUGH

Sue Sturgeon
Managing Director

www.guildford.gov.uk

Contact Officer:

John Armstrong, Democratic Services
Manager. Tel: 01483 444102

06 April 2017

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, 10 APRIL 2017** at 1.00 pm.

Yours faithfully

Sue Sturgeon
Managing Director

MEMBERS OF THE COMMITTEE

Councillor Paul Spooner
Councillor Matt Furniss
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 26 January 2017.

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 paragraph 1 of Part 1 of Schedule 12A to the Act indicated below".

5. APPOINTMENT OF DIRECTOR OF ENVIRONMENT (Pages 3 - 48)

Appendices 7-10 to follow - OPQ Assessments

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EMPLOYMENT COMMITTEE

26 January 2017

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

*Present

EM19 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

There were no apologies for absence.

EM20 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

There were no disclosures of interest.

EM21 MINUTES

The minutes of the meeting of the Employment Committee held on 26 October 2016 were confirmed. The chairman signed the minutes.

EM22 EXCLUSION OF THE 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.

EM23 APPOINTMENT OF MANAGING DIRECTOR AND HEAD OF PAID SERVICE

In the light of the notice given last year by Sue Sturgeon, Managing Director, of her intention to retire from the Council at the end of May 2017, the Committee was asked to conduct the final interviews of shortlisted candidates and to recommend to full Council on 8 February 2017 the formal appointment of a Managing Director and Head of Paid Service who would lead the Council's Management Team.

The Council had commissioned Gatenby Sanderson to undertake the recruitment process for the Managing Director/Head of Paid Service positions. Gatenby had sourced the best candidates for the role through head hunting, advertising in the Municipal Journal and social media marketing.

Following the search campaign there were 31 applications, of which nine were invited to long-list interviews on 9 and 12 January 2017, which were conducted by a panel comprising Sue Sturgeon, Managing Director, Ben Cox, Gatenby Sanderson consultant and Councillors Matt Furniss and Geoff Davis, with Councillor Paul Spooner observing.

Following robust and rigorous interviews, four excellent candidates were recommended for further consideration by way of final interviews by the Employment Committee.

Having interviewed the four candidates, the Committee

RECOMMEND: That, subject to no well-founded objection being made by the Leader on behalf of the Executive, the formal appointment of Mr James Whiteman to the Managing Director/Head of Paid Service post be approved with effect from 1 June 2017, upon the retirement of Sue Sturgeon, at an initial level of remuneration based on point 1 of the salary scale for the Managing Director/Head of Paid Service post.

Reason for recommendation:

To ensure the Council complies with the requirements of Section 4 of the Local Government and Housing Act 1989 in respect of the appointment of a Head of Paid Service.

The meeting finished at 6.10 pm

Signed

Chairman

Date

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda item number: 5

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Appendix 1

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Appendix 6

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