

Employment Committee Report

Ward(s) affected: All

Report of Democratic Services and Elections Manager

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## Local Government Collaboration Update

### Executive Summary

Following consideration of opportunities for greater partnership working with Waverley Borough Council, the Council at its extraordinary meeting on 6 July 2021 resolved:

- (1) That Full Council agrees to pursue the option of creating a single management team with Waverley Borough Council, comprised of statutory officers (Head of Paid Service; Chief Finance Officer; Monitoring Officer), directors and heads of service as the most appropriate means for bringing forward business cases for future collaboration.
- (2) That Full Council authorises the Council's Lead Specialist - HR to take the necessary action, in consultation with Waverley Borough Council and with the support and advice from South East Employers and as set out within the addendum to Appendix 3 of the report, to begin making arrangements for a recruitment and selection of a single joint Chief Executive (acting as Head of Paid Service for both Guildford and Waverley Borough Councils) in accordance with the table showing the anticipated stages in the process and approximate timelines referred to in the "Not for Publication" Appendix to the Order Paper circulated to councillors prior to the meeting.
- (3) That a report be submitted to the Council at its next meeting on 28 July 2021 on the following matters:
  - (a) heads of terms for the proposed inter-authority agreement to establish governance arrangements for joint working;
  - (b) the proposed job description and terms and conditions in respect of the appointment of a Joint Chief Executive; and
  - (c) the establishment of a joint appointments committee, including its composition and terms of reference.

This report provides an opportunity for the Employment Committee to comment specifically on

the proposed job description/role profile in respect of the appointment of a Joint Chief Executive (see exempt Appendix 1 to this report). By way of background information, the report from SEE providing human resources advice to both Councils is contained in the exempt Appendix 2. The terms of reference and composition of the proposed Joint Appointments Committee is set out in Appendix 3 to this report.

### **Recommendation**

The Committee is asked to consider the proposed job description/role profile in respect of the appointment of a Joint Chief Executive and the proposed terms of reference and composition of the Joint Appointments Committee and make recommendations, as appropriate, to the full Council at its meeting on 28 July.

#### Reason for Recommendation:

To provide the opportunity for the Committee to comment and make recommendations to Council on the job description and terms of reference of the Joint Appointments Committee.

### **Is the report (or part of it) exempt from publication?**

Yes, in part, Appendices 1 and 2

- (a) The content is to be treated as exempt from the Access to Information publication rules because the proposals involve the potential disclosure of information which is exempt by virtue of paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972 as follows:
  - 4. "Information relating to any consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority".
- (b) The content is restricted to all councillors.
- (c) The information will not be made available to the public until after the consultations have concluded.
- (d) 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.

## **1. Job Description**

- 1.1 The first stage of the recruitment process is for both Councils to agree the job description and terms and conditions for a joint chief executive. Officers sought the advice of South East Employers (SEE) in determining an appropriate job description, based on experience of other Councils who have decided to collaborate. The proposed job description is contained in the exempt Appendix 1 attached, and a report from SEE providing human resources advice to both Councils is contained in the exempt Appendix 2. The report at Appendix 2 makes a number of recommendations to Council including:

- (a) That the title of the new role be Joint Chief Executive (rather than Joint Managing Director)
- (b) That the employing authority should be the existing employer if an internal candidate is appointed.
- (c) That the salary for the new Joint Chief Executive post be a spot salary of £150,000 p.a. including all allowances, duties, and statutory responsibilities with the exception of election duties
- (d) That the new Joint Chief Executive post is ring-fenced for recruitment from the internal pool of affected employees in the first instance and that if no internal appointment is made then the role will should be advertised externally
- (e) That, subject to final approval by the Joint Appointments Committee, the terms and conditions of employment for an internal appointment will be the existing terms and conditions of the employing authority.

## **2. Joint Appointments Committee**

- 2.1 Officers have discussed with the Leaders of the two Councils the proposed terms of reference for the Joint Appointments Committee which will oversee the recruitment and selection process for the joint chief executive, making recommendations to both Councils on the final appointment, and any joint statutory officer and director posts. The terms of reference are contained in Appendix 3.
- 2.2 It is recommended that this Council is represented on the Joint Committee by the Leader of the Council, Councillor Joss Bigmore, the Deputy Leader, Councillor Jan Harwood, and Councillor Paul Spooner, all of whom are currently members of the Council's Employment Committee.

## **3. Appendices**

Appendix 1: Draft Job Description for new joint chief executive [Exempt]  
Appendix 2: Human Resources Advice from South East Employers [Exempt]  
Appendix 3: Joint Appointments Committee Terms of Reference