

To: All Members of the GUILDFORD &  
WAVERLEY JOINT APPOINTMENTS  
COMMITTEE

When calling please ask for:  
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**Policy and Governance**

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Date: 12 November 2021

**Membership of the Guildford & Waverley Joint Appointments Committee**

Cllr Joss Bigmore (Chairman)  
Cllr Paul Follows (Chairman)  
Cllr Peter Clark

Cllr Jan Harwood  
Cllr Julia McShane  
Cllr Stephen Mulliner

Dear Councillors

A meeting of the GUILDFORD & WAVERLEY JOINT APPOINTMENTS COMMITTEE  
will be held as follows:

DATE: MONDAY, 22 NOVEMBER 2021

TIME: 2.00 PM

PLACE: COMMITTEE ROOM 1, COUNCIL OFFICES, THE BURYS,  
GODALMING

The Agenda for the Meeting is set out below.

Please note that due to current Covid restrictions, seating for the public is extremely  
limited. The meeting can be viewed remotely via [Waverley Borough Council's YouTube  
channel](#) or by visiting [www.waverley.gov.uk/webcast](http://www.waverley.gov.uk/webcast).

Yours sincerely

ROBIN TAYLOR  
Head of Policy and Governance

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## **NOTES FOR MEMBERS**

Contact Officers are shown at the end of each report and members are welcome to raise questions, make observations etc. in advance of the meeting with the appropriate officer.

### **AGENDA**

1. **APOLOGIES FOR ABSENCE**

2. **MINUTES** (Pages 5 - 6)

To agree the Minutes of the meeting held on 13 October 2021.

3. **DECLARATIONS OF INTEREST**

To receive from Members, declarations of interest in relation to any items included on the agenda for this meeting in accordance with the Waverley Code of Local Government Conduct.

4. **TRIAL PERIOD SIGN-OFF FRAMEWORK (JOINT CHIEF EXECUTIVE ROLE)**  
(Pages 7 - 10)

It is recommended that the Joint Appointments Committee agree the Framework in Annexe 1 to sign-off the Trial Period for the Joint Chief Executive.

5. **DATE OF NEXT MEETING**

To agree the date of the next meeting.

6. **EXCLUSION OF THE PRESS AND PUBLIC**

To consider the following recommendation on the motion of the Chairman:

#### **Recommendation**

That pursuant to Procedure Rule 20 and in accordance with Section 100A(4) of the Local government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the

proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in Paragraph 4 of the revised Part 1 of Schedule 12A to the Act:

Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the authority or a Minister of the Crown and employees of, or officer-holders under, the authority.

7. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION

To consider any matters relating to aspects of any reports on this agenda which, it is felt, may need to be considered in exempt session.

**For further information or assistance, please telephone  
Louise Fleming, Democratic Services and Business Support Team  
Manager (Deputy Monitoring Officer), on or by email at  
louise.fleming@waverley.gov.uk**

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## GUILDFORD & WAVERLEY JOINT APPOINTMENTS COMMITTEE

### MINUTES OF MEETING HELD ON WEDNESDAY, 13 OCTOBER 2021

**Present:**

Councillor Joss Bigmore, Leader, Guildford Borough Council (Joint Chairman, in the Chair)  
Councillor Paul Follows, Leader, Waverley Borough Council (Joint Chairman)  
Councillor Peter Clark, Deputy Leader, Waverley Borough Council  
Councillor Jan Harwood, Deputy Leader, Guildford Borough Council  
Councillor Stephen Mulliner, Waverley Borough Council  
Councillor Ramsey Nagaty, Guildford Borough Council

**Min No.**

**Action By**

**5. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**6. DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**7. MINUTES OF THE FIRST MEETING OF THE JOINT APPOINTMENTS COMMITTEE HELD ON 22 SEPTEMBER 2021**

The minutes of the first meeting of the Joint Appointments Committee held on 22 September 2021 were confirmed as a correct record. The chairman signed the minutes.

**8. EXCLUSION OF THE PUBLIC**

The Joint Appointments Committee

RESOLVED: That pursuant to Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in Paragraphs 1 and 4 of the revised Part 1 of Schedule 12A to the Act, namely:

- (1) Information relating to any individual
- (4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the authority or a Minister of the Crown and employees of, or officer-holders under, the authority."

**9. APPOINTMENT OF JOINT CHIEF EXECUTIVE OF GUILDFORD BOROUGH COUNCIL AND WAVERLEY BOROUGH COUNCIL**

The Joint Appointments Committee was informed that, following the conclusion of the expressions of interest in respect of the above-mentioned appointment, of the affected employees, James Whiteman, Managing Director at Guildford Borough Council had indicated that he did not wish to be considered for the role and had requested voluntary compulsory redundancy. The Joint Appointments Committee noted that the other affected employee, Tom Horwood, Chief Executive at Waverley Borough Council, had expressed an interest in respect of the new role, and had submitted a supporting statement in that regard.

In accordance with the recruitment procedure approved by both councils, a stakeholder panel, facilitated by South East Employers, met with Mr Horwood on Monday 11 October, and gave structured feedback to the facilitator who then provided that to the Joint Appointments Committee before this meeting.

The Joint Appointments Committee conducted a structured interview with the candidate, which was preceded by a presentation from the candidate followed by open and structured questions.

After conducting the interview and taking into account the feedback received from the stakeholder panel, the Joint Appointments Committee was satisfied with Mr Horwood's suitability for appointment as Joint Chief Executive of both Guildford and Waverley Borough Councils, and accordingly

**RECOMMEND** (to Guildford Borough Council and Waverley Borough Council):

That the formal appointment of Mr Tom Horwood to the new post of Joint Chief Executive and Head of Paid Service for both Guildford Borough Council and Waverley Borough Council be confirmed, subject to no well-founded objection being made by either of the two Council Leaders on behalf of their respective Executives.

GBC/WBC

Reason:

To appoint a Joint Chief Executive and Head of Paid Service, as part of the agreed collaboration arrangements between Guildford and Waverley Borough Councils.

The meeting concluded at 12.30 pm

## WAVERLEY BOROUGH COUNCIL

### GUILDFORD AND WAVERLEY JOINT APPOINTMENTS COMMITTEE

22 NOVEMBER 2021

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Title:

Trial Period Sign-Off Framework (Joint Chief Executive Role)

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Portfolio Holder: Councillor Joss Bigmore and Councillor Paul Follows

Key decision: No

Access: Public

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#### 1. Purpose and summary

This report and Annexe 1 provides the Joint Appointments Committee with a framework to enable them to sign off the trial period of the Joint Chief Executive. The Trial Period commences on 1 December 2021 and ends on the 29 December 2021.

#### 2. Recommendation

It is recommended that the Joint Appointments Committee agree the Framework in Annexe 1 to sign off the Trial Period for the Joint Chief Executive.

#### 3. Reason for the recommendation

The Terms of Reference for the Joint Appointments Committee includes the authority to sign off the trial period for the Joint Chief Executive role. This trial period lasts from 1 December 2021 to 29 December 2021. The signing off of the trial period needs to be on objective and measurable targets that are reasonable to achieve within a short period of time during which there are a number of bank holidays.

#### 4. Background

4.1 The minutes of the Joint Appointment Committee held on 22 September 2021 and Terms of Reference approved by both Council's refer to the process for appointment and the requirement for the Joint Appointments Committee to sign off the trial period.

#### 5. Relationship to the Corporate Strategy and Service Plan

5.1 This report supports the commitment in the Corporate Strategy to continue to explore shared opportunities with other local authorities to work at scale where there are benefits to be achieved for our residents. In order to meet changing circumstances we will embrace new ways of working whilst maintaining standards, improving public participation and caring for our staff.

## **6. Implications of decision**

### **6.1 Resource (Finance, procurement, staffing, IT)**

At the end of the trial period the Joint Chief Executive role will become a permanent appointment. There is no probationary period attached to this post.

### **6.2 Risk management**

Not applicable

### **6.3 Legal**

Not applicable.

### **6.4 Equality, diversity and inclusion**

There are no direct equality, diversity or inclusion implications in this report. Equality impact assessments are carried out when necessary across the council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010.”

## **7. Consultation and engagement**

7.1 Not applicable

## **8. Other options considered**

8.1 Not applicable (this is part of the appointments process for the Joint Chief Executive and is a requirement of the Terms of Reference for this Committee).

## **9. Governance journey**

9.1 Both Councils delegated authority to the Joint Appointments Committee to oversee the recruitment process for the appointment of the Joint Chief Executive.

## **Annexes:**

Annexe 1 – Trial Period Framework

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## **Background Papers**

There are / are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

## **CONTACT OFFICER:**

Name: Sally Kipping  
Position: HR Manager  
Telephone: 0148 3523499  
Email: sally.kipping@waverley.gov.uk



Annexe 1**Guildford and Waverley Borough Council: Trial Period Sign Off Framework for consideration by the Joint Appointments Committee**

Date	Details	Key Activities by the end of this period (NB they can happen prior to period starting)	Outcomes
1 December 2021	Trial Period Starts	<ul style="list-style-type: none"> <li>• Meet all relevant SMT/CMT/Specialist Leads to introduce self</li> <li>• Begin to identify with Leaders initial (first three month) objectives</li> <li>• Meet all relevant Portfolio Leads/Executive Members</li> <li>• Familiarise self with Guildford IT systems and be able to send/receive messages as Guildford JCX</li> <li>• Familiarise self with Guildford complaints process</li> <li>• Set up initial communications with Guildford and Waverley staff</li> <li>• Meet with Guildford/Waverley Unison</li> <li>• Identify key Guildford stakeholders and initiate contact</li> <li>• Commence the design and development of a provisional governance structure for joint governance and management of both Councils</li> </ul>	<ol style="list-style-type: none"> <li>1) All key contacts including staff, executive, Union and stakeholders in both councils have had some initial contact with JCX and know how to contact JCX</li> <li>2) Complaints process to JCX in both Councils is established</li> <li>3) Initial (first three month) objectives agreed with Leaders</li> <li>4) Outline design of joint governance process over first three months agreed with Leaders</li> <li>5) Overview of Guildford IT and communication systems completed</li> </ol>
13 December 2021	Leaders advise to HR Managers if trial period is on track	Feedback is on anticipated activities, outcomes and behaviours as outlined in the Job Description. Any barriers to completing activities identified and discussed.	
20 December 2021	Leaders advise to HR Managers if trial period is on track	Feedback is on anticipated activities, outcomes and behaviours as outlined in the Job Description. Any barriers to completing activities identified and discussed.	
29 December 2021	Trial period ends	Report on completed activities prepared for JAC by JCX. Any barriers identified. Joint CX must identify <b>by</b> this date if they would like to end the role during the trial period.	
TBC	JAC meet to sign off trial period	Meeting must be within two weeks of 29 December 2021. JAC must sign off trial period unless: <ol style="list-style-type: none"> <li>1) JCX has requested redundancy by 29 December 2021 <b>or</b></li> <li>2) There is substantial failure to reach the 5 outcomes above with no reasonable explanation.</li> </ol>	

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