

Joint Appointments Committee Report

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Appointment of Joint Monitoring Officer

Recommendation to Committee

The Joint Appointments Committee (JAC) is asked to consider the appointment of the Joint Executive Head of Legal and Democratic Services (and Monitoring Officer) and, where appropriate, to recommend an appointment for confirmation at the meetings of both councils scheduled to take place at Guildford on 6 December and, at Waverley, on 13 December 2022. Any formal offer of appointment is subject to no material or well-founded objection being made by either of the two Council Leaders on behalf of their respective Executives in accordance with the provisions of Paragraph 5 of Part II of Schedule 1 to the Local Authorities (Standing Orders) (England) Regulations 2001.

Therefore, following the assessment process with the candidates for the Joint Executive Head of Legal and Democratic Services (and Monitoring Officer) post, the JAC is recommended:

- (1) To consider whether an appointment to the Joint Executive Head of Legal and Democratic Services (and Monitoring Officer) post should be agreed for recommendation to the full meetings of both Councils, which will be made subject to no material or well-founded objection being made by either of the two Council Leaders on behalf of their respective Executives.
- (2) Subject to (1) above, to note that the Joint Chief Executive will conditionally offer the role to the successful candidate accordingly and progress HR procedures in line with the Councils' relevant policies;

Reason for recommendation:

To appoint a permanent Monitoring Officer for Guildford and Waverley Borough Councils.

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

Yes, Appendix 3.

- (a) The content of Appendix 3 is to be treated as exempt from the Access to Information publication rules because the process for candidate selection

will involve the disclosure, or likely disclosure of personal information about the candidates and is therefore exempt from publication by virtue of paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 as follows:

- (1) "Information relating to any individual".
- (b) The content is restricted to the members of the Joint Appointments Committee.
- (c) It is not anticipated that the exempt information can be expected to be made available for public inspection.
- (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. Purpose of Report

- 1.1 In the light of the decision of Guildford and Waverley Borough Councils to form a Joint Management Team (JMT), the JAC will be required to agree the formal appointment of the Monitoring Officer as per the role profile attached as Appendix 2.
- 1.2 In July and August 2021, Guildford and Waverley Borough Councils both considered options for collaboration and agreed (a) to put in place governance arrangements for the partnership, and (b) to create a JMT comprising Chief Executive, Directors and Heads of Service. The JMT would then be tasked with bringing forward business cases for further collaboration. A Joint Appointments Committee of three councillors from each council was established.
- 1.3 In November 2021, both councils appointed Tom Horwood as the Joint Chief Executive and he started in this role on 1 December 2021.
- 1.4 Following a formal consultation and selection process, in July 2022 both councils approved, on the recommendation of the JAC, the appointment of three joint strategic directors, namely Annie Righton, Ian Doyle, and Dawn Hudd with effect from 1 August 2022.
- 1.5 Every council must appoint the statutory roles of Head of Paid Service, Monitoring Officer, Section 151 Officer, Electoral Registration Officer and Returning Officer. These are Full Council appointments. The Joint Chief Executive has been appointed Head of Paid Service, Electoral Registration Officer and Returning Officer. The creation of the JMT has already necessitated Full Council approval for the Section 151 Officer role, and will necessitate such approval again for the Monitoring Officer role once the selection process has concluded.

1.6 The JAC's role, as set out in its terms of reference, is:

“Adopting and exercising such of the functions of Guildford Borough Council and Waverley Borough Council (“the councils”) as can be delegated by those councils in respect of the appointment of the councils’ Joint Chief Executive/Head of Paid Service and any Joint Statutory Officer and Director posts as are covered by the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended) or any successor regulations.”

1.7 Regarding the statutory offices of Monitoring Officer and Section 151 Officer, the JAC undertakes the appointment process and makes a recommendation to both Full Council meetings.

1.8 Following the process for the appointment to the various Joint Executive Heads of Service roles in August/September 2022, no appointment was made to the Joint Executive Head of Legal and Democratic Services role, which necessitated the external advertising of the role and a separate appointment process.

1.9 The JAC is now being asked to consider the appointment to the permanent position of Joint Executive Head of Legal and Democratic Services, which incorporates the Monitoring Officer role.

1.10 The final appointment will be “subject to no material or well-founded objection to the making of an offer of appointment being received by either Leader on behalf of their respective executives.”

1.11 This meeting of the JAC will follow an interview and consideration of the technical assessments of each of the short-listed candidates. The formal meeting to agree the appointment and (if required) to make a recommendation to the Full Council meetings will commence after the interviews have taken place.

2. Strategic Priorities

2.1 The Joint Executive Head of Legal and Democratic Services will play a pivotal role in the delivery of Guildford and Waverley Borough Councils' aspirations set out in the respective Corporate Plan and Corporate Strategy through the provision of high-quality legal and constitutional advice to Councillors and to other members of the JMT. The appointment reflects the next step in both councils' strategic aim of exploring shared opportunities with other local authorities for the benefit of local residents.

3. The appointments process

3.1 The Councils seek to recruit a Joint Executive Head of Legal and Democratic Services who will form part of the new JMT and also take on the statutory role of Monitoring Officer.

- 3.2 The Councils have engaged Penna executive recruitment consultants to assist in the process. During the week commencing 21 November, Penna will be conducting the technical and psychometric assessments of long-listed candidates and will recommend a short-list of candidates for final interview by the JAC on 5 December. The outcomes of the testing will be used to inform areas for questioning by the JAC in the final interviews.
- 3.3 The CVs of the short-listed candidates, together with their supporting statements, will be circulated to members of the JAC during the week commencing 28 November. A timetable for the interviews of the short-listed candidates will also be sent.

4. Appendices

- Appendix 1: Selection Process for Heads of Service into the Joint Management Team
- Appendix 2: Role profile and person specification for the Joint Executive Head of Legal and Democratic Services (and Monitoring Officer)
- Appendix 3: (To follow) Timetable of interviews, CVs/Supporting Statements of shortlisted applicants (EXEMPT)