

MINUTES OF A MEETING OF THE PERSONNEL BOARD HELD ON 29 JUNE 2017 FROM 6.30 PM TO 7.30 PM

Committee Members Present

Councillors: Alistair Auty (Chairman), Stuart Munro (Vice-Chairman), UllaKarin Clark, Lindsay Ferris, Charlotte Haitham Taylor, Pauline Helliard-Symons and Charles Margetts

Officers Present

Madeleine Shopland, Democratic and Electoral Services Specialist
Sarah Swindley, Human Resources Lead Specialist

1. APOLOGIES

There were no apologies for absence received.

2. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Board held on 20 March 2017 were confirmed as a correct record and signed by the Chairman.

3. DECLARATION OF INTEREST

There were no declarations of interest.

4. PUBLIC QUESTION TIME

There were no public questions.

5. MEMBER QUESTION TIME

There were no Member questions.

6. APPOINTMENT TO POST OF CHIEF EXECUTIVE

The Board received and considered a report detailing the options for the process to appoint to the post of Chief Executive, following the announcement that the current Chief Executive would be leaving in August 2017.

During the discussion of this item, the following points were made:

- Members were informed that Andy Couldrick, the current Chief Executive, would be leaving on 11 August 2017.
- Sarah Swindley outlined the preferred option; a fixed term external Interim Chief Executive, on a 3 days per week basis, or an internal secondment to Interim Chief Executive. An interim Chief Executive would be sought for a period of 6 months. An Executive Search Company would be appointed to undertake the recruitment of a permanent Chief Executive during that period.
- Councillor Helliard-Symons commented that she believed that the post of interim Chief Executive should be open to both internal and external candidates. Senior officers were already very busy, particularly with the implementation of 21st Century Council.
- Councillor Margetts stated that he agreed with the proposal to appoint an Interim Chief Executive initially.
- Members discussed when an Interim Chief Executive would expected to be available from.
- The Board considered the proposed Job Description and Person Specification. With regards to the Person Specification Part 2 Skills and Experience, Councillor

Haitham Taylor emphasised the importance of candidates having the ambition and an understanding of business and enterprise in order to realise opportunities, in the current financially constrained times.

- Councillor Margetts questioned whether reference should be made to 21st century Council and also to having the ability to successfully lobby central government. Councillor Haitham Taylor suggested that point 4 of the person specification Personal Style and Behaviour be expanded to make reference to having a willingness to lobby central government on issues that affect the Council. She also commented that any permanent candidate should be able to steer the Council as it moved on from 21st century council in the future. Sarah Swindley proposed that the 21st century council operating model be made available to candidates.
- Members discussed the possibility of a fixed term external Interim Chief Executive, on a 3 days per week basis. Some Members questioned whether 3 days a week would be sufficient.
- A number of Members expressed concern that if an external interim was appointed for 6 months' on 3 days per week; it would cost £92,820 against a budget of £87,970. It was appreciated that it was important to appoint the best candidate.
- The Board considered market data for Chief Executive total compensation packages for Unitary Authorities in the South East.
- Sarah Swindley explained that the market had shifted significantly since the Council had last appointed an interim Chief Executive. Previously the salary offered by the Council had been mid-range but that figure was now at the lower end of the scale.
- The Board discussed the salary for a permanent candidate. It was agreed that a salary range should be advertised in order to attract good candidates. The level of experience that a candidate had would have an effect on the salary agreed for the successful candidate. Members felt that a salary of between £125,000 and £145,000 (plus 10% performance related pay) would be both competitive and appropriate for a permanent candidate.
- Officers indicated that an email would be sent to all employees as soon as possible, asking for expressions of interest in the interim Chief Executive post. Following the closure of the application a Personnel Board meeting would be arranged to shortlist candidates if required, and following that, a meeting to make a decision regarding appointment.

RESOLVED: That

- 1) the resignation and imminent departure of the current Chief Executive Officer be noted;
- 2) the options, for replacement of the Chief Executive Officer and legal requirements be considered;
- 3) the draft Job Description and Person Specification be agreed subject to amendments discussed at the Board meeting.
- 4) the timescales for any recruitment process be noted;
- 5) proceeding with Option 2c) in the report, i.e. internal and external recruitment for:
 - a. A fixed term external Interim Chief Executive, on a 3 days per week basis, or
 - b. An internal secondment to Interim Chief Executivebe supported;

- 6) the commencement of a permanent recruitment campaign on the proposed compensation package be agreed.

7. UPDATED PAY POLICY STATEMENT

The Personnel Board received the draft Pay Policy Statement for 2017.

During the discussion of this item, the following points were made:

- The Statement reflected the Council's pay arrangements as at 1 April 2017.
- While there had been no change to Senior Management pay the gap was narrowing, despite the average salary increasing.
- It was noted that a number of senior manager posts had changed following 21st century Council. This would be reflected in future versions of the Pay Policy Statement.

RESOLVED: That the Personnel Board approve the draft Pay Policy Statement for 2017 and recommend its agreement to Full Council.

This page is intentionally left blank