

Chief Officer Employment Panel

Tuesday, 13th March, 2018
at 9.30 am

PLEASE NOTE TIME OF MEETING

West Wing Conference Room - Civic
Centre

This meeting is open to the public

Members

Councillor Letts (Chair)
Councillor Moulton
Councillor Rayment
Councillor Fitzhenry
Councillor Hannides
Councillor Payne

Contacts

Senior Democratic Support Officer
Claire Heather
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Service Director, Legal and Governance
Richard Ivory
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PUBLIC INFORMATION

Role of the Chief Officer Employment Panel

The appointment of Chief Officers in accordance with the Council's Officer Employment Procedure Rules.

Public Representations

At the discretion of the Chair, members of the public may address the meeting about any report on the agenda for the meeting in which they have a relevant interest.

Smoking policy – the Council operates a no-smoking policy in all civic buildings.

Mobile Telephones

Please switch your mobile telephones to silent whilst in the meeting.

Use of Social Media

The Council supports the video or audio recording of meetings open to the public, for either live or subsequent broadcast. However, if, in the Chair's opinion, a person filming or recording a meeting or taking photographs is interrupting proceedings or causing a disturbance, under the Council's Standing Orders the person can be ordered to stop their activity, or to leave the meeting.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and or/training purposes.

The meeting may be recorded by the press or members of the public.

Any person or organisation filming, recording or broadcasting any meeting of the Council is responsible for any claims or other liability resulting from them doing so.

Details of the Council's Guidance on the recording of meetings is available on the Council's website.

Southampton City Council's Priorities

- Jobs for local people
- Prevention and early intervention
- Protecting vulnerable people
- Affordable housing
- Services for all
- City pride
- A sustainable Council

Fire Procedure – in the event of a fire or other emergency a continuous alarm will sound and you will be advised by Council officers what action to take.

Access – access is available for the disabled. Please contact the Democratic Support Officer who will help to make any necessary arrangements.

Dates of Meetings: Municipal Year 2017/18

Meetings of the Panel are convened as and when required.

CONDUCT OF MEETING

TERMS OF REFERENCE

The terms of reference of the Cabinet, and its Executive Members, are set out in Part 3 of the Council's Constitution.

RULES OF PROCEDURE

The meeting is governed by the Executive Procedure Rules as set out in Part 4 of the Council's Constitution.

BUSINESS TO BE DISCUSSED

Only those items listed on the attached agenda may be considered at this meeting.

QUORUM

The minimum number of appointed Members required to be in attendance to hold the meeting is 3.

DISCLOSURE OF INTERESTS

Members are required to disclose, in accordance with the Members' Code of Conduct, **both** the existence **and** nature of any "Disclosable Pecuniary Interest" or "Other Interest" they may have in relation to matters for consideration on this Agenda.

DISCLOSABLE PECUNIARY INTERESTS

A Member must regard himself or herself as having a Disclosable Pecuniary Interest in any matter that they or their spouse, partner, a person they are living with as husband or wife, or a person with whom they are living as if they were a civil partner in relation to:

(i) Any employment, office, trade, profession or vocation carried on for profit or gain.

(ii) Sponsorship:

Any payment or provision of any other financial benefit (other than from Southampton City Council) made or provided within the relevant period in respect of any expense incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

(iii) Any contract which is made between you / your spouse etc (or a body in which the you / your spouse etc has a beneficial interest) and Southampton City Council under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.

(iv) Any beneficial interest in land which is within the area of Southampton.

(v) Any license (held alone or jointly with others) to occupy land in the area of Southampton for a month or longer.

(vi) Any tenancy where (to your knowledge) the landlord is Southampton City Council and the tenant is a body in which you / your spouse etc has a beneficial interests.

(vii) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of Southampton, and either:

a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or

b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you / your spouse etc has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.

Other Interests

A Member must regard himself or herself as having an, 'Other Interest' in any membership of, or occupation of a position of general control or management in:

Any body to which they have been appointed or nominated by Southampton City Council

Any public authority or body exercising functions of a public nature

Any body directed to charitable purposes

Any body whose principal purpose includes the influence of public opinion or policy

Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:-

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness, accountability and transparency;
- setting out what options have been considered;
- setting out reasons for the decision; and
- clarity of aims and desired outcomes.

In exercising discretion, the decision maker must:

- understand the law that regulates the decision making power and gives effect to it. The decision-maker must direct itself properly in law;
- take into account all relevant matters (those matters which the law requires the authority as a matter of legal obligation to take into account);
- leave out of account irrelevant considerations;
- act for a proper purpose, exercising its powers for the public good;
- not reach a decision which no authority acting reasonably could reach, (also known as the "rationality" or "taking leave of your senses" principle);
- comply with the rule that local government finance is to be conducted on an annual basis. Save to the extent authorised by Parliament, 'live now, pay later' and forward funding are unlawful; and
- act with procedural propriety in accordance with the rules of fairness.

AGENDA

1 APOLOGIES AND CHANGES IN PANEL MEMBERSHIP (IF ANY)

To note any changes in membership of the Panel made in accordance with Council Procedure Rule 4.3.

2 DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS

In accordance with the Localism Act 2011, and the Council's Code of Conduct, Members to disclose any personal or pecuniary interests in any matter included on the agenda for this meeting.

NOTE: Members are reminded that, where applicable, they must complete the appropriate form recording details of any such interests and hand it to the Democratic Support Officer.

3 STATEMENT FROM THE CHAIR

4 MINUTES OF THE PREVIOUS MEETINGS (INCLUDING MATTERS ARISING) (Pages 1 - 2)

To approve and sign as a correct record the Minutes of the meetings held on 19th February 2018 and to deal with any matters arising, attached.

5 EXCLUSION OF PRESS AND PUBLIC

Chair to move that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of the confidential appendix to the following item based on Categories 1, 2 and 3 of paragraph 10.4 of the Access to Information Procedure Rules.

The information contained therein is potentially exempt as it relates to individual personal details and information held under the Data Protection Act 1998. Having applied the public interest test it is not appropriate to disclose this information as the individuals' legal expectation of privacy outweighs the public interest in the exempt information.

6 APPOINTMENT OF CHIEF EXECUTIVE AND HEAD OF PAID SERVICE (Pages 3 - 6)

Report of the Service Director Human Resources and Organisation Development regarding the Appointment of Chief Executive and Head of Paid Service, attached.

Monday, 5 March 2018

Service Director, Legal and Governance

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SOUTHAMPTON CITY COUNCIL
CHIEF OFFICER EMPLOYMENT PANEL
MINUTES OF THE MEETING HELD ON 19 FEBRUARY 2018

Present: Councillors Letts (Chair), Moulton, Rayment, Fitzhenry and Payne

Apologies Councillor Hannides

11. **MINUTES OF THE PREVIOUS MEETINGS (INCLUDING MATTERS ARISING)**

RESOLVED: that the minutes of the Chief Officer Employment Panel meeting held on 4th October 2017 be approved and signed as a correct record.

12. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of the following item based on Categories 1, 2 and 3 of paragraph 10.4 of the Access to Information Procedure Rules.

The information contained therein is exempt as it relates to individual personal details and information held under the Data Protection Act 1998. Having applied the public interest test it is not appropriate to disclose this information as the individuals' legal expectation of privacy outweighs the public interest in the exempt information.

13. **INTERIM APPOINTMENT OF CHIEF EXECUTIVE AND HEAD OF PAID SERVICE AND SHORTLISTING FOR PERMANENT APPOINTMENT TO THE ROLE OF CHIEF EXECUTIVE AND HEAD OF PAID SERVICE**

The confidential report of the Service Director HR and OD was considered regarding the Interim Appointment of Chief Executive and Head of Paid Service and the shortlisting of candidates for the permanent recruitment to the role of Chief Executive and Head of Paid Service.

RESOLVED:

- i. That the appointment of Richard Crouch to the position of interim Chief Executive and Head of Paid Service be recommended to Full Council on 21st February, 2018; and
- ii. That those identified as suitable candidates from the long list be shortlisted for the position of Chief Executive and Head of Paid Service and invited to interview.

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Agenda Item 6

DECISION-MAKER:		CHIEF OFFICER EMPLOYMENT PANEL	
SUBJECT:		APPOINTMENT OF CHIEF EXECUTIVE AND HEAD OF PAID SERVICE	
DATE OF DECISION:		13th MARCH 2018	
REPORT OF:		Service Director HR and OD	
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Janet King	Tel: 023 8083 2378
	E-mail:	Janet.king@southampton.gov.uk	
Director	Name:	Janet King	Tel: 023 8083 2378
	E-mail:	Janet.king@southampton.gov.uk	
STATEMENT OF CONFIDENTIALITY			
<p>The Appendix to this report is not for publication by virtue of Categories 1, 2 and 3 (Personal Information) of paragraph 10.4 of the Council's Access to Information Procedure Rules as contained in the Council's Constitution. It is not considered to be in the public interest to disclose this information as the report contains confidential and personal information relating to specific individuals.</p>			
BRIEF SUMMARY			
<p>Following the resignation of the current Chief Executive and Head of Paid Service and the appointment of an interim post holder, it is necessary to recruit and appoint a suitable candidate for permanent appointment to the position. There are legal requirements which must be observed when appointing a Head of Paid Service and as a statutory process this falls to both the Chief Officer Employment Panel and Full Council.</p>			
RECOMMENDATIONS:			
	(i)	To recommend to full Council an appointment to the position of Chief Executive and Head of Paid Service from the list of suitable candidates presenting for interview.	
REASONS FOR REPORT RECOMMENDATIONS			
1.	<p>The Chief Executive and Head of Paid Service position will become vacant on 23rd March 2018 following the resignation and departure of Dawn Baxendale. This is a critical role for the council, fulfilling the responsibilities of Head of Paid Service and leading on key aspects of the City Strategy and the council's ongoing improvement programme. Filling the position on a permanent basis provides the council with the leadership required on a permanent basis following the period of transition and interim appointment and meets the legal requirements on the council to have a Head of Paid Service.</p>		
2.	<p>The recruitment and selection process for the permanent role will be held on the 12th and 13th March 2018. Due to the scheduling of council meetings by law, this requires Council on 21st March 2018 to appoint a new Head of Paid Service.</p>		

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
3.	To not seek a permanent Chief Executive, to distribute the responsibilities amongst other senior officers and continue with an interim Head of Paid Service.
DETAIL (Including consultation carried out)	
4.	The resignation of the current Chief Executive led to Full Council reassigning the designation of Head of Paid Service to Richard Crouch, Chief Operating Officer on an interim basis following an internal interview at COEP on 19th February 2018. This was confirmed at Council on 21 st February 2018.
5.	The recruitment process for the permanent appointment commenced in January 2018 with a view to an appointment offer being made once assessments, references and interviews are complete. The successful applicant for the permanent position will be invited to take up the role as soon as is practically possible. This is likely to be within a 3-6 month period subject to their current position and any notice requirements.
6.	Applications will be considered from the shortlisted candidates and interviews conducted by Chief Officer Employment Panel. Subject to Full Council approval the successful applicant will take up the role as soon as is practically possible given the successful candidate's existing circumstances and notice requirements. Following interview should COEP members not wish to appoint, the interim post holder will continue in the role and the recruitment position will be reviewed.
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
7.	Costs will be met within existing budgets
<u>Property/Other</u>	
8.	None
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
9.	Local Government Act 2000 and the Local Government (Standing Orders) (England) Regulations 2001
<u>Other Legal Implications:</u>	
10.	None
RISK MANAGEMENT IMPLICATIONS	
11.	None
POLICY FRAMEWORK IMPLICATIONS	
12.	None
KEY DECISION?	No
WARDS/COMMUNITIES AFFECTED:	None

SUPPORTING DOCUMENTATION

Appendices :

1.	Interview schedule and candidate packs (Exempt)
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Documents In Members' Rooms

1.	None
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Equality Impact Assessment

Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.	No
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Privacy Impact Assessment

Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.	No
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Other Background Documents

Other Background documents available for inspection at:

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	None

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