

SPECIAL COUNCIL

Minutes of a meeting of South Norfolk District Council held at South Norfolk House, Long Stratton on Monday 28 February 2019 at 10.00 a.m

Members Present:	Councillors: Overton (Chairman) Bell, Bendle, Bernard, Bills, Blundell, Broome, Dale, Duffin, Edney, Ellis, Fuller, Goldson, Gould, J Hornby, L Hornby, Hudson, C Kemp, Kiddie, Lewis, Mason Billig, Minshull, Mooney, Neal, Palmer, Riches, J Savage, Thomas, Thomson and Wheatley
Apologies:	Councillors: Amis, Dewsbury, Easton, Foulger, Fulcher, Gray, Hardy, W Kemp, Larner, Legg, Stone, and Worsley
Officers in Attendance:	The Managing Director (T Holden), the Director of Communities and Wellbeing (J Sutterby), the Head of Governance (E Hodds) and the Head of Business Transformation (H Ralph)

3484 DECLARATIONS OF INTEREST

The Committee Clerk declared an interest in minute 3485, the Senior Management Recruitment and Appointment Arrangements, on behalf of all senior managers present.

3485 SENIOR MANAGEMENT RECRUITMENT AND APPOINTMENT ARRANGEMENTS

Members considered the report of the Managing Director, which sought approval on the preferred appointment arrangements for the recruitment and appointment of the senior management roles for Broadland District Council and South Norfolk Council, to facilitate a single paid service.

In presenting the report, Cllr J Fuller referred members to paragraph 4.13 of the report, which outlined the potential options for the appointment of Deputy Chief Officer (Assistant Director) roles. He advised that both the Cabinet and the Scrutiny Committee had recommended Option 1, which would consist of an 8 member panel, the Managing Director, and an external recruiter. Members were also advised of an amendment to the recommendation, to include the need to ensure a common membership of no less than 75% at each panel meeting, as outlined at paragraph 4.14 of the report.

Members noted that the recruitment of Deputy Chief Officer roles would usually be delegated to officers at South Norfolk, and was resource intensive, however, Cllr K Mason Billig stressed that the proposed approach would ensure transparency throughout the process.

In response to a question regarding the stress levels of staff, the Managing Director explained that he understood that change could be worrying and overwhelming for some, and he stressed the importance of involving staff throughout the process of change. He had held one to ones for staff currently affected by the restructuring of the Council's management team, and all employees were invited to a series of staff briefings to ensure that they were well informed and engaged in the process. He explained that the general feedback from staff had been that they would prefer the changes to happen sooner rather than later. With reference to a query regarding temporary appointments, he confirmed that these could be external or internal appointments, for up to a period of six months, to ensure that services ran smoothly, whilst a permanent appointment was sought.

During discussion, a member stressed the importance of the Managing Director having confidence in his team, so that they could all work effectively together, and queried how much weight would be given to his view during the appointment process. Cllr Fuller explained that whilst he would have no formal vote, it would be sensible for the Panel to take account of his steer. He added that an objective view would also be provided by the independent advisors, Penna, and the Panel would be considering the psychometric tests endured by candidates.

It was unanimously

RESOLVED: To:

1. Note the recruitment process and associated timeline (in Appendix A) for appointment of Chief Officer and Deputy Chief Officer roles to the Senior Management structure.
2. Approve the proposed panel format as set out in section 4.12 and 4.14 for the Member appointments panel of Chief Officer roles.
3. Approve the preferred option from the table of options in section 4.13 for the appointments panel of Deputy Chief Officer roles.
4. Approve the updated terms of reference for the Joint Appointment Panel (in Appendix B).
5. Approve that the Managing Director be given delegated authority to appoint on an interim basis in the event that any external appointments are required after all internal senior staff and wider internal staff groups are complete.

(The meeting concluded at 10.21am)

Chairman