

Extraordinary Council

Agenda

Members of the Council

Mrs J Leggett (Chairman)	Mrs K A Vincent (Vice Chairman)
Mr A D Adams	Miss T E Lodge
Mrs C H Bannock	Mr I J Mackie
Mr D Buck	Mr Andrew M Mallett
Mr P H Carrick	Mrs T M Mancini-Boyle
Ms S J Catchpole	Mr I N Moncur
Mr S M Clancy	Mr G K Nurden
Mrs J K Copplestone	Mr F O'Neill
Mr S Dunn	Mr G Peck
Mr J J Emsell	Mr A J Proctor
Mr G Everett	Mr V Ray-Mortlock
Mr J F Fisher	Mr S Riley
Mr R R Foulger	Mrs B H Rix
Mr R F Grady	Mr D Roper
Mrs S C Gurney	Mr N C Shaw
Mr C Harrison	Mr M D Snowling MBE
Mr D G Harrison	Mr V B Tapp
Mrs L H Hemsall	Mr S A Vincent
Miss J R Keeler	Mr D C Ward
Mr R J Knowles	Mr J M Ward
Mr B S Kular	Mr F Whymark
Mr T W Landamore	Mr D B Willmott
Miss S Lawn	Mr S D Woodbridge
Mr K G Leggett MBE	

Date

Thursday 25 April 2019

Time

7.00pm

Place

Council Chamber
Thorpe Lodge
1 Yarmouth Road
Thorpe St Andrew
Norwich

Contact

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Group meetings: (NB Please note times and venues)

Conservative Group	John Mack Room (5.30pm)
Liberal Democrat Group	Coughtry Room (6.00pm)

15 April 2019

The Openness of Local Government Bodies Regulations 2014

Under the above Regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting. The Council has a protocol, a copy of which will be displayed outside of each meeting room and is available on request.

**The Chairman will ask if anyone wishes to
film / record this meeting**

A G E N D A

Page No

1 To receive declarations of interest under Procedural Rule no 8

2 Apologies for absence

3 Public Speaking

To consider representation from the members of the public who have expressed the wish to convey their views on items on this agenda.

In accordance with the Constitution a total period of 15 minutes is allowed (each speaker may speak for 3 minutes only)

4 Senior Management Posts

3 - 9

To consider approval of the appointments made by the Joint Appointment Panel as a result of the recent senior management structure interviews

5 Motions

10

To consider the attached motion received in accordance with Procedural Rule 13.

**T Holden
Managing Director**

SENIOR MANAGEMENT POSTS

Report Author: Trevor Holden, Managing Director
MDtoBDCandSNC@s-norfolk.gov.uk
01508 533601 or 01603 430458

Portfolio: Policy

Wards Affected: All

Purpose of the Report:

This report seeks to approve the appointments made by the Joint Appointment Panel, as a result of the recent senior management structure interviews. The report is for consideration and agreement by both Broadland District Council and South Norfolk Council due to the proposed senior management appointments being joint roles across both Councils. The creation and use of these joint roles is in accordance with Section 113 of the Local Government Act 1972.

Recommendations:

1. To appoint Debbie Lorimer as the Director of Resources with immediate effect. This is a joint appointment across both Councils.
2. To appoint Jamie Sutterby as the Director of People and Communities with immediate effect. This is a joint appointment across both Councils.
3. To appoint Phil Courtier as the Director of Place with immediate effect. This is a joint appointment across both Councils.

4. (South Norfolk to note, Broadland to agree) To appoint Debbie Lorimer as the Council's Chief Financial Officer (Section 151 Officer) from 28 May 2019 on the departure of Jill Penn the current Broadland District Council Section 151 Officer. This is a joint appointment across both Councils.
5. (South Norfolk to note, Broadland to agree) To appoint Emma Hodds as the Council's Monitoring Officer with immediate effect. This is a joint appointment across both Councils.
6. (South Norfolk to note, Broadland to agree) Following the outcome of the Joint Appointment Panel interviews and all parties agreeing there are no suitable alternative employment opportunities, Council is asked to ratify the redundancy of the Deputy Chief Executive with the delegation of the exit arrangements, including the effective date and terms, to the Managing Director and HR Manager, the details of which will be shared with the Broadland Leader and the Deputy Leader. This is in line with Broadland District Council's Constitution and the Local Authorities (Standing Orders) (England) Regulations 2001.

1 SUMMARY

- 1.1 This report seeks to approve the appointments made by the Joint Appointment Panel, as a result of the recent senior management structure interviews.

2 BACKGROUND

- 2.1 The following outlines the background and approach taken to the recruitment of the senior management appointments.
- 2.2 On 12 July 2018, both Councils agreed the Collaborative Working Feasibility Report, agreeing both to the proposals set out in the report to form one Joint Officer Team across the two autonomous Councils and the elements to deliver it as set out in the routemap for delivery. The routemap activities and timescales were followed, in particular the following key items from the Feasibility routemap (section 10.10 of Feasibility report):
 - **Sept 2018: MD selection.** The Joint Appointments Panel for Managing Director was established in July, followed by candidate selection and then recruitment in September. Ratification of Trevor Holden as the Managing Director by both Councils' took place on 4 October 2018.
 - **Jan 2019: MD starts in post.** Trevor Holden took up post as Managing Director and the Head of Paid Service on 2 January 2019. The Section 113 agreement was finalised to enable the Managing Director and all staff to work legally across both Councils.
 - **Jan to March 2019: Consultation on the above draft senior structure and terms and conditions.** The draft structure went to Council in January and formal consultation with senior management and UNISON was held between

28 January to 15 February 2019.

- **March to April 2019: New joint senior management appointments and ratification.** In March, candidates undertook psychometric testing and a rigorous assessment centre facilitated by an external recruitment specialist. The Joint Appointment Panel interviews were held 15, 25, 26 and 28 March 2019. Full Councils' meetings to ratify posts are booked for 23 April 2019 (South Norfolk Council) and 25 April 2019 (Broadland District Council).
- **April to June 2019: New joint senior management team in post.**

- 2.3 On 7 December 2018 the Joint Lead Members Group discussed the proposed approach to appointing the senior management team and in January 2019 both Councils met separately to agree this. A subsequent report was then produced as a result of both Councils agreeing in January to the draft senior structure to start formal consultation process but postponing a decision on approving the preferred composition of the appointments panel until further discussion could be held at Joint Lead Members, the new formal Joint Scrutiny, Cabinet and Council.
- 2.4 Following Joint Lead Members, the new formal Joint Scrutiny and Cabinet in February, the Full Councils' meetings on the 28 February 2019 agreed that a Member Panel would carry out the interviews for the Chief Officer and Deputy Chief Officer posts in the new senior management structure. In line with the Constitution the Chief Officer (Director) posts and the statutory posts require ratification by the Council. Council also agreed in February that the interview panel would comprise four Members from each Council with a political balance of three Conservatives to one Liberal Democrat. Council further agreed that the panel would include the Managing Director who would have a formal role and vote only if the panel votes were tied and that a representative from the external recruitment provider would attend but with no vote, in order to advise on HR procedure and the results from the Strengths Based Assessment.
- 2.5 As outlined in the 28 February 2019 Council report, the draft senior structure, job descriptions and terms were included in the Employee Pack that underwent formal consultation with affected senior managers and UNISON. Roles were ring fenced to ensure a fair, open and transparent process for candidates. The ring fencing was such that it did not create the potential for an officer at one tier to be displaced by one at a lower tier ie, the Joint Appointment Panel determined appointments at one tier before opening up any residual vacancies for interview to the lower ring fenced tier. As outlined in the February Council report, the appointments process was in two stages:
- i) Strengths Based Assessment Centre
 - ii) Formal Interview.
- 2.6 At the end of the Assessment Centre the external HR provider made recommendations to the Joint Appointment Panel about which individuals should progress to formal interview. The Panel agreed that all candidates should progress to interview.

3 APPOINTMENTS

- 3.1 Following the above previously agreed process, the Joint Appointment Panel met on four occasions to interview for the posts in the new senior management structure. The panel has now completed the role that was delegated to it by Council. Appendix A shows the senior management structure and proposed appointments.
- 3.2 On conclusion of the interviews on the 15 March 2019 the Joint Appointment Panel resolved to appoint Debbie Lorimer as Director of Resources and Jamie Sutterby as Director of People and Communities. These officers were immediately seconded into these roles, with their substantive appointments being subject to a 5-day Cabinet objection period as well as ratification at this Council meeting.
- 3.3 On conclusion of the interviews on the 25 March 2019 the Joint Appointment Panel resolved to appoint Phil Courtier as Director of Place. This officer was immediately seconded into this role. As above, the substantive appointment is subject to a 5-day Cabinet objection period as well as ratification at this Council meeting.
- 3.4 Section 151 of the Local Government Act 1972 requires every local authority to appoint a suitably qualified officer responsible for the proper administration of its financial affairs. It is proposed that Debbie Lorimer is appointed as the Section 151 Officer from 28 May 2019 on the departure of Jill Penn the current Broadland District Council Section 151 Officer. This is a joint appointment across both Councils, South Norfolk Council agreed Debbie Lorimer as their Section 151 Officer on 18 February 2019.
- 3.5 On conclusion of the interviews on the 28 March 2019 the Joint Appointment Panel resolved to appoint Emma Hodds as Assistant Director of Governance and Business Support which includes the statutory role of Monitoring Officer. Section 5 of the Local Government and Housing Act 1989 requires every local authority to designate one of their officers as the officer responsible for performing those specific duties as set out in the Constitution. It is proposed that Emma Hodds is appointed as the Monitoring Officer with immediate effect at Broadland District Council. South Norfolk Council agreed Emma Hodds as their Monitoring Officer on 11 December 2017.
- 3.6 In line with the Constitution, Cabinet were notified of the offer of appointment for all the Director and Assistant Director roles and had the opportunity to object to these, within five days of the offer being made. Such objections would need to be significant and well-founded, and raised through the Leader. No such objections were received.
- 3.7 The Broadland District Council Constitution reserves power to the Council regarding the early retirement and redundancy of the Managing Director and Deputy Chief Executive. Following agreement of the new senior management structure and the subsequent outcome from the Joint Appointment Panel interviews, the role of Deputy Chief Executive was removed and all parties agreed there are no suitable alternative employment opportunities. The Council is therefore asked to approve the ceasing of employment of the Deputy Chief

Executive with the delegation of the exit arrangements, including the effective date and terms, to the Managing Director and HR Manager, the details of which will be shared with the Broadland Leader and the Deputy Leader.

- 3.8 As stated in prior Council reports, there is a presumption of no redundancies and following the outcome of the candidate assessments and interviews, the process for unsuccessful candidates is being followed as per Council policy and includes appropriate efforts to support individuals. The process includes seeking to secure alternative employment opportunities for unsuccessful candidates as well as support in their career transition.
- 3.9 Vacant posts that remain in the senior management structure will be sought to be filled on an interim basis by the Managing Director using the delegated authority agreed by Council. In parallel, expressions of interest from internal staff to these posts will be sought and the Joint Appointments Panel will be reformed as soon as possible after the May election.

4 ISSUES AND RISKS

- 4.1 **Resource Implications** – a single management structure is necessary to help both Councils work collaboratively and to realise their ambitions. Budget provision to cover the cost of redundancies will be allocated. As stated in the Council paper of 14 January 2019, should a redundancy situation arise, each Authority will honour the cost implications for their individual employees.

The senior management restructure is expected to save an estimated annual gross saving of £330k across both Authorities. In addition, an annual gross saving of £110k per year across both Authorities is estimated in moving from two Chief Executive posts to one Managing Director.

- 4.2 **Legal Implications** – the Council's statutory obligations are set out in the body of the report.
- 4.3 **Equality Implications** – a fair, robust and equitable recruitment process has been applied to all applicants regardless of any protected characteristic, notwithstanding, any reasonable adjustment an applicant may have required as a result of a protected characteristic.
- 4.4 **Environmental Impact** – there is no impact on the environment.
- 4.5 **Crime and Disorder** – there is no impact on the crime and disorder.
- 4.6 **Risks** – the Council has a statutory responsibility to appoint a Section 151 Officer and Monitoring Officer. Making the appointments as suggested in this report ensures that the Council meets this duty. Any appointments (Directors and statutory officers) not confirmed by Council will run the risk of constructive and/or unfair dismissal claims, furthermore, not being able to appoint to these roles having followed the previously agreed rigorous appointment process may lead to a perceived lack of confidence in the Council and perception of a difficult working environment.

5 CONCLUSION

- 5.1 This report seeks the ratification of the decisions made by the Joint Appointment Panel.

6 RECOMMENDATIONS

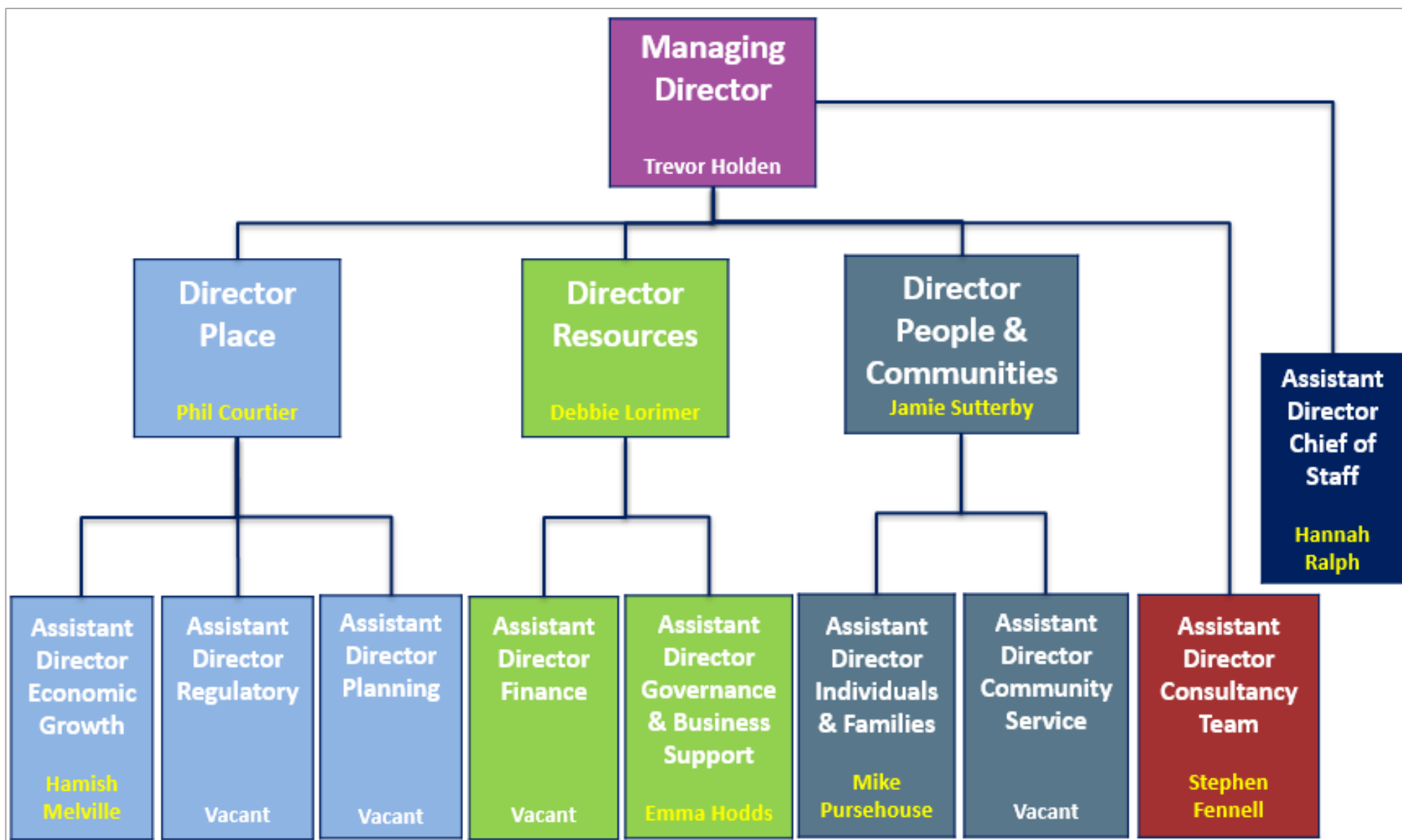
- 6.1 To appoint Debbie Lorimer as the Director of Resources with immediate effect. This is a joint appointment across both Councils.
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Appendices –

Appendix A – Senior Management Structure and proposed appointments

APPENDIX A – Senior Management Structure and proposed appointments



Motion to Council April 2019

Broadland District Council recognises the serious impact of climate change and the need for urgent action globally. Over a number of years Broadland has taken a leadership role working with partners on major projects and programmes which are developing sustainable approaches, reducing emissions and mitigating effects of climate change especially on those communities and environments most vulnerable.

Looking to the future Broadland District Council commits to support the delivery of the Government's 'A Green Future: Our 25 Year Plan to improve the Environment' with local targets and priorities for safeguarding Broadland for future generations.

<https://www.gov.uk/government/publications/25-year-environment-plan>

The Government has made a commitment to be the first generation to leave the environment in a better state than we inherited it and we welcome the Environment (Principles & Governance) Bill, the first in over 20 years. The Government has pledged to embed an 'environmental net gain' principle, and introduce higher environmental standards for new builds, green our towns & cities creating green infrastructure and planting 1 million urban trees, make sure resources are used more efficiently, minimise waste, tackle air pollution, and provide international leadership, leading by example to tackle climate change.

Broadland District Council will continue to commit to cutting down unnecessary resource use and waste, reducing our impact on the world and shaping a more efficient, sustainable and competitive economy. We must lead by example and demonstrate to the next generation our action and responsibilities in tackling climate change.

Taking action now we can help to achieve long term sustainable economic growth from low carbon and green industries across the District.

This Council agrees to:

- 1) Call on the Government to provide additional powers and resources to help deliver on National Targets limiting global warming to 1.5 degrees.
- 2) Instruct the future cabinet to adopt a policy whereby all future key decisions are considered and a statement made for their environmental impact and for their alignment to the IPCC guidance.
- 3) Continue to identify a cabinet member to have clear responsibility for environment and implementation of future environmental policy of the council.
- 4) Continue the work on reviewing the Environmental Strategy through the Environment Excellence Panel or similar and to set ambitious targets and aspirations for future environmental policy.

Proposed by: Cllr J Fisher

Seconded by Cllr S Lawn