



NOTICE OF MEETING

Meeting:	Staffing Committee
Date and Time:	Thursday, 26 June 2014 at 7 pm
Place:	Committee Room 3, Civic Offices, Fleet
Telephone Enquiries to:	Gill Chapman 01252 774141 Gill.chapman@hart.gov.uk
Members:	Kennett (Chairman), Billings, Burchfield, Butler, Radley JE

G Bonner
Chief Executive

CIVIC OFFICES, HARLINGTON WAY
FLEET, HAMPSHIRE GU51 4AE

AGENDA

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1 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 16 April 2014 are attached to be confirmed and signed as a correct record (**Paper A**)

2 APOLOGIES FOR ABSENCE

3 CHAIRMAN'S ANNOUNCEMENTS

4 DECLARATIONS OF INTEREST (PERSONAL OR PERSONAL AND PREJUDICIAL)

5 CHIEF EXECUTIVE POST – SHORT TERM ARRANGEMENTS

To consider the short term arrangements for discharging the functions of the Chief Executive post. **Paper B**

RECOMMENDATION

That Staffing Committee consider the recommendations set out in paragraph 3.3 below, and make their own recommendations to Council for approval.

6 CHIEF EXECUTIVE POST – LONGER TERM ARRANGEMENTS

A discussion note to help Staffing Committee consider the longer term arrangements that should be made for filling or replacing the Chief Executive post. It poses some questions to try to help members develop their thinking about this issue. **Paper C**

RECOMMENDATION

That the Committee consider the issues raised in the report and decide how it wishes to approach its task of producing recommendations on the longer term alternatives for the Chief Executive post.

Date of Despatch: 17 June 2014

STAFFING COMMITTEE

DATE OF MEETING: 26 JUNE 2014

TITLE OF REPORT: CHIEF EXECUTIVE POST – SHORT TERM ARRANGEMENTS

Report of: Chief Executive

Cabinet Member: Councillor Crookes, Leader

1. PURPOSE OF REPORT

1.1 To consider the short term arrangements for discharging the functions of the Chief Executive post.

2. RECOMMENDATION

2.1 That Staffing Committee consider the recommendations set out in paragraph 3.3 below, and make their own recommendations to Council for approval.

3. INFORMATION

3.1 At its meeting on 12 June Full Council resolved:

- a) Not to fill the current Chief Executive post in the short term.
- b) To ask the Corporate Directors to jointly take on the duties of the existing Chief Executive post for the next 6 months in addition to their existing roles.
- c) That these arrangements be reviewed at the end of the 6 month period.
- d) That Staffing Committee be asked to consider how the details of these arrangements should work and to report back to the July Council meeting with detailed recommendations.
- e) That Staffing Committee be asked to consider the longer term alternatives for filling or replacing the Chief Executive post and report back to Council within 6 months.

3.2 This report is concerned with point (d) above. Point (e) is dealt with in a separate paper elsewhere on this agenda.

3.3 The short term arrangements that need to be resolved include:

- a) The job description for the shared Chief Executive post. A draft job description has been prepared and is attached as Appendix A. Also attached, for clarity, is a copy of the Council's Management Structure as envisaged under these arrangements.
- b) The salary arrangements for the shared post. The current salary of the Chief Executive post, based on 2014/15 Budget, is £104,568 (plus on costs). The salary

level for the two Corporate Director posts is £82,083. The Council's normal arrangements for "acting up" into a higher post require the salary for the higher post to be paid during the acting up period. In this case, because the acting up is shared between the two Corporate Directors, it is suggested that they should each receive half of the difference between the Corporate Director and Chief Executive post – in other words, whilst acting up, each would receive a salary of £93,326. Staffing Committee is asked to consider this issue, and make a recommendation on it to Full Council.

- c) The appraisal process for the Joint Chief Executives. It is suggested that this should follow broadly the same approach as the appraisal process for the current Chief Executive post. This would involve the Leader of the Council consulting with the party group leaders prior to carrying out an appraisal interview with each of the postholders. Performance will be assessed against the job description for the post, plus any other relevant plans and strategies which the postholders are expected to deliver – the Corporate Plan would be the most obvious example.

Appraisal is normally undertaken every 12 months. However, given the interim nature of this appointment it is suggested that these appraisals should take place no less frequently than every 6 months.

- d) The review process. The arrangements should be reviewed formally by Staffing Committee before the end of December 2014, in order to allow a decision to be taken at the January Council meeting on whether the shared arrangements should continue, or some other approach be adopted.
- e) The termination process. In the event that the shared arrangements are terminated, the Corporate Directors should revert to their current job descriptions, and their current salary levels.
- f) Handling of casual vacancies. If either of the Corporate Directors leave the Council's employment during the operation of these arrangements, the arrangements should be immediately reviewed at that time.

- 3.4 Staffing Committee are asked to consider the above proposals and make a recommendation to Full Council for its July meeting on the approach to be adopted.

Geoff Bonner
Chief Executive
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APPENDICES:

- Appendix A Draft Job Description
- Appendix B Current Management Structure

HART DISTRICT COUNCIL
JOINT CHIEF EXECUTIVE POSTS – JOB DESCRIPTION
SUMMARY OF MAIN DUTIES OF THE POSTS

The following duties are to be discharged jointly by both Joint Chief Executives acting together, and responsibility for the duties is to be shared jointly and severally between them.

1. To be the Council's principal policy adviser, ensuring that adequate and appropriate professional advice is provided to members across the whole range of the council's duties, responsibilities and services.
2. To adopt a strategic view of the council's work and the needs of the district, making recommendations as appropriate to ensure that the council is aware of changing challenges and opportunities and is able to react to them as advantageously as possible.
3. To translate the Council's policy objectives into appropriate strategies and plans, and to ensure that those strategies and plans are resourced and implemented in an effective, efficient and economical way.
4. To lead, manage and direct all the council's other senior staff, and to ensure that appropriate management arrangements are in place for all the council's employees.
5. To maintain and promote high standards of probity and ethical behaviour in all aspects of the council's work.
6. To ensure that a corporate and co-ordinated approach is adopted to all aspects of the council's work.
7. To ensure that appropriate performance indicators and targets are developed, and that performance is measured against these and matches stated objectives.
8. To ensure the council's physical, financial and human resources are managed as efficiently and effectively as possible.
9. To facilitate effective working relationships within the authority between Members and Officers and with the Council's partner organisations
10. To represent the Council in the community in line with the Council's adopted policy, and to ensure the council's views and policies are communicated and explained to the public.
11. To play an ambassadorial role on behalf of the council with external organisations and bodies, including other government agencies, local businesses, voluntary and community groups, and the public generally.
12. To ensure the Council has adequate arrangements in place for dealing with civil emergencies of whatever sort, and to lead the Council's response to dealing with any emergencies that may arise
13. To be ultimately responsible for Health and Safety throughout the Council.

PAPER B

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post-holder. The outline given above may, therefore, vary from time to time without materially changing either the character or level of responsibility.

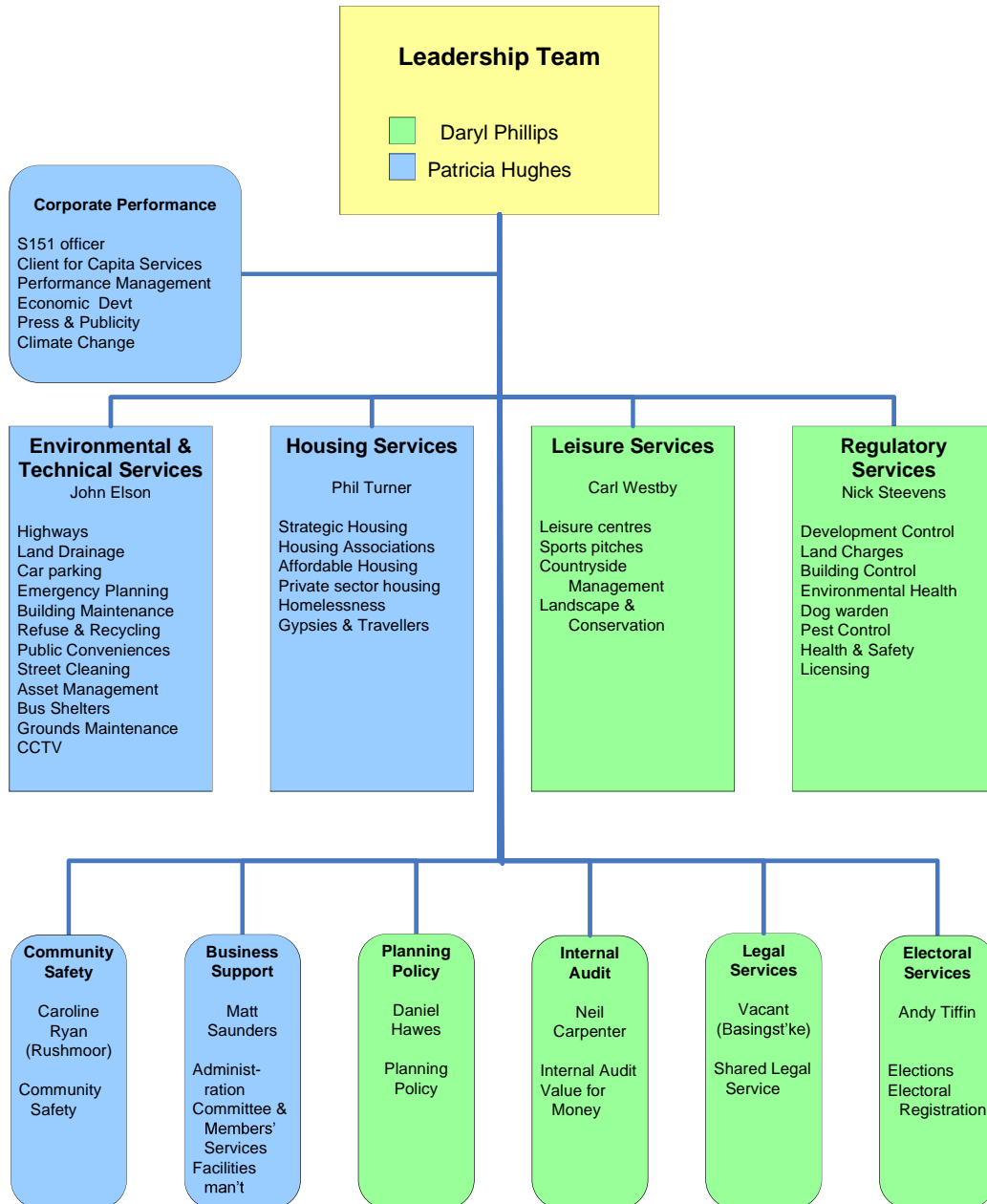
The following additional duty will rest with Ms Hughes:

- I. To carry out the statutory functions of the Head of Paid Service.

The following additional duties will rest with Mr Phillips:

- I. To perform the statutory duties of the Council's Monitoring Officer, Returning Officer and Electoral Registration Officer

PROPOSED MANAGEMENT STRUCTURE



STAFFING COMMITTEE

Date and Time: Thursday, 26 June 2014 at 7 pm

Place: Committee Room 3, Civic Offices

Present:

COUNCILLORS

Kennett (Chairman)

Burchfield, Butler, Radley JE

In attendance: Councillor Crookes

Officers:

Geoff Bonner Chief Executive

1 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 16 April 2014 were confirmed and signed as a correct record.

2 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor Billings.

3 CHAIRMAN'S ANNOUNCEMENTS

None.

4 ELECTION OF VICE CHAIRMAN

Councillor Burchfield was elected as Vice Chairman.

5 DECLARATIONS OF INTEREST

None declared.

6 CHIEF EXECUTIVE POST – SHORT TERM ARRANGEMENTS

Members considered the short term arrangements for discharging the functions of the Chief Executive post. Members also discussed performance related pay and agreed to add a recommendation on this issue.

RECOMMENDATION to Council

That the arrangements be as detailed in paragraph 3.3 of the report, with an additional recommendation:

- 1 That the Job Description and Council's Management Structure be noted.
- 2 That the salary arrangements for the shared post as set out in the report be agreed.
- 3 That the appraisal process follow broadly the same approach as the appraisal process for the current Chief Executive post, taking place no less frequently than every six months.
- 4 That the arrangement should be reviewed formally by Staffing Committee before the end of December 2014 in order to allow a decision to be taken at the January Council meeting on whether the shared arrangements should continue, or some other approach be adopted.
- 5 In the event that the shared arrangements are terminated, the Corporate Directors should revert to their current job descriptions and their current salary levels.
- 6 If either of the Corporate Directors leave the Council's employment during the operation of these arrangements, the arrangements should be immediately reviewed at that time.
- 7 That when Council comes to set up a permanent arrangement for the Chief Executive role, active consideration be given to including an element of performance related pay.

6 CHIEF EXECUTIVE POST – LONGER TERM ARRANGEMENTS

Members received a discussion note to help Staffing Committee consider the longer term arrangements that should be made for filling or replacing the Chief Executive post, which posed some questions to try to help members develop their thinking about this issue.

RESOLVED

The Committee noted the report and expressed every confidence that the joint Chief Executive arrangements would be successful. However, it was agreed the Council should investigate other possibilities against the contingency that these might be needed. The Committee agreed to meet again in the autumn to discuss these issues further.

The meeting closed at 8.20 pm