

Southend-on-Sea Borough Council

Department of the Chief Executive

John Williams - Director of Democratic & Legal Services

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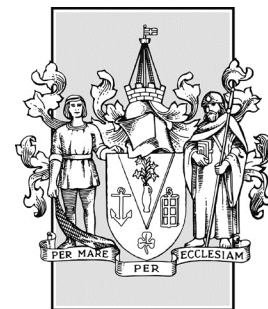
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Dear Councillor,

THE COUNCIL - TUESDAY, 21ST MARCH, 2017

Please find enclosed, for consideration at the next meeting of the The Council taking place on Tuesday, 21st March, 2017, the following report(s) that were unavailable when the agenda was printed.

Agenda No Item

- 3 **Minutes of the Appointments and Disciplinary Committee held on Tuesday 21st February 2017** (Pages 1 - 2) – Minutes attached
- 4 **Minutes of the Appointments and Disciplinary Committee held on Tuesday 7th March 2017** (Pages 3 - 4) – Minutes attached
- 5 **Minutes of the meeting of The Appointments and Disciplinary Committee held Wednesday 15th March 2017** (Pages 5 - 6) – Minutes attached (to be considered in conjunction with agenda item 6 below)
- 6 **Appointment of Chief Executive & Town Clerk** (Pages 7 - 10) - Report of the Director of Legal & Democratic Services attached

Yours faithfully

Robert Harris
Committee Officer
Legal & Democratic Services

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SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Appointments and Disciplinary Committee

Date: Tuesday, 21st February, 2017
Place: Executive Boardroom - Civic Suite

3

Present: Councillor J Lamb (Chair)
Councillors A Holland (Vice-Chair), M Assenheim, N Folkard,
I Gilbert, L Salter and J Ware-Lane

In Attendance: J Ruffle
Also in attendance: T McDougall (SOLACE)

Start/End Time: 6.00 - 6.45 pm

765 Apologies for Absence

There were no apologies for absence at this meeting.

766 Declarations of Interest

There were no declarations of interest at this meeting.

767 Exclusion of the Public

Resolved:-

That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the item of business set out below, on the grounds that it would involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

768 Appointment of New Chief Executive & Town Clerk (Long-listing)

The Committee considered candidates for long-listing for the post of Chief Executive and Town Clerk.

Resolved:

The Committee agreed a longlist of eleven candidates for the post of Chief Executive and Town Clerk as set out below:

MA/JB/ID/AG/SL/AL/ML/IT/NY/KD/AK

Chairman: _____

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SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Appointments and Disciplinary Committee

Date: Tuesday, 7th March, 2017
Place: Executive Boardroom - Civic Suite

4

Present: Councillor J Lamb (Chair)
Councillors M Assenheim, N Folkard, I Gilbert, L Salter and J Ware-Lane

In Attendance: Ms J Ruffle
Also in attendance: T McDougall (SOLACE).

Start/End Time: 6.00 - 6.45 pm

835 Apologies for Absence

Apologies for absence were received from Councillor Holland (no substitute).

836 Declarations of Interest

There were no declarations of interest at this meeting.

837 Exclusion of the Public

Resolved:-

That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the item of business set out below, on the grounds that it would involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

838 Appointment of Chief Executive & Town Clerk (Shortlisting)

The Committee considered candidates for shortlisting for the post of Chief Executive & Town Clerk.

Resolved:

The Committee agreed a shortlist of 5 candidates for the post of Chief Executive and Town Clerk, as set out below:

JB/AG/SL/ML/NY

Chairman: _____

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SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Appointments and Disciplinary Committee

Date: Wednesday, 15th March, 2017
Place: Executive Boardroom - Civic Suite

5

Present: Councillor J Lamb (Chair)
Councillors A Holland (Vice-Chair), M Assenheim, N Folkard,
I Gilbert, L Salter and J Ware-Lane

In Attendance: J Ruffle
Also in attendance: T McDougall - Solace

Start/End Time: 9.00 am - 4.00 pm

868 Apologies for Absence

There were no apologies for absence at this meeting.

869 Declarations of Interest

There were no declarations of interest at this meeting.

870 Exclusion of the Public

Resolved:-

That, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the item of business set out below, on the grounds that it would involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

871 Appointment of Chief Executive & Town Clerk - Interviews

The Committee interviewed short-listed candidates for the post of Chief Executive and Town Clerk.

Recommended:

1. That, subject to the provisions of the Local Authorities (Standing Orders) (England) Regulations 2001 (as incorporated in the Council's Officer Employment Procedure Rules), the Council be recommended to approve the appointment of Alison Griffin to the post of Chief Executive & Town Clerk, Head of the Council's Paid Service, Returning Officer and Electoral Registration Officer, subject to the completion of normal pre-employment checks.
2. That upon approval by the Council, the Director of Transformation, in consultation with the Leader of the Council, be authorised to deal with the pre-employment checks, finalise the conditions of employment & start date and offer the post to Alison Griffin.

Chairman: _____

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Southend-on-Sea Borough Council

Report of Director of Legal & Democratic Services

to
Council

on

21st March 2017

Report prepared by: John Williams, Director of Legal &
Democratic Services

**Agenda
Item No.**

6

Appointment of new Chief Executive & Town Clerk

**Executive Councillor: Councillor Lamb
Part 1 (Public Agenda Item)**

1. Purpose of Report

To seek the Council's approval to the appointment of a new Chief Executive and Town Clerk having regard to the recommendation of the Appointments and Disciplinary Committee, following the recruitment and selection process undertaken by the Committee.

2. Recommendations

- 2.1 That the Council approves the appointment of Alison Griffin to the post of Chief Executive and Town Clerk, Head of the Council's Paid Service, Returning Officer and Electoral Registration Officer in accordance with the recommendation of the Appointments and Disciplinary Committee, subject to the completion of normal pre-employment checks.
- 2.2 That authority be delegated to the Director of Transformation in consultation with the Leader of the Council, to deal with the pre-employment checks, finalise the conditions of employment & start date and offer the post to Alison Griffin.
- 2.3 That the Acting Up arrangements agreed at Council on 23rd February 2017 be implemented with effect from 1st April 2017 and continue until the new Chief Executive & Town Clerk takes up her post.

3 Background

- 3.1 On 1st December 2016 the Chief Executive & Town Clerk of the Council, Rob Tinlin, announced his intention to retire at the end of March 2017.
- 3.2 The Appointments & Disciplinary Committee convened on 13th January 2017 to agree the arrangements for the recruitment and selection process for the appointment of a new Chief Executive and Town Clerk.
The Committee also recommended to Council the Acting Up arrangements that might be required before the new Chief Executive and Town Clerk took up post: The Council agreed the Acting Up arrangements on 23rd February 2017.
- 3.3 In accordance with the requirements in the Council's Constitution, the Appointments & Disciplinary Committee undertook the formal elements of the recruitment and selection process for the new Chief Executive and Town Clerk, with independent external advice through-out from SOLACE Enterprises.
The position was advertised nationally and the timetable was as follows:
- 21st February 2017 – long list of applicants agreed by Appointments & Disciplinary Committee;
 - 7th March 2017 – short list of applicants agreed by Appointments & Disciplinary Committee;
 - 13th and 14th March 2017 – Assessment Centre for short listed applicants; and
 - 15th March 2017 – Applicants interviewed by the Appointments & Disciplinary Committee.
- 3.4 Following the conclusion of the recruitment and selection process, at the meeting of the Appointments and Disciplinary Committee on 15th March 2017, the Committee made a recommendation to Council that Alison Griffin, currently Director of Finance & Corporate Services at the London Borough of Bexley should be appointed to the post of Chief Executive and Town Clerk, Head of the Council's Paid Service, Returning Officer and Electoral Registration Officer, subject to the completion of normal pre-employment checks.
- 3.5 In accordance with the provisions of the Local Authorities (Standing Orders) (England) Regulations 2001 as amended ("the Regulations"):
- (a) the power to approve the appointment of the Head of the Council's Paid Service must be exercised by the full Council itself and cannot be delegated; and

(b) The Council must incorporate in its Constitution the provisions set out in Part II of Schedule 2 to the Regulations: Such provisions are duly incorporated in the Officer Employment Procedures in Part 4h.

These provisions include:

- A requirement for the Council to approve the appointment of the Head of Paid Service before an offer of appointment is made; and
- A requirement that no offer of appointment can be made until the Cabinet members have been notified of the proposed appointee and given the opportunity to object to the making of an offer of employment.
I can confirm that such consultation with Cabinet members has been undertaken and the Leader has confirmed that neither he, nor any other member of the Cabinet, has any objection to the making of the offer.

4. Other Options

To not approve the appointment.

5. Reasons for Recommendations

To ensure the Council complies with the requirements of sections 4 and 7(1) of the Local Government and Housing Act 1989 to appoint a Head of Paid Service and to ensure the appointment is made on merit.

6. Corporate Implications

6.1 Contribution to Council's Vision & Corporate Priorities

Effective strategic leadership of the workforce is required to deliver the Council's Vision, Corporate Plan and priorities.

6.2 Financial Implications

The salary applicable to this position is within the budgeted salary range and therefore there are no additional financial implications.

6.3 Legal Implications

The legal implications are set out in sections 3.5 and 5 of this report.

6.4 People Implications

The recruitment and selection process has been carried out in accordance with legal requirements and the Council's Constitution.

6.5 Property Implications

None.

6.6 Consultation

As detailed in section 3.5, Cabinet members have been consulted.

6.7 Equalities and Diversity Implications

As required by the Council's Human Resources Policies for recruitment.

6.8 Risk Assessment

n/a

6.9 Value for Money

n/a

6.10 Community Safety Implications

None

6.11 Environmental Impact

None

7. Background Papers

The Local Authorities (Standing Orders) (England) Regulations 2001 as amended.

8. Appendices

None