

Employment Committee Agenda



Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

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11 October 2017

To the Members of the EMPLOYMENT COMMITTEE

Councillors: R. Renton (Chairman),

M. A. Brunt

J. M. Ellacott

R. Mill

J. C. White

Substitutes

Councillors:

Conservatives:

N. J. Bramhall, V. W. Broad, K. Foreman, L. R. Hack,
A. C. J. Horwood, G. J. Knight and T. Schofield

Residents Group:

Liberal Democrat:

Green Party:

For a meeting of the **EMPLOYMENT COMMITTEE** to be held on **THURSDAY, 19 OCTOBER 2017** at **6.30 pm** in the Executive Meeting Room, Town Hall.

John Jory
Chief Executive

1. ELECTION OF CHAIRMAN

To elect a Chairman for the Committee for the Municipal Year 2017/18.

2. ELECTION OF VICE-CHAIRMAN

To elect a Vice-Chairman for the Committee for the Municipal Year 2017/18.

3. MINUTES

(Pages 5 - 6)

To confirm as a correct record the minutes of the meeting held on 11 May 2017.

4. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

To receive any apologies for absence and notification of any substitute Members in accordance with Procedure Rules.

5. DECLARATIONS OF INTEREST

To receive any Declarations of Interest.

6. APPOINTMENT OF MONITORING OFFICER

(Pages 7 - 10)

This report invites the Council to appoint a Monitoring Officer in accordance with statutory requirements.

7. ANY OTHER URGENT BUSINESS

To consider any item(s) which, in the opinion of the Chairman, should be considered as a matter of urgency - Local Government Act 1972, Section 100B(4)(b).

(NOTE: Under Committee Procedure Rule 17, items of urgent business must be submitted in writing but may be supplemented by an oral report).

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BOROUGH OF REIGATE AND BANSTEAD
EMPLOYMENT COMMITTEE

Minutes of a meeting of the Employment Committee held at the Town Hall, Reigate on Thursday 11 May 2017 at 9.30 am.

Present: Councillors: Mrs R. Renton (Chairman); M Brunt, J Ellacott, Mrs R. Mill and M Selby*

Also present: Councillors V Broad, Dr. L Hack and T Schofield
Mr Anthony Hopkin, Penna Consultant

*Note: *Councillor Selby left the meeting before the arrival of the second candidate and was not present for the vote.
Councillors Broad, Dr. Hack and Schofield also left the meeting before the vote on item 6.*

8. **MINUTES**

RESOLVED that the Minutes of the meeting held on 23 March 2017 be approved as a correct record and signed.

9. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Councillor Mrs J Bray, who was substituted by Councillor M Selby.

10. **DECLARATIONS OF INTEREST**

None.

11. **ANY OTHER URGENT BUSINESS**

None.

12. **EXEMPT BUSINESS**

RESOLVED that members of the Press and public be excluded from the meeting for the following items of business under Section 100A(4) of the Local Government Act 1972 on the grounds that:

(i) it involved the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act; and

(ii) the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

13. APPOINTMENT OF HEAD OF FINANCE

The Committee interviewed the candidates who had been short listed for interview for the post of Head of Finance.

The short listing process undertaken previously had involved an informal meeting with prospective candidates, following which the short list had been drawn up, based upon the job specification.

Members were supported by Penna Consultancy throughout the appointment process. Mr Anthony Hopkin, Penna Consultant, attended the meeting to support the Committee, together with the Chief Executive, Head of People and Communities and Human Resources Business Partner.

Councillors Broad, Dr. Hack and Schofield also attended the meeting, under Standing Order 4.19.1.

During the interview process candidates were asked a set of predetermined questions and invited to make a presentation.

Candidates were also given the opportunity to ask questions and to discuss the appointment package.

Following the interviews, the Committee debated the merits of individual candidates, based upon the written information before them and the outcomes of the formal interview process.

Upon a vote, it was then accordingly

RECOMMENDED that Jocelyn CONVEY be appointed Head of Finance and Section 151 officer.

The meeting closed at 3.30 pm

Agenda Item 6

Agenda Item: 6

Appointment of Monitoring Officer

Employment Committee
19 October 2017



Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

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|-------------------|--|
| REPORT OF: | CHIEF EXECUTIVE |
| AUTHOR: | Chris Phelan, Democratic Services Team Leader |
| TELEPHONE: | 01737 276000 |
| E-MAIL: | chris.phelan@reigate-banstead.gov.uk |
| TO: | EMPLOYMENT COMMITTEE |
| DATE: | 19 October 2017 |

| | |
|---------------------------|------|
| WARD (S) AFFECTED: | None |
|---------------------------|------|

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| SUBJECT: | APPOINTMENT OF MONITORING OFFICER |
| RECOMMENDATION: That in accordance with Section 5 of the Local Government and Housing Act 1989, Mr Gavin Handford, be confirmed as the Council's Monitoring Officer. | |
| REASONS FOR RECOMMENDATIONS: To comply with the requirements of the Local Government & Housing Act 1989 (as amended). | |
| EXECUTIVE SUMMARY: This report invites the Council to appoint a Monitoring Officer in accordance with statutory requirements. | |

The above recommendation is subject to agreement of Council

STATUTORY POWERS

1. Under Section 5 of the Local Government & Housing Act 1989 (as amended), the Council has a duty to appoint a Monitoring Officer. Neither the Head of Paid Service nor the Chief Finance Officer can hold the position of Monitoring Officer.
2. The Monitoring Officer has a number of statutory duties and responsibilities relating to the Council's Constitution and our arrangements for effective governance. These duties include maintaining the Constitution, ensuring that no decision or omission of the Council is likely to give rise to illegality or maladministration and promoting high standards of conduct. A full list of the Monitoring Officer's responsibilities and delegated powers is included within the Councils' Constitution.
3. Article 13(b) of the Constitution provides that it is the responsibility of full Council to designate the Monitoring Officer. Employment Procedure Rules state that the appointment should be on the recommendation of the Employment Committee.

BACKGROUND

4. On 13 April 2017 the Council approved a recommendation of the Employment Committee and appointed Mr Gavin Handford as Interim Monitoring Officer for a period of six months.
5. This period is drawing to an end and the Employment Committee is therefore requested to make a further recommendation on the appointment of the Monitoring Officer.
6. Prior to the appointment of Mr Handford, the Council had operated with a Legal Services partnership with Spelthorne BC. This included a shared Monitoring Officer. However, the shared service ceased on 31 March 2017 and Reigate & Banstead reverted to a separate service, with Mr Handford as the Head of Service.
7. Mr Handford has extensive experience supporting Members and Corporate Governance, including
 - Interim Monitoring Officer since April 2017
 - Deputy Monitoring Officer at Reigate & Banstead since Autumn 2013, providing regular training and reports on all range of matters
 - Head of Service with responsibility for Democratic Services and Member support
 - Extensive knowledge of the Constitution and legal framework supporting Council decision making
8. During the interim appointment, Mr Handford has provided advice and guidance on a range of matters, including decision making, code of conduct and Member training and development. The legal services team has been reviewed and strengthened to ensure the Council has the professional advice and support it requires across a range of legal areas. Feedback from clients across the Council has been very positive.
9. It is therefore recommended that Mr Handford be appointed as the Council's permanent Monitoring Officer with immediate effect.

OPTIONS

10. The options are either:
 - to appoint Mr. Gavin Handford as the Monitoring Officer - this is the recommended option; or
 - to extend the appointment of Mr Handford as Interim Monitoring Officer; or
 - to appoint another Officer of the Council - this is not recommended as there are advantages to appointing the Head of Service with responsibility for legal and democratic services as Monitoring Officer.

LEGAL IMPLICATIONS

11. There are no additional legal implications other than those set out in the report.

FINANCIAL IMPLICATIONS

12. There are no financial implications arising from the report.

EQUALITIES IMPLICATIONS

13. There are no specific equalities implications arising from this report.

CONSULTATION

14. The Leader and Deputy Leader of the Council have been consulted on this report.

POLICY FRAMEWORK

15. There are no policy implications.

Background Papers: None

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