

SPECIAL COMMITTEE

THURSDAY, 12 NOVEMBER 2015

PRESENT:- Councillors David Renard (Chair), Fionuala Foley, Jim Grant, Dale Heenan, Brian Mattock (Vice-Chair), Des Moffatt, Stan Pajak, Garry Perkins, Kevin Small and Russell Holland (Deputy).

Apologies for absence were received from Councillors Junab Ali and Brian Ford.

6. Declarations of Interest

The Chair reminded Members of the need to declare any known interests in any matters to be considered at the meeting.

7. Minutes

Resolved –That the minutes of the meeting held on 8th June 2015 be confirmed and signed as a correct record.

8. Public Question Time

No public questions were asked under Standing Order 28.

9. Recruitment Process for Head of Paid Service

The Leader of the Council and Head of Performance, People and Engagement submitted a joint report concerning the resignation of the Chief Executive, who would be leaving the Council in January 2016 to take up a similar role in another local authority and the process to be followed to enable the recruitment of a new Chief Executive for the Council and to appoint an interim Head of Paid Service until the new appointee takes up the post.

The Chair referred to the process associated with the appointment of a new Chief Executive and to the salary level for the post and the associated recruitment costs. He emphasised that this would be contained within existing Budget provision.

Members of the Committee considered and suggested changes to the proposed Chief Executive Job Description and Person Specification.

Councillor Kevin Small commented that he believed that there was merit in the Council's Chief Executive also being its Returning Officer. Members of the Committee noted Councillor Small's comments but the Committee was of the view that the issue should not be taken forward at this time.

Resolved – (1) That the Special Committee, on behalf of the Council, confirms that it will continue with the post of Chief Executive following the departure of Mr Gavin Jones.

(2) That the Head of Performance, People and Engagement be authorised to begin the process of recruiting a new Chief Executive for the Council, including the appointment of an appropriate recruitment consultant, and to make the necessary arrangements required for the successful appointment to that post.

(3) That the Special Committee on behalf of the Council, and subject to the amendments in (a) to (c) below, approves the role description and person specification for the post of Chief Executive as set out in Appendix A to the joint report-

(a) Appendix A – Job Description – Leadership – To amend to read – “To lead, develop, *manage* and inspire an effective and coordinated senior management team ensuring they achieve the outcomes agreed by the Council through the development of new and innovative partnerships and the successful delivery of programmes and plans.”;

(b) Appendix A – Job Description – Performance – To amend to read – “Manage the relationship between Elected Members and Officers, maintaining the essential Member / Officer partnerships and processes, which promote a positive and mutually respectful relationship between Members and Officers.”, and

(c) Appendix A – Person Specification – Minimum Essential Requirements – Second to Last Bullet Point - To request the Head of Performance, People and Engagement to clarify and strengthen the wording of this Bullet Point prior to publication.

(4) That the Leader of the Council, in consultation with the other Political Group Leaders on the Council, be authorised to appoint an interim Chief Executive and Head of Paid Service, from the current members of the Council’s Corporate Board, to act in that capacity in the period between the current Chief Executive leaving and the successor Chief Executive beginning in post.

10. Appointment of Trustee - Swindon Art Gallery and Museum Trust

The Chair advised of the requirement for the Council to nominate a Council appointed Trustee to serve on the newly established Swindon Art Gallery and Museum Trust. (Minute 26, 2015/16 of the Cabinet refers.)

Resolved – That, on behalf of the Council, Councillor Brian Mattock, Deputy Leader of the Council and Cabinet Member for Adult Health and Social Care, be nominated to serve as a Council appointed Trustee on the Swindon Art Gallery and Museum Trust.