

Swindon Borough Council

Special Committee

Thursday, 21 November 2019

Committee Room 6, Civic Offices (Anticipated meeting room)

At 5.00 p.m.

Conservative Councillors

David Renard (Chair)
Oliver Donachie
Brian Ford
Russell Holland (Vice-Chair)
Cathy Martyn
Maureen Penny

Deputies: *All other Cabinet Members*

Labour Councillors

Steve Allsopp
Jim Grant
Des Moffatt
Kevin Small

Deputies: *All other Labour Shadow Cabinet Members*

Liberal Democrat Councillors

Stan Pajak

Deputies: *All other Liberal Democrat Members*

Committee Officer: Douglas Campbell, 07779 413886
email: committeeservices@swindon.gov.uk

Swindon Borough Council can be contacted at the Civic Offices, Euclid Street, Swindon, SN1 2JH (Telephone 01793 445500)

Access Arrangements - The venue is wheelchair accessible and an infrared receiver hearing system is provided. If you have any special requirements to enable you to attend the meeting or would like to receive any of the pages contained in this agenda in a larger print size, please contact the Committee Officer as soon as possible prior to the date of the meeting.

AGENDA

PART 1 (PUBLIC ITEMS)

1. Apologies for Absence

2. Declarations of Interest

Members are reminded that at the start of the meeting they should declare any known interests in any matter to be considered, and also during the meeting if it becomes apparent that they have an interest in the matters being discussed.

3. Minutes (Pages 5 - 8)

To receive the minutes of the meeting held on 11th November 2019.

4. Public Question Time

See explanatory note below. Please phone the Committee Officer whose name and number appears at the top of this agenda if you need further guidance.

5. Exempt Items - Exclusion of Press and Public

That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the item listed below, on the grounds that it involves the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

Item No.	Paragraph No.	Minute No.
6	1 and 2	

PART 2 (TO BE CONSIDERED WITHOUT THE PRESS AND PUBLIC PRESENT)

6. Changes to the senior management structure (CE)
(Report to follow.)

Date of Despatch: 13 November 2019

Key:

Officers:

Public Question Time - Swindon Borough Council remains committed to increasing its accountability to the public and to promoting active citizenship. 15 minutes will be allowed at the start of all Council meetings for questions to the Chair from the public about the work of the Committee (except for confidential matters, and matters relating to planning and licensing applications). We will give priority to those who submit questions in writing at least two days before the meeting. Questions must be relevant, clear, and concise. You may not use Public Question Time as an opportunity to make speeches or statements.

Questions in writing should be sent to the Committee Officer whose contact details appear on the agenda above or to the Chief Legal Officer (Monitoring Officer), we will publish it, along with the answer, alongside the Minutes. The process associated with asking a public question is set out in the "Public Question Time at Council Meetings Protocol and Guidance" available on the Council's Website.
(<http://ww5.swindon.gov.uk/moderngov/ecCatDisplay.aspx?sch=doc&cat=13338&path=0>) or from the Committee Officer named above.

Special Committee - Terms of Reference

The Special Committee shall have delegated to it the power to act for the Council on the advice of the Chief Executive on any policy decision or any particular matter that is urgent and necessary in the best interests of the Council.

The quorum of the Committee shall be three.

Deputy Members may be appointed at the Annual or any meeting of the Council.

Minutes of any proceedings of this Committee shall be submitted to the Council.

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SPECIAL COMMITTEE

MONDAY, 11 NOVEMBER 2019

PRESENT:- Councillors David Renard (Chair), Steve Allsopp, Oliver Donachie, Jim Grant, Dale Heenan, Russell Holland (Vice-Chair), Stan Pajak, Maureen Penny, Gary Sumner, Ray Ballman and Robert Wright.

Apologies for absence were received from Councillors Brian Ford, Cathy Martyn, Des Moffatt, and Kevin Small.

Councillor Keith Williams attended in respect of Minute 5

1. Declarations of Interest

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

Councillor Stan Pajak made a personal but non-prejudicial declaration of interest that he was standing as a parliamentary candidate for the South Swindon constituency.

2. Minutes

Resolved – That the minutes of the meeting held on 25th October 2018 be confirmed and signed as a correct record.

3. Public Question Time

There were no public questions.

4. Exempt Items - Exclusion of Press and Public

Resolved - That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the item listed below, on the grounds that it involves the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

Item No.	Paragraph No.	Minute No.
5	1 and 2	5

5. Changes to the Senior Management Structure

The Chief Executive submitted a report seeking Special Committee's endorsement to adopt a new senior management structure, commence consultations with those whose posts might be put at risk with the new structure and then commence recruitment and to change the designations of a number of roles including raising the post of Director of Finance to full Corporate Management Team membership.

Members expressed concern that the report, while private and confidential, had only been made available to councillors who served on the Committee and not to all

Councillors. The Chief Executive stated for the Minutes that the restricted circulation had been necessary to protect any staff whose posts could be put at risk from being made aware of changes through this report rather than a formal consultation. Members affirmed that in future they would like a full circulation.

Members of the Special Committee asked a range of questions relating to:

- The scope of the new Corporate Management Team role proposed and how the technical skills necessary to deliver the programmes for which the appointee would be responsible could be assured.
- The need to have a job description that would attract the right level of expertise to cover the breadth of the proposed new role.
- The length of the recruitment phase, especially taking into account the Christmas/New Year period.
- The roles of other directors and how they would fit into the new structure.
- Whether creating a new roles would create issues with existing senior officers who would not have director status.
- The recruitment process and how it would be conducted.
- The scope and title of the proposed role relating to Children's Services, how it would have to ensure that the focus on education was not lost, and how it would address the transition issues to Adult Social Services.
- The scope of the proposed role within Communities and Housing.

The Chief Executive, Julie Walsh - HR manager, and Councillor Keith Williams – Cabinet Member for Customer Services and Operational Excellence, responded at the meeting. In particular, they confirmed that for this seniority of post, in accordance with the Constitution, an open recruitment process would be used for the Corporate Management Team post proposed, with SOLACE providing independent initial assessments and Members making the appointment following interview.

Following this discussion, the Leader asked for an indication from Members about the proposal, to which all Members indicated their support. Before Members make the final decision, they requested that the report be updated to provide the additional information as set out below.

Resolved:-

- 1) That the meeting be adjourned to 17:00 on 21st November 2019.
- 2) That Officers update the report for that meeting to provide the additional information requested by Members.
- 3) That the new report be made available to all Members.
- 4) That, subject to Special Committee approving the proposals on 21st November 2019, the recruitment period for the Corporate Management Team post be 2nd December 2019 to 13th January 2020, with the Member panel being convened for end of January/early February 2020.
- 5) That the Chief Executive be authorised to hold initial consultation conversations with any post holders who could be affected.
- 6) That the review of the Council's Constitution to be presented to the Corporate Governance Review Working Group include a proposal to create a Members' People Committee or Board that could make decisions on future management changes.

Officers agreed to undertake the following actions:

- 1) To circulate the job description of the new Corporate Management Team post referred to as appendix to the report that will be available all Councillors.
- 2) Within the report:
 - a. To amend the proposed job title of the proposed role in Children's Services to include "Education".
 - b. To provide a description of the new Corporate Management Team proposed based other councils that have a similar role.
 - c. To clarify where existing heads of service/managers currently sit.

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