

Somerset West and Taunton

Taunton Deane and West Somerset Councils
working together

SOMERSET WEST AND TAUNTON SHADOW COUNCIL

Special Meeting of the Shadow Council

Date: 19th November 2018

Time: 6pm

Venue: The Shire Hall, Shuttern, Taunton.

AGENDA

1. Apologies for Absence.

2. Public Participation

The Chairman to advise of any items on the agenda which members of the public have requested to speak

3. Declaration of Interests.

To receive declarations of Disclosable Pecuniary Interests or personal or prejudicial interests, in accordance with the Code of Conduct, in relation to items on the agenda. Such interests need to be declared even if they have already been recorded in the Register of Interests. The personal interests of Councillors who are County Councillors or Town or Parish Councillors will automatically be recorded in the minutes.

4. Recruitment of Chief Executive for Somerset West and Taunton Council (attached).

The purpose of this report is to report on the recruitment process for the Chief Executive for Somerset West and Taunton Council.

5. Future Meeting Dates.

Shadow Full Council

- Monday, 17 December 2018 at 7pm, Shire Hall, Taunton.

Shadow Executive

- Thursday, 6 December 2018, at 6pm, Council Chamber, Williton.

Shadow Scrutiny Committee

- Thursday, 26th November 2018 at 6pm, Council Chamber, Williton.



Somerset West and Taunton Shadow Council

Special Shadow Council Meeting – 19 November 2018

Recruitment of the Chief Executive for Somerset West and Taunton Council

This matter is the responsibility of the Leader of the Shadow Council

Report Author: Fiona Wills – HR and OD Manager

1 Purpose of the Report

To consider endorsing the recommended preferred candidate of the Appointments Committee as Chief Executive designate and as the new permanent Chief Executive with effect from 1st April 2019.

2 Recommendations

- 2.1 To confirm the appointment of James Hassett as Chief Executive Designate (including being Head of Paid Service, Returning Officer, Electoral Registration Officer and a Core Member of the Central Implementation Team) for the Somerset West and Taunton Council with effect from 1st January, 2019 and that he be confirmed as the new permanent Chief Executive, Head of Paid Service, Returning Officer, Electoral Registration Officer and a Core Member of the Central Implementation Team for the Somerset West and Taunton Council from 1st April, 2019.
- 2.2 To confirm that a spot salary for the post of £115,000 + Returning Officer Fees to be effective from 1st January, 2019.
- 2.3 In accordance with the requirements of the Local Government (Boundary Changes) Regulations 2018, the 'electoral appointee' to discharge the duties set out in Regulation 17(2) in relation to parliamentary elections will be Penny James for the period 1st December, 2018 until 31st December, 2018, and, subject to recommendation 2.1 above, James Hassett for the period 1st January, 2019 until 31st March, 2019.

3 Risk Assessment

Risk Matrix

Description	Likelihood	Impact	Overall
A delay in the appointment of the new Chief Executive would increase uncertainty during a key period of transformation and transition to a new Council	4	4	16
<i>The mitigations for this are the proposals set out in the report</i>	2	4	8

Risk Scoring Matrix

Likelihood	5	Almost Certain	Low (5)	Medium (10)	High (15)	Very High (20)	Very High (25)
	4	Likely	Low (4)	Medium (8)	Medium (12)	High (16)	Very High (20)
	3	Possible	Low (3)	Low (6)	Medium (9)	Medium (12)	High (15)
	2	Unlikely	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	1	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
			1	2	3	4	5
			Negligible	Minor	Moderate	Major	Catastrophic
Impact							

Likelihood of risk occurring	Indicator	Description (chance of occurrence)
1. Very Unlikely	May occur in exceptional circumstances	< 10%
2. Slight	Is unlikely to, but could occur at some time	10 – 25%
3. Feasible	Fairly likely to occur at same time	25 – 50%
4. Likely	Likely to occur within the next 1-2 years, or occurs occasionally	50 – 75%
5. Very Likely	Regular occurrence (daily / weekly / monthly)	> 75%

4. Background and Full details of the Report

- 4.1 At the Special meeting of the Shadow Council held on 10th September, 2018, a set of Employment Procedure Rules were agreed to facilitate the appointment to Statutory

Officer roles for the new Council before 1st April, 2019. The decision recognised that under the proposed Local Government(Boundary Changes) (General) Regulations 2018 the Shadow Executive would have responsibility for leading such a recruitment process and until the Order came into force, this role would be undertaken by an politically proportional Appointments Committee. In the event, it has been necessary to use this latter option and after consultation with the Shadow Council Group Leaders it was agreed that the Appointments Committee would consist of Cllrs John Williams, Anthony Trollope-Bellew, Libby Lisgo, Vivienne Stock-Williams, Stephen Martin-Scott, Federica Smith-Roberts, Benet Allen and Eddie Gaines. The Shadow Council had agreed the establishment of a politically proportional Appointments Committee of seven members but it had been agreed to have eight members participating in the selection process to ensure that all the Shadow Council political Groups had an involvement on the basis that, in the event of a vote, then Cllrs Allen, Gaines and Lisgo would have two votes between them.

- 4.2 The Shadow Council also agreed at its meeting on 10th September, 2018 initiate an external recruitment exercise for the role of Chief Executive for the new Council based on the Job Description and Person Specification appended to the report submitted to the Council meeting. Following support from the Local Government Association which included researching comparative salary data for comparative roles in the South West and national data for shared councils, it had been agreed that the salary range offered for the post would be between £115,000 and £125,000.
- 4.3 Following a selection process, Gatenby Sanderson were appointed to work with the Shadow Council members on the Chief Executive recruitment and selection process.
- 4.4 After the decision to proceed, the role was externally advertised with a closing date of 12th October 2018.
- 4.5 Following this period, 20 applications were received and the Leader and Deputy Leader of the Shadow Council met with representatives of Gatenby Sanderson to create a longlist of 8 candidates.
- 4.6 These 8 candidates underwent a detailed technical interview with representatives of Gatenby Sanderson and an experienced Local Authority Chief Executive who reported back to the Appointments Committee on 31st October 2018. At this meeting the Appointments Committee agreed to put forward a short list of 4 candidates for the final assessment and interview process.
- 4.7 The final assessment and interview process was held over the 8th and 9th November 2018, and included a report on psychometric testing, meeting/feedback from stakeholders and a separate formal interview on the Thursday and a presentation to the Appointments Committee on the Friday (who were supported by a representative from Gatenby Sanderson and the HR and OD Manager).
- 4.8 Following this process, the Appointments Committee agreed by a majority decision of six votes for and one against to recommend James Hassett for appointment to the Shadow Somerset West and Taunton Council meeting on 19th November, 2018 from 1st January, 2019 as Chief Executive designate, and from 1st April, 2019 as permanent Chief Executive - both of these to include being Head of Paid Service, Returning

Officer and Electoral Registration Officer and to be a Core member of the Central Implementation Team - of the new Council at a spot salary of £115,000 + Returning Officer Fees.

- 4.9 A formal offer of appointment will not be made unless the Shadow Council agrees the recommendation to this report. Any external appointment will be subject to the normal six months' probation period.

5 Electoral Administration

- 5.1 At the time of writing this report, notice was received that the Local Government (Boundary Changes) Regulations 2018 would be coming into effect on 26th November, 2018 and under Regulation 17 there was a requirement placed on the Shadow Council to appoint an officer 'an electoral appointee' to discharge the duties set out in Regulation 17(2) in regard to Parliamentary elections for which a writ is issued less than six months before the reorganisation date (1st April, 2019).
- 5.2 It is therefore recommended that the current Chief Executive, Penny James, is so appointed for the period 1st December, 2018 until 31st December, 2018 and, subject to recommendation 2.1 being adopted, James Hassett is so appointed for the period 1st January, 2019 until 31st March, 2019.

6 Links to Corporate Aims / Priorities

- 6.1 The Councils are currently developing their corporate priorities in preparation for the New Council standing up in April 2019. The work to date has developed priorities focussing on the 3Ps – People, Place and Prosperity. The Chief Executive role is vitally important in shaping and directing the organisation to deliver the outputs, outcomes and intent to reflect the corporate priorities.

7 Finance / Resource Implications

- 7.1 The cost of the recruitment process was in the region of £35,000 which was within the allocated budget of £50,000.

8 Legal Implications

- 8.1 These are covered in Section 4.1 of the report.

9 Environmental Impact Implications

- 9.1 None in respect of this report.

10 Safeguarding and/or Community Safety Implications

- 10.1 None in respect of this report.

11 Social Value Implications

11.1 None in respect of this report.

12 Partnership Implications

12.1 None in respect of this report.

13 Health and Wellbeing Implications

13.1 None in respect of this report.

14 Asset Management Implications

14.1 None in respect of this report.

15 Consultation Implications

15.1 None in respect of this report.

Democratic Path:

- **Full Council – Yes**

Reporting Frequency : **Once only** **Ad-hoc** **Quarterly**
 Twice-yearly **Annually**

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