

## Employment Committee Thursday 1 July 2021

A special meeting of the above Committee will be held on Thursday 1 July 2021 at the Town Hall, Royal Leamington Spa at 4.30pm and available for the public to watch via the Warwick District Council [YouTube channel](#).

Councillor J Tracey (Chairman)

Councillor L Bartlett  
Councillor A Day  
Councillor B Gifford  
Councillor J Grey  
Councillor R Hales

Councillor J Kennedy  
Councillor P Kohler  
Councillor M Mangat  
Councillor R Margrave  
Councillor N Tangri

### Emergency Procedure

At the commencement of the meeting, the emergency procedure for the Town Hall will be announced.

### Agenda

#### 1. Apologies & Substitutes

- (a) to receive apologies for absence from any Councillor who is unable to attend; and
- (b) to receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

#### 2. Declarations of Interest

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be disclosed during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

#### 3. Head of Place & Economy Recruitment

To consider a report from the Chief Executive.

**(Pages 1 to 5)**

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For enquiries about specific reports, please contact the officers named in the reports.

You can e-mail the members of the Committee at

[employmentcommittee@warwickdc.gov.uk](mailto:employmentcommittee@warwickdc.gov.uk)

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prior to the meeting, by telephoning (01926)  
456114



## Agenda Item 3

Employment Committee  
1<sup>st</sup> July 2021

### **Title: Head of Place & Economy Recruitment**

**Lead Officer: Chris Elliott/Tracy Dolphin**

**Portfolio Holder: Councillor Day**

**Public report / Confidential report: Public**

**Wards of the District directly affected: All**

Contrary to the policy framework: No

Contrary to the budgetary framework: No

Key Decision: No

Included within the Forward Plan: No

Equality Impact Assessment Undertaken: No

Consultation & Community Engagement: No

Final Decision: Yes

Accessibility checked: Yes

<b>Officer/Councillor Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive	23.6.21	Chris Elliot
CMT	23.6.21	Chris Elliott, Andrew Jones, Dave Barber
Head of Service	23.6.21	Tracy Dolphin
Section 151 Officer	23.6.21	Mike Snow
Monitoring Officer	23.6.21	Andrew Jones
Portfolio Holder(s)		Andrew Day

### **1. Summary**

- 1.1 The report provides a further update regarding recruitment of the Head of Place and Economy as part of the creation of the Joint Warwick District Council (WDC) and Stratford-on-Avon District Council (SDC) Joint Management Team.
- 1.2 The report sets out the proposed selection process for the newly created Head of Place and Economy (SDC).

### **2. Recommendations**

- 2.1 That Employment Committee approves the creation of a shared post, appointed to by SDC, Head of Place and Economy and it notes this will be accordance with a Section 113 Agreement.
- 2.2 The Employment Committee nominate four Councillors of this Committee to join Councillor Cooke, as Portfolio Holder, as stakeholder panel to support the SDC recruitment process.
- 2.3 The Employment Committee notes that Councillor Cooke, as Portfolio Holder, will be observing the final interview process.
- 2.4 That in light of the report to Employment Committee on 15 June and subject to the approval of recommendation 2.1, the Committee recommends to Council that Article 12 to the Constitution, and the Structure Chart that forms Part 7 of the Constitution, is updated to reflect this change and authorises officers, in consultation with the Leader, to update the scheme of delegation to reflect these revisions and report them to Full Council on 28 July 2021 to come into effect from 2 August 2021.
- 2.5 The Employment Committee notes that the reason for this meeting to be called with less than five clear days notice was to enable the recruitment process to move forward as swiftly as possible.

### **3. Reasons for the Recommendations**

- 3.1 As agreed at Council on 5 August 2020, employees may be placed at the disposal of 'the other Council' as may be required. To date all posts subject to a Section 113 Agreement have been Head of Service level or above so have been brought to the Employment Committee for information.
- 3.2 Also reported to Employment Committee on 5 August 2020, options for the recruitment process were to be reviewed and agreed. Where WDC was identified as the lead employer, the SDC Portfolio Holder was invited into the process as a stakeholder group as part of the first stage interview providing feedback to the shortlisting panel but with no decision making responsibilities.

## Agenda Item 3

- 3.3 At its meeting on 15 June 2021 this Committee agreed to the principle of a Head of Place and Economy covering the Planning Policy, Projects and Economic Development activities of WDC and of SDC and that a further detailed report is brought to agree the process of implementation for that post.
- 3.4 SDC will be leading on this recruitment and they are taking a report to their Employment & selections Committee on 6 July 2021 to confirm arrangements for this process. Their programme is as follows. It is proposed to carry out the following timetable:

	<b>Detail</b>	<b>Timetable</b>
<b>Determination of the SDC sub-committee</b>	To determine the make-up of the sub-committee	Tuesday 6 July 2021 – Employment and Appointments Committee
<b>Determination of the WDC Stakeholder Panel</b>		1 <sup>st</sup> July 2021 WDC Employment Committee
<b>Selection Process</b>	Interview (30 Mins)	Date tbc WDC Stakeholder Member Panel facilitated by Head of People & Communications  To provide a summary of feedback to SDC Sub-committee
	Presentation (15 minutes) Interview (45 minutes)	Date tbc SDC Sub-committee WDC Portfolio Holder to observe

- 3.5 As highlighted in paragraph 3.2 for the recruitment of the Head of ICT Warwick District Council undertook the recruitment process with only limited involvement from the relevant SDC Portfolio Holder. On review of this and following the even closer working relationship that has now formed with SDC, while they are leading on this recruitment the Leader and Chief Executive of SDC have offered this more detailed engagement with WDC Councillors as a step towards future working and recruitment exercises, which it is anticipated a joint approach will be brought forward later in the year.
- 3.6 Members will be reassured that as with the recruitment for the Head of ICT Services West Midlands Employers will provide independent external support during the selection process.

- 3.7 Consultation has begun with the affected officers who are already in post as part of the organisational redundancy and policy procedure to ring fence vacancies in order to prevent the likelihood of a redundancy situation.
- 3.8 Following the wider reports in recent weeks it considered appropriate to ensure the Constitution is updated as soon as possible to reflect the changes that have been made.

### **4. Policy Framework**

#### **4.1 Fit for the Future**

- 4.1.1 The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit.
- 4.1.2 The FFF Strategy has 3 strands, People, Services and Money, and each has an external and internal element to it, the details of which can be found on the Council's website.

#### **4.2 FFF Strands**

##### 4.2.1 External impacts of proposal(s)

People - Health, Homes, Communities – The proposal could assist with the attainment of the Council's objectives across all its policy priorities.

Services - Green, Clean, Safe – The proposal could assist with the attainment of the Council's objectives across all its policy priorities.

Money- Infrastructure, Enterprise, Employment – The proposal could assist with the attainment of the Council's objectives across all its policy priorities.

##### 4.2.2 Internal impacts of the proposal(s)

People – Right People with Right Skills – The proposals will help to address further review of SMT and how we can deliver our services effectively

Services - Maintain or Improve Services - It will enable the Council to further align its services

Money - Firm Financial Footing over the Longer Term – This would help the Council to address the unfolding financial issue arising from the Covid 19 emergency on top of the underlying pressures

#### **4.3 Supporting Strategies**

Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal are explained here.

##### 4.3.1 People Strategy

The People Strategy outlines the future needs of our workforce to enable us to attract, recruit and retain the right people; provide the development they

need to allow them to grow and progress; manage potential and plan for the future. The way in which we lead and support our people is key to the successful delivery of quality services.

4.3.2 Staff affected by this proposal will be supported in accordance with the Council's Fit for the Future Employment processes

#### 4.4 **Changes to Existing Policies**

4.1 There are no changes to existing policies.

#### 4.2 **Impact Assessments**

This has been reviewed and is not necessary at this stage. The Council's recruitment processes include best practice in the promotion of equalities.

### 5. **Budgetary Framework**

5.1 The funding of this post was allowed for within the financial details in the July Cabinet report "Costs of Proposals of Joint Senior Management Team".

### 6. **Risks**

6.1 If the process for recruitment is not agreed at this time, then there is likely to be a delay in appointing fully to the senior management structure.

### 7. **Alternative Option Considered**

7.1 Employment Committee could decide not to approve the proposals which would then not be consistent with the proposals agreed in principle at Employment Committee 15 June 2021.