

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**



17 March 2020

Our Ref Council 25.03.20  
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To: The Chair and Members of North Hertfordshire District Council

**NOTICE IS HEREBY GIVEN OF A**

**MEETING OF THE COUNCIL**

to be held in the

**COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES,  
GERNON ROAD, LETCHWORTH GARDEN CITY**

on

**WEDNESDAY, 25 MARCH 2020**

at

**7.30 PM**

Yours sincerely,

Jeanette Thompson  
Service Director – Legal and Community

**\*\*MEMBERS PLEASE ENSURE THAT YOU DOWNLOAD ALL AGENDAS AND REPORTS VIA THE MOD.GOV APPLICATION ON YOUR TABLET BEFORE ATTENDING THE MEETING\*\***

## **Agenda** **Part I**

<b>Item</b>	<b>Page</b>
<b>1. APOLOGIES FOR ABSENCE</b>	
<b>2. NOTIFICATION OF OTHER BUSINESS</b> Members should notify the Chair of other business which they wish to be discussed at the end of either Part I or Part II business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency.  The Chair will decide whether any item(s) raised will be considered.	
<b>3. CHAIR'S ANNOUNCEMENTS</b> <u>Climate Emergency</u> Members are reminded that this Council has declared a Climate Emergency. This is a serious decision and means that, as this is an emergency, all of us, officers and Members have that in mind as we carry out our various roles and tasks for the benefit of our District.  <u>Declarations of Interest</u> Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chair of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest, wishing to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote.	
<b>4. REFERRAL FROM EMPLOYMENT COMMITTEE</b> The referral from the Employment Committee will be circulated as soon as it is available.	5 - 8
<b>5. EXCLUSION OF PRESS AND PUBLIC</b> To consider passing the following resolution:  That under Section 100A of the Local Government Act 1972, the Press and Public be excluded from the meeting on the grounds that the following report will involve the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the said Act (as amended).	

**6. REFERRAL FROM EMPLOYMENT COMMITTEE**

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The referral from the Employment Committee will be circulated as soon as it is available.

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**REPORT CONSIDERED BY THE EMPLOMENT COMMITTEE AT THE MEETING HELD ON  
17 MARCH 2020**

**PUBLIC DOCUMENT**

**TITLE OF REPORT: SENIOR MANAGEMENT ARRANGEMENTS**

REPORT OF THE SERVICE DIRECTOR - RESOURCES

EXECUTIVE MEMBER: LEADER OF THE COUNCIL

CURRENT COUNCIL PRIORITY: ATTRACTIVE AND THRIVING / PROSPER AND PROTECT / RESPONSIVE AND EFFICIENT

NEW COUNCIL PRIORITY: BE A MORE WELCOMING AND INCLUSIVE COUNCIL / BUILD THRIVING AND RESILIENT COMMUNITIES / RESPOND TO CHALLENGES TO THE ENVIRONMENT / ENABLE AN ENTERPRISING AND CO-OPERATIVE ECONOMY / SUPPORT THE DELIVERY OF GOOD QUALITY AND AFFORDABLE HOMES

**1. EXECUTIVE SUMMARY**

- 1.1 To provide Employment Committee with relevant background information for the part 2 item. The decision made by Council on 27<sup>th</sup> February 2020 means that it is necessary to appoint to the role of Managing Director. As Council have accepted the voluntary redundancy request of the current Chief Executive, the current role of Deputy Chief Executive could be a significant match for the Managing Director role. It is for the Employment Committee to determine the extent of this match and whether to make a recommendation on appointment to Council.

**2. RECOMMENDATIONS**

- 2.1. That this report be noted and considered when making the part 2 decision.

**3. REASONS FOR RECOMMENDATIONS**

- 3.1. Following the decision by Council on 27<sup>th</sup> February 2020 it is necessary to consider an appointment to the post of Managing Director.

**4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1. These were considered as part of the decision by Council on 27<sup>th</sup> February 2020. Alternative options were rejected as a result of the level of savings that the Council is forecasting that it will need to make.

## **5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**

- 5.1. This follows the decision by Council on 27<sup>th</sup> February 2020, so all Members have been consulted.

## **6. FORWARD PLAN**

- 6.1 This report does not contain a recommendation on a key Executive decision and has therefore not been referred to in the Forward Plan.

## **7. BACKGROUND**

- 7.1. The Council meeting on 27<sup>th</sup> February 2020 resolved the following:

1. That Council agrees to the deletion of the post of Chief Executive (Head of Paid Service) and the post of Deputy Chief Executive and establishment of a new post of Managing Director (Head of Paid Service), subject to consultation with those affected and at a suitable date to be determined.
2. That Council accept the voluntary redundancy request of the Chief Executive, with an effective leaving date of 17<sup>th</sup> July 2020.
3. That Council approves the use of the Special Reserve to fund the potential redundancy outlined in paragraph 8.3.
4. That Council notes that a further report with a proposed new senior management structure will be brought to Full Council on 2 April 2020.

- 7.2 Formal consultation is being undertaken with all those affected and this is expected to conclude on Monday 23<sup>rd</sup> March.

## **8. RELEVANT CONSIDERATIONS**

- 8.1. The Council's reorganisation policy guidance details the processes to be followed in relation to job matching. This is based on comparing the essential criteria of the person specifications of the existing and new roles. Where the match is greater than 70% then this is a direct match and the employee should be slotted in to the role. Where the match is less than 70%, but the employee is at risk of redundancy then the employee should be ring-fenced to the role. This means that the employee should be given the opportunity to apply through a ring fenced internal application process.

- 8.2. With support from HR, it is for the Employment Committee to fully determine the extent of any match.

## **9. LEGAL IMPLICATIONS**

- 9.1. In paragraph 10.3.4 (a) the Employment Committees Terms of Reference include "to interview candidates for the post of Head of Paid Service and make a recommendation for appointment to Council".

## **10. FINANCIAL IMPLICATIONS**

- 10.1. This restructure is expected to deliver savings to help towards the Council's forecast funding gap.

## **11. RISK IMPLICATIONS**

- 11.1. Human Resources will provide advice to the Committee on the Council's policies and processes in respect of reorganisation. A failure to follow these could create a legal, financial and service delivery risk.

## **12. EQUALITIES IMPLICATIONS**

- 12.1. In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2. There are no equalities implications arising from this report.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1. The Social Value Act and "go local" requirements do not apply to this report.

## **14. HUMAN RESOURCE IMPLICATIONS**

- 14.1. These are covered generally within the report.

## **15. APPENDICES**

- 15.1. None

## **16. CONTACT OFFICERS**

- 16.1. Ian Couper, Service Director: Resources, [ian.couper@north-herts.gov.uk](mailto:ian.couper@north-herts.gov.uk), ext: 4243
- 16.2. Rebecca Webb, HR Services Manager, [Rebecca.webb@north-herts.gov.uk](mailto:Rebecca.webb@north-herts.gov.uk), ext: 4481

## **17. BACKGROUND PAPERS**

- 17.1. Council report, 27<sup>th</sup> February 2020.

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By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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