



Council

Tuesday, 19th December, 2017 at 5.30 pm
Conference Room, Parkside, Chart Way, Horsham

To: All Members of the Council

You are summoned to the meeting to transact the following business

Tom Crowley
Chief Executive

Agenda

Page No.

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|----|--|---------|
| 1. | Apologies for absence | |
| 2. | Declarations of Members' Interests
To receive any declarations of interest from Members | |
| 3. | Announcements
To receive any announcements from the Chairman of the Council, the Leader, Members of the Cabinet or the Chief Executive | |
| 4. | Appointment of Chief Executive and Head of Paid Service
To consider the recommendation of the Employment Committee of 12 th December 2017 on the appointment of the Chief Executive and Head of Paid Service/Returning Officer and Electoral Registration Officer | 5 - 12 |
| 5. | Request for leave of absence - Councillor Costin
To consider a request from Councillor Christine Costin for exemption from attendance at Council meetings | 13 - 14 |

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GUIDANCE ON EXTRAORDINARY COUNCIL PROCEDURE

(Full details in Part 4a of the Council's Constitution)

Addressing the Council	Members must address the meeting through the Chairman. When the Chairman wishes to speak during a debate, any Member speaking at the time must stop. The Chairman will decide whether he or she prefers Members to stand or sit when addressing the Council.
Quorum	Quorum is one quarter of the whole number of Members. If there is not a quorum present, the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If a date is not fixed, the remaining business will be considered at the next ordinary meeting.
Declarations of Interest	Members should state clearly in which item they have an interest and the nature of the interest (i.e. personal; personal & prejudicial; or pecuniary). If in doubt, seek advice from the Monitoring Officer in advance of the meeting
Announcements	These should be brief and to the point and are for information only – no debate/decisions
Rules of debate	<p>The Chairman controls debate and normally follows these rules but Chairman's interpretation, application or waiver is final.</p> <ul style="list-style-type: none"> - No speeches until a proposal has been moved (mover may explain purpose) and seconded - Chairman may require motion to be written down and handed to him/her before it is discussed - Secunder may speak immediately after mover or later in the debate - Speeches must relate to the question under discussion or a personal explanation or a point of order (max 5 minutes) - A Member may not speak again except: <ul style="list-style-type: none"> o On an amendment o To move a further amendment if the motion has been amended since he/she last spoke o If first speech was on an amendment, to speak on the main issue (whether or not the amendment was carried) o In exercise of a right of reply. Mover of motion at end of debate on original motion and any amendments (may not otherwise speak on amendment). Mover of amendment has no right of reply. o On a point of order – must relate to an alleged breach of Council Procedure Rules or law. Chairman must hear the point of order immediately. The ruling of the Chairman on the matter will be final. o Personal explanation – relating to part of an earlier speech by the Member which may appear to have been misunderstood. The Chairman's ruling on the admissibility of the personal explanation will be final. - Amendments to motions must be to: <ul style="list-style-type: none"> o Refer the matter to an appropriate body/individual for (re)consideration o Leave out and/or insert or add others (as long as this does not negate the motion) - One amendment at a time to be moved, discussed and decided upon. - Any amended motion becomes the substantive motion to which further amendments may be moved.

	<ul style="list-style-type: none"> - A Member may alter a motion that he/she has moved with the consent of the meeting and seconder (such consent to be signified without discussion). - A Member may withdraw a motion that he/she has moved with the consent of the meeting and seconder (such consent to be signified without discussion). - The mover of a motion has the right of reply at the end of the debate on the motion (unamended or amended).
Voting	<p>Any matter will be decided by a simple majority of those voting, by show of hands or if no dissent, by the affirmation of the meeting unless:</p> <ul style="list-style-type: none"> - Two Members request a recorded vote - A recorded vote is required by law. <p>Any Member may request their vote for, against or abstaining to be recorded in the minutes.</p> <p>In the case of equality of votes, the Chairman will have a second or casting vote (whether or not he or she has already voted on the issue).</p>

Report to Council

19th December 2017

By Councillor Ray Dawe, Chairman of the Employment Committee

DECISION REQUIRED

Not Exempt



Appointment of the Permanent Chief Executive & Head of Paid Service/ Returning Officer & Electoral Registration Officer

Executive Summary

The purpose of this report is to seek approval for the appointment of the Horsham District Council Chief Executive and to appoint the statutory duty positions of Head of Paid Service, a Returning Officer and an Electoral Registration Officer for the District.

Recommendations

Council is recommended to:

- i) note the Employment Committee nomination of Glen Chipp as the new Chief Executive;
- ii) agree the appointment of Glen Chipp to the position of Chief Executive of Horsham District Council with effect from 10 April 2018, at a salary of £112,500 p.a.;
- iii) agree the designation of Glen Chipp as Head of Paid Service of Horsham District Council under Section 4 of the Local Government and Housing Act 1989, with effect from 10 April 2018;
- iv) appoint Glen Chipp as the Returning Officer and the Electoral Registration Officer for Horsham District, with effect from 10 April 2018.

Reasons for Recommendations

- i) To comply with the provision of Section 4 of the Local Government and Housing Act 1989 in respect of the appointment of Chief Executive and Head of Paid Service.
- ii) To comply with the requirement of the Representation of the People Act 1983, namely Sections 8, 28(1), 35 and 52(2) respectively, in relation to the appointment of the Council's Returning Officer, and Electoral Registration Officer.

Background Papers: None

Wards affected: All.

Contact: Robert Laban, Head of Human Resources and Organisational Development,
01403 215406

Background Information

1 Introduction and Background

- 1.1 Following the announcement that the current Chief Executive Tom Crowley would retire on 9 April 2018, the Leader instructed that a recruitment process commence, in line with the process set out in the Constitution.

3 Details

- 3.1 The Employment Committee was established for the Chief Executive appointment and recruitment consultants Solace in Business were appointed to help manage the process.
- 3.2 Advertising started on 30 October 2017 internally and externally on relevant websites and in print.
- 3.3 A total of 25 applications were received for the position at the time of the application closing on 13 November 2017, of which 9 were longlisted for technical interview by a Solace Assessor, of which 5 candidates were shortlisted subsequently, of which one withdrew. Employment Committee members received assessment reports of the candidates and advice from Solace in Business throughout this process.
- 3.4 The shortlisted candidates carried out a range of psychometric tests on-line and attended an assessment centre on 11 December 2017, which involved verbal and numerical reasoning tests, Fact Find exercise, In-tray exercise and 1-1 meetings with the Leader, CEO and 3-1 with directors. The following day candidates gave a presentation to Councillors and Officers (all Councillors, Directors and Heads of Service were invited) who provided feedback via a questionnaire.
- 3.5 Following the presentations on 12 December 2017, the Employment Committee met for the final interviews with the four candidates and to receive an Assessment Centre Report briefing and presentation feedback from the Solace consultant.
- 3.6 The Employment Committee, in deciding upon its preferred candidate, considered the Assessment Centre Report and feedback from the Solace consultant and agreed unanimously to nominate Glen Chipp as the new Chief Executive. The minutes of the Committee are attached as Appendix 1.
- 3.7 Following the Committee reaching its decision, the Members of the Cabinet who were not on the Employment Committee were informed of the decision in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001, which requires that the Cabinet be given the opportunity to raise an objection to the appointment. No objections were received.
- 3.8 A summary of Glenn Chipp's career history is attached as Appendix 2.

4 Details of the Employment and Implications

- 4.1 Under the statutory guidance in Section 40 of the Localism Act 2011, elected Members are to be given an opportunity to vote on salary packages upon appointments of a threshold of £100,000 or above. The proposed salary package is

above this level and is in line with the Council's Pay Policy Statement for 2017/2018, which the Full Council agreed in September 2017.

- 4.2 The Council is required to comply with the provision of Section 4 of the Local Government and Housing Act 1989 in respect of the appointment of Chief Executive and Head of Paid Service.
- 4.3 The Council is also required to comply with the requirement of the Representation of the People Act 1983, namely Sections 8, 28(1), 35 and 52(2) respectively, in relation to the appointment of the Council's Returning Officer and Electoral Registration Officer.
- 4.4 The process followed for the appointment has been in line with the Council Constitution.
- 4.5 A conditional offer of employment was made to the candidate and accepted and the pre-employment checks are in the process of being completed in line with usual Council policy.

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Employment Committee
12 DECEMBER 2017

Present: Councillors: Jonathan Chowen, Ray Dawe, David Skipp, Peter Burgess (co-opted Member), Claire Vickers (co-opted Member) and Michael Willett (co-opted Member)

EC1 **ELECTION OF CHAIRMAN**

Councillor Ray Dawe was elected Chairman for the purposes of this meeting.

EC2 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

EC3 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED

That, under Section 100A (2) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act by virtue of paragraphs 1 and 2 and, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

EC4 **INTERVIEWS FOR THE APPOINTMENT OF THE CHIEF EXECUTIVE/HEAD OF PAID SERVICE**

The Committee interviewed four candidates for the position of Chief Executive and Head of Paid Service.

RECOMMENDED

That Glenn Chipp be offered the appointment of Chief Executive and Head of Paid Service and Returning Officer/Electoral Registration Officer, with effect from a date to be agreed.

The meeting closed at 5.00 pm having commenced at 10.45 am

CHAIRMAN

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Glen Chipp -
BSc (Hon's) Chemistry, University College Durham
Qualified Accountant ICAEW

Career History

Chief Executive Epping Forest District Council	2012 to date
Strategic Director- Place Bath & NE Somerset Council	2009 to 2012
Chief Operating Officer Save & Invest Ltd	2008
Managing Director Thomas Cook Airlines UK Ltd	2002 - 2007
Group Aviation Director Thomas Cook UK Ltd	1999 - 2002
Managing Director Inspirations Holidays Ltd	1997 - 1999

Early Career

Deputy Managing Director The Scotsman Publications Ltd	1993 - 1997
Financial Director Whirlpool UK Ltd	1989 - 1993
Senior Operational Auditor ICI Chemicals & Polymers Ltd	1987 -1989
Audit Manager Deloitte Haskins & Sells	1981 -1987

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Report to Council

19th December 2017

By the Chief Executive

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Request for leave of absence – Councillor Costin

Executive Summary

To consider a request from Councillor Christine Costin for exemption from attendance at Council meetings as required by Section 85 (1) of the Local Government Act 1972.

Recommendations

That the current absence from all Council and Committee Meetings of Councillor Christine Costin due to her ill-health be authorised and approved for a further period of six months ending on 4th July 2018, or until she resumes attendance if that is sooner, in accordance with Section 85 of the Local Government Act 1972.

Reasons for Recommendations

To comply with the provisions of Section 85 of the Local Government Act 1972.

Background Papers

Email from Councillor Christine to the Chief Executive dated 6th December 2017.

Wards affected: Trafalgar.

Contact: Lesley Morgan, Democratic Services Manager, 01403 215123.

Background Information

1 Introduction and Background

- 1.1 Section 85 (1) of the Local Government Act 1972 states that “if a member of a Local Authority fails, throughout a period of six consecutive months from the date of their last attendance, to attend any meeting of the Authority they will, unless the failure was due to some reason approved by the Authority before the expiry of that period, cease to be a member of the Authority.”
- 1.2 Councillor Christine Costin has not been able to attend any Council or Committee meetings since the Planning Committee (North) meeting held on 5th July 2017, due to illness, hospital admission and two major operations.
- 1.3 Council can only consider approval of any reasons for non-attendance before the end of the relevant six month period, which will be 4th January 2018. Councillor Costin has confirmed that she will not be able to attend any meetings before that date.

3 Details

- 3.1 The Chief Executive has received a request from Councillor Costin for the Council to consider approving an extension of a further six months to the usual six month attendance rule (i.e. until 4th July 2018) or until she resumes attendance if that is sooner, thus enabling her to remain in office whilst completing her recovery.

5 Outcome of Consultations

- 5.1 The Monitoring Officer and the Director of Corporate Resources have been consulted and their comments are incorporated.

7 Resource Consequences

- 7.1 There are no direct resource implications arising from this request. However, if not approved, the Council will incur expenditure in holding a by-election.