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Extraordinary Council Meeting

Thursday, 25th January, 2018 at 6.45 pm or immediately following the meeting of the Cabinet, whichever is the later

Cowdray 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.
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 Head of Legal and Democratic Services/Monitoring Officer To consider the recommendation of the Employment Committee of 11 th January 2018 on the appointment of the Head of Legal and Democratic Services/Monitoring Officer	5 - 10

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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

25th January 2018

By Councillor Ray Dawe, Chairman of the Employment Committee

DECISION REQUIRED

Not Exempt



**Horsham
District
Council**

Appointment of the Head of Legal and Democratic Services/Monitoring Officer

Executive Summary

The purpose of this report is to seek approval for the appointment of the Head of Legal and Democratic Services and to appoint the statutory duty position of Monitoring Officer.

Recommendations

Council is recommended to:

- i) agree the appointment of Sharon Evans to the position of Head of Legal and Democratic Services with effect from a date to be agreed, in accordance with the recommendation of the Employment Committee;
- ii) agree the designation of Sharon Evans as Monitoring Officer of Horsham District Council under Section 5 of the Local Government and Housing Act 1989, with effect from the date of her appointment.

Reason for Recommendations

To comply with the provision of Section 5 of the Local Government and Housing Act 1989 in respect of the appointment of the Monitoring Officer.

Background Papers: None

Wards affected: All.

Contact: Jane Eaton, Director of Corporate Resources, 01403 215300

Background Information

1 Introduction and Background

- 1.1 Following the departure of the previous Head of Legal and Democratic Services/Monitoring Officer on 30th June 2017, a review of Legal and Democratic Services was undertaken to inform the Chief Executive's decision on the future organisation of those functions and to identify the post to which to allocate the Monitoring Officer role. One of the conclusions of the review was to retain the post of Head of Legal and Democratic Services/Monitoring Officer.
- 1.2 As the role of Monitoring Officer is a requirement of the Local Government & Housing Act 1989, an interim Monitoring Officer has been in place since 1st July 2017.

3 Details

- 3.2 Advertising for the post of Head of Legal and Democratic Services/Monitoring Officer started on 10 November 2017 internally and externally on relevant websites and in print.
- 3.3 A total of 7 applications had been received for the position at the time of the application closing on 11 December 2017, of which four were selected for interview. Two of the candidates subsequently withdrew for personal reasons.
- 3.4 The remaining two shortlisted candidates carried out a range of assessment tests; had informal discussions with the Chief Executive; and were interviewed by an officer panel comprising the Director of Corporate Resources, the Director of Community Services and the Interim Monitoring Officer on 9th January 2018.
- 3.5 On 11th January 2018, the Employment Committee met to receive feedback from the Director of Corporate Resources on the outcome of the officer interviews and assessments and to interview the two candidates.
- 3.6 The Employment Committee agreed unanimously to nominate Sharon Evans as the new Head of Legal and Democratic Services/Monitoring Officer. 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.

4 Details of the Employment and Implications

- 4.1 The Council is required to comply with the provision of Section 5 of the Local Government and Housing Act 1989 in respect of the appointment of the Monitoring Officer.
- 4.2 The process followed for the appointment has been in line with the Council Constitution.

- 4.3 A conditional offer of employment has been 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
11 JANUARY 2018

Present: Councillors: Philip Circus, Ray Dawe, David Skipp, Peter Burgess (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 HEAD OF LEGAL AND DEMOCRATIC SERVICES/MONITORING OFFICER**

The Committee interviewed two candidates for the position of Head of Legal & Democratic Services and Monitoring Officer.

RECOMMENDED

That Sharon Evans be offered the appointment of Head of Legal & Democratic Services and Monitoring Officer, with effect from a date to be agreed.

The meeting closed at 1.20 pm having commenced at 9.45 am

CHAIRMAN

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