

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE SPECIAL EXECUTIVE - 18 JULY 2017

SUBMITTED TO THE COUNCIL MEETING – 18 JULY 2017

(To be read in conjunction with the Agenda for the Meeting)

**Present**

Cllr Julia Potts (Chairman)	Cllr Jim Edwards
Cllr Tom Martin (Vice Chairman)	Cllr Jenny Else
Cllr Brian Adams	Cllr Ged Hall
Cllr Andrew Bolton	Cllr Carole King
Cllr Kevin Deanus	Cllr Chris Storey

**Also Present**

Cllr Patricia Ellis and Cllr Peter Isherwood

42. DECLARATIONS OF INTEREST (Agenda item 2)

Damian Roberts, Strategic Director for Frontline Services, declared a pecuniary interest in the report relating to the Appointment of the Interim Managing Director and left the Chamber during consideration of the item.

**PART I - RECOMMENDATIONS TO THE COUNCIL**

Background Papers

Unless specified under an individual item, there are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to the reports in Part I of these minutes.

43. APPOINTMENT OF INTERIM MANAGING DIRECTOR (Agenda item 3) (Pages 36 - 37)

43.1 This item proposes interim arrangements to cover the duties of the existing Executive Director and the statutory roles of Head of Paid Service, Returning Officer and Electoral Registration Officer following Council's decision on 6 June.

43.2 The way that local government is funded is changing, public expectations are rising and the Council recognises that it cannot continue to operate in the same way if services are to be protected. The implications of reduced funding, coupled with the need to deliver high quality services, require the Council to think differently about how service delivery is sustained and supported so that it meets the needs of our communities.

43.3 The Council needs to refresh its strategic direction, innovate and maximise the opportunities of partnership working. The proposals put forward aim to achieve exactly that. As well as ensuring that the day-to-day work and statutory functions of the departing Executive Director are properly covered,

the proposals allow for a more fundamental review of Waverley's strategic direction and approach. The interim arrangements will be delivered within existing budgets and provide Waverley with a great opportunity to work collaboratively with East Hampshire District Council and Havant Borough Council and share our expertise and knowledge and develop the partnerships we have already established.

- 43.4 It is proposed that Tom Horwood, who is currently an Executive Director for East Hampshire District Council and Havant Borough Council under the shared management arrangement, be appointed as Waverley's Interim Managing Director, including the Head of Paid Service role, for a period of up to 6 months. Tom's CV is attached as an (Exempt) Annex to this report.
- 43.5 As well as undertaking the statutory role of Head of Paid Service, the interim post holder will line-manage five of the direct reports that currently report to the Executive Director, namely the two Strategic Directors, the Head of Policy and Governance, the Strategic HR Manager and the PA to the Executive Director.
- 43.6 Waverley's existing strategic directors will take over the line management of the other direct reports. The Strategic Director for Finance and Resources will line manage the Head of Planning, and the Strategic Director for Front Line Services will line manage the Senior Manager for Elections and Corporate Projects.
- 43.7 It is proposed to appoint Tom Horwood as Interim Managing Director and Head of Paid Service for between 2 and 4 days per week, varying over the 6-month period as necessary to meet the demands of the job.
- 43.8. It is proposed to appoint Damian Roberts, Strategic Director Front Line Services, to the statutory roles of Returning Officer and Electoral Registration Officer for the interim period. This is a temporary departure from Waverley's constitution which states that the Executive Director will also be the Returning Officer.
- 43.9 It is also proposed that Robin Taylor, Head of Policy and Governance, becomes a Deputy Returning Officer (DRO). There will be no change to the other two DROs (Strategic Director for Finance and Resources / Senior Manager for Elections & Corporate Projects).
- 43.10 In line with paragraph 2.2 of the Council's Scheme of Delegation which states that "The Executive Director may appoint one or more deputies to exercise his or her functions owing to absence or illness", Tom Horwood will, once in post, make arrangements for his duties to be covered on his non-working days and during periods of his absence, such as annual leave. Where necessary, the majority of matters to be covered would be delegated to the Council's existing Strategic Director for Finance and Resources and Strategic Director for Front Line Services, but this will ultimately be a matter for Tom Horwood to decide once in role, and subject to his agreement, and an assessment of their capacity.

43.11 The Executive

**RECOMMENDS that:**

- 12. Tom Horwood be appointed to undertake the role of Interim Managing Director and Head of Paid Service with effect from 1 August 2017;**
- 13. Damian Roberts, Strategic Director - Frontline Services, be appointed as the interim Electoral Registration Officer and Returning Officer with effect from 1 August 2017, noting that it is a departure from Waverley's constitution for this role to be undertaken by someone other than the Executive Director; and**
- 14. Robin Taylor, Head of Policy and Governance, be appointed as a Deputy Returning Officer with effect from 1 August 2017.**

**PART II - MATTERS OF REPORT**

There were no matters falling within this category.

**The meeting commenced at 6.00 pm and concluded at 6.08 pm**

**Chairman**

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# Minute Item 43.

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

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