

APPENDIX 3 (ADDENDUM)

Following discussion with Waverley Executive Members, additional information was requested to supplement the advice contained in the report produced by South East Employers at Appendix 3 and this is set out below.

Workforce report

Guildford – Waverley Borough Council Workforce Report

Gender	Waverley Head Count	Guildford Head Count
Female	275	288
Male	149	372
Grand Total	424	660

Job Type	Waverley Head Count	Waverley FTE	Guildford Head Count	Guildford FTE
Full Time	282	282	563	563
Part Time	142	83.23	97	55.1
Grand Total	424	365.23	660	618.1

Age group	Waverley Headcount	Guildford Headcount
Under 30	42	75
30-39	73	122
40-49	119	164
50-59	120	246
60-69	63	98
70 and above	7	8
Grand total	424	713

Recruitment of senior officers

It has been customary in Waverley to include the Leader of the Opposition in senior officer recruitment panels, with the confirmation of the appointments being a matter that is, under Waverley's constitution, reserved for full Council. Guildford Borough Council's Constitution includes provision for the Employment Committee to undertake the recruitment/ appointment process in respect of the Relevant Officers, namely Head of Paid Service, Chief Finance Officer, and Monitoring Officer, and to make recommendations as appropriate to full Council. The Employment Committee may also determine the appointment of directors (where they are not Relevant Officers). It is a requirement that the committee involved in making such appointments includes at least one executive councillor. The Committee is politically balanced and currently comprises the Leader (Chairman), Deputy Leader and a member of the Conservative group. If Members were minded to proceed with the single management team option, it is recommended that the recruitment process should mirror that of Guildford's. Joint scrutiny arrangements would also need to be put in place, and it is noted that Waverley is currently reviewing scrutiny arrangements as part of a broader governance review.

Communication and engagement with union and staff

Waverley and Guildford have already begun to engage with the union and staff are aware of this proposal. The Guildford/Waverley collaboration is a standing item on Waverley's Joint Consultative Committee Agenda and Guildford's Staff Side (Unison) meetings which are held monthly. Waverley staff have been made aware of this initiative through Cascade and the Chief Executive briefings and Guildford staff through its Staff Forum and the Managing Director's weekly newsletter. In both authorities there is an awareness that more information is likely to be available after July regarding direction of travel and both Waverley and Guildford have Chief Executive/ Managing Director briefings scheduled for July which gives the opportunity for a verbal update and the opportunity to ask questions. Following the Council decision in July, a detailed communications plan will be put in place.

Contacts:

Sally Kipping, HR Manager, Waverley Borough Council

Louise Fleming, Democratic Services and Business Support Team Manager (Deputy Monitoring Officer), Waverley Borough Council

Francesca Smith, Lead Specialist (Human Resources), Guildford Borough Council