

WAVERLEY BOROUGH COUNCIL

SPECIAL COUNCIL

1 NOVEMBER 2021

Title:

APPOINTMENT TO THE POST OF JOINT CHIEF EXECUTIVE

Portfolio Holder: Councillor Paul Follows, Leader of the Council

Head of Service: Robin Taylor, Head of Policy and Governance

Key decision: No

Access: Part exempt

Annexe 2 to this report contains exempt information by virtue of which the public is likely to be excluded during the item to which the report relates, as specified in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972, namely:

Information relating to any Individual.

1. Purpose and summary

- 1.1** At its meeting on 6 July 2021 the Council agreed to pursue options for collaboration with Guildford Borough Council, namely the appointment of a single management team. At its meeting on 3 August 2021, the Council agreed the job description, person specification and the appointment of a Joint Appointments Committee to carry out the recruitment and make recommendations to both Councils for approval.

Following a rigorous two-day process which included an external stakeholder panel and, with the advice and support of South East Employers, this report recommends the appointment of Tom Horwood as the Joint Chief Executive of Guildford and Waverley Borough Councils.

The full Council may only make or approve the appointment where no well-founded objection has been made by the Leader on behalf of the Executive in accordance with the provisions of Part II of Schedule 1 of the Local Authorities (Standing Orders) (England) Regulations 2001. At the time the agenda for this meeting was published, no such objection had been received. Councillors will be updated on this at the meeting.

2. Recommendation

1. The Joint Appointments Committee recommends to Council that Tom Horwood be appointed to the post of Joint Chief Executive of Guildford and Waverley Borough Councils, and to the statutory roles of Head of Paid Service, Returning Officer and Electoral Registration Officer for both Councils.

2. That the above appointment be confirmed once contract negotiations have finalised.

3. Reason for recommendation

3.1 To ensure the Council complies with the requirements of Section 4 of the Local Government and Housing Act 1989 in respect of the appointment of a (Joint) Head of Paid Service.

4. Background

4.1 Annexe 1 sets out the selection process followed in relation to the appointment. Following the rigorous selection process, it is the decision of the Joint Appointments Committee that Tom Horwood be recommended for appointment to the role of Joint Chief Executive of Guildford and Waverley Borough Councils.

4.2 Annexe 2 sets out Tom Horwood's career summary (exempt).

5. Relationship to the Corporate Strategy and Service Plan

5.1 The recommendation supports the strategic priorities in the Corporate Strategy 2022-25 and the commitment to explore shared opportunities with other local authorities to work at scale where there are benefits to be achieved for our residents.

6. Implications of decision

6.1 Resource (Finance, procurement, staffing, IT)

The report to Council on 3 August set out the financial arrangements for redundancy and settlement costs as a result of moving to a joint Chief Executive..

6.2 Risk management

Annexe 4 to the report to Council on 6 July including an initial risk analysis, as well as opportunities arising from the overall collaboration. This will be developed further by the Joint Chief Executive and senior team. Any risks associated with further stages of the collaboration will be presented with each individual business case.

6.3 Legal

The Local Authorities (Standing Orders) (England) Regulations 2001 Schedule 1 Part II paragraph 4(1) as amended ('the Regulations') state that the function of the appointment of an authority's head of paid service must be exercised by the authority (that is, its full Council) before an offer of appointment is made. In this regard, meetings of the full Council of both authorities must confirm the appointment of the Chief Executive/Head of Paid Service before a formal offer of appointment is made.

The offer of appointment as Chief Executive/Head of Paid Service may only be made where no well-founded objection has been made by the Leaders of both councils on behalf of their respective Executives, with the ability to raise an objection being limited to a member(s) of the Executive via the Leader, in

accordance with the provisions of Schedule 1 Part II paragraph 5 of the Regulations. No such objection has been made at the time of publication of this report, and, provided no such objection has been made by the time of the meeting, as such there is no impediment to the Council confirming the proposed appointment.

Any other legal implications are addressed elsewhere within this report.

6.4 Equality, diversity and inclusion

Equality impact assessments are carried out when necessary across the Council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010. There are no immediate equality, diversity, or inclusion implications in this report's recommendations. Impact assessments may be required as further collaboration proposals are developed and implemented and will be reported as appropriate.

6.5 Climate emergency declaration

The climate change emergency declaration and the urgent target for net zero carbon by 2030 is a critical objective for both councils. While no specific impacts on the climate emergency declaration have been identified as a consequence of this report's recommendations, the Council will be assessing and prioritising the environmental, climate and carbon impacts of any proposals that emerge. It may be noted that Guildford BC, like Waverley, has declared a climate emergency. Waverley has a stated an ambition to "work towards making the Council's activities net-zero carbon by 2030"; potential synergies across the two councils can be explored as part of this project.

7. Consultation and engagement

7.1 None for the specific purposes of this report, following the recruitment assessment, which itself included a stakeholder panel.

8. Other options considered

8.1 The alternative would be to not appoint a joint chief executive and not progress the collaboration option agreed by Council on 6 July.

9. Governance journey

9.1 This matter is for the approval of the Council at its special meeting on 1 November 2021.

Annexes:

Annexe 1 – Selection process for the Joint Chief Executive appointment

Annexe 2 – Tom Horwood's career summary (exempt)

Background Papers

There are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

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