

Democratic Services

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Date: 3 February 2015
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To: All Members of the Re-Structuring Implementation Committee

Councillor John Bull
Councillor Paul Crossley
Councillor Dave Laming
Councillor Tim Warren

Chief Executive and other appropriate officers
Press and Public

Dear Member

Re-Structuring Implementation Committee: Tuesday, 10th February, 2015

You are invited to attend a meeting of the **Re-Structuring Implementation Committee**, to be held on **Tuesday, 10th February, 2015** at **3.00pm** in the **Council Chamber - Guildhall, Bath**.

The agenda is set out overleaf.

Yours sincerely

David Taylor
for Chief Executive

If you need to access this agenda or any of the supporting reports in an alternative accessible format please contact Democratic Services or the relevant report author whose details are listed at the end of each report.

This Agenda and all accompanying reports are printed on recycled paper

NOTES:

- 1. Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact David Taylor who is available by telephoning Bath 01225 394414 or by calling at the Guildhall Bath (during normal office hours).
- 2. Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. Advance notice is required not less than two full working days before the meeting (this means that for meetings held on Wednesdays notice must be received in Democratic Services by 4.30pm the previous Friday)

The public may also ask a question to which a written answer will be given. Questions must be submitted in writing to Democratic Services at least two full working days in advance of the meeting (this means that for meetings held on Wednesdays, notice must be received in Democratic Services by 4.30pm the previous Friday). If an answer cannot be prepared in time for the meeting it will be sent out within five days afterwards. Further details of the scheme can be obtained by contacting David Taylor as above.

- 3. Details of Decisions taken at this meeting** can be found in the minutes which will be published as soon as possible after the meeting, and also circulated with the agenda for the next meeting. In the meantime details can be obtained by contacting David Taylor as above.

Appendices to reports are available for inspection as follows:-

Public Access points – Reception: Civic Centre - Keynsham, Guildhall - Bath, The Hollies - Midsomer Norton. Bath Central and Midsomer Norton public libraries.

For Councillors and Officers papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Rooms.

- 4. Recording at Meetings:-**

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control.

Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators.

To comply with the Data Protection Act 1998, we require the consent of parents or guardians before filming children or young people. For more information, please speak to the camera operator

The Council will broadcast the images and sound live via the internet www.bathnes.gov.uk/webcast An archived recording of the proceedings will also be available for viewing after the meeting. The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

- 5. Attendance Register:** Members should sign the Register which will be circulated at the meeting.

6. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.

7. Emergency Evacuation Procedure

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people.

**Re-Structuring Implementation Committee - Tuesday, 10th February, 2015
at 3.00pm in the Council Chamber - Guildhall, Bath**

AGENDA

1. APOLOGIES FOR ABSENCE

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out under Note 7

3. DECLARATIONS OF INTEREST

At this point in the meeting, declarations of interest are received from Members on any of the agenda items under consideration at the meeting. Members are asked to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

(c) Whether their interest is a **disclosable pecuniary interest** *or* **other interest** (as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer or a member of his staff before the meeting to expedite dealing with the item during the meeting.

4. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

5. MINUTES OF PREVIOUS MEETING (Pages 7 - 10)

To approve as a correct record the Minutes of the previous meeting held on Thursday 15th January 2015

6. QUESTIONS AND STATEMENTS

7. EXCLUSION OF THE PUBLIC

RECOMMENDATION That, having been satisfied that the public interest test would be better served by not disclosing relevant information, and in accordance with the provisions of Section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business because of the likely

disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act as amended.

8. APPOINTMENT OF HEAD OF LEGAL AND DEMOCRATIC SERVICES -
SHORTLISTING

The Committee will consider reports relating to the long list candidate interviews conducted in January and agree candidates to go forward to the next stage of the selection process

The Committee Administrator for this meeting is David Taylor who can be contacted on 01225 - 394414

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DRAFT MINUTES PENDING CONFIRMATION AT THE NEXT MEETING

BATH AND NORTH EAST SOMERSET

RE-STRUCTURING IMPLEMENTATION COMMITTEE

Thursday, 15th January, 2015

Present:- Councillor Paul Crossley in the Chair
Councillors John Bull, Paul Crossley, Dave Laming and Tim Warren

1 APOLOGIES FOR ABSENCE

There was none

2 EMERGENCY EVACUATION PROCEDURE

The Senior Democratic Services Officer read out the procedure

3 DECLARATIONS OF INTEREST

There was none

4 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

There was none

5 MINUTES OF PREVIOUS MEETING - 11TH NOVEMBER 2013

The Minutes of the previous meeting held on 13th November 2013 were approved as a correct record and signed by the Chair

6 QUESTIONS AND STATEMENTS

The Chair stated that there was a public speaker who wished to make a statement on the report regarding Senior Management Restructuring

Nicolette Boater made her statement which would be taken into account when considering the report on this matter (Note: A copy of the statement has been retained in the Minute Book).

7 SENIOR MANAGEMENT RESTRUCTURING

The Committee had received the report of the Chief Executive and Head of Human Resources on proposed senior management restructuring in relation to Legal and Democratic Services and on Senior Severance Payments.

The Head of Human Resources stated that, since despatch of the Agenda papers, there had been a few minor changes to the information in the report. A revised report

was therefore circulated and he explained the amendments. He stated that the reference to Appendix 4 in the report should read Appendix 3.

Members considered the revised report. In response to the specific questions raised by Ms Boater in her statement, the Chief Executive stated that the Scrutiny Officers would be retained and that the new structure recognised their statutory duties and the need to support the Policy Development and Scrutiny Panels. Councillor Dave Laming queried the availability of a report relating to a review of the Legal Service conducted in 2013. The Chief Executive replied that it was available but not made public – the content had been taken into account in making her proposals. Councillor John Bull considered that it was important that the Scrutiny Officers had a separate role with no undue influence. The Chief Executive hoped that the position would be made more robust by her restructuring proposals and that the Head of Legal and Democratic Services, when appointed, would be able to review procedures etc.

The Committee approved the recommendations in paragraphs 2.1 and 2.2 of the report and accordingly **RESOLVED** to:

- (1) Approve the organisational arrangements including the senior management structure (as outlined in paragraphs 5.10 – 5.13 and Appendix 2 of the report) including establishing a new post of Head and Legal and Democratic Services from 1st June 2015 as part of the Chief Executive’s Office; and
- (2) Agree to recommend to Council, in due course, that the person appointed to the post of Head of Legal and Democratic Services is appointed additionally its Monitoring Officer.

For the purposes of considering Appendix 3 in relation to severance payments to senior officers in the Place Directorate, the Committee decided to go into Exempt Session and accordingly:

RESOLVED that, having been satisfied that the public interest would be better served by not disclosing relevant information, and in accordance with the provisions of Section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business because of the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act, as amended.

The Head of Human Resources reported on the matter. The Divisional Director of Resources and the Strategic Director of Place responded to Members’ queries.

Members discussed the costs of redundancy of the post holder and **RESOLVED** to note the payment made.

The meeting ended at 3.30 pm

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

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