

**Democratic Services**

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**Date:** 30 October 2012

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**To: All Members of the Re-Structuring Implementation Committee**

Councillor John Bull

Councillor Paul Crossley

Councillor Francine Haeberling

For information: Councillors Anthony Clarke and Robin Moss

Chief Executive and other appropriate officers

Press and Public

Dear Member

**Re-Structuring Implementation Committee: Tuesday, 6th November, 2012**

You are invited to attend a meeting of the **Re-Structuring Implementation Committee**, to be held on **Tuesday, 6th November, 2012** at **11.00am** in the **Dome Room, 2<sup>nd</sup> Floor, Bath Guildhall**.

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 Riverside Offices Keynsham (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** - Riverside - Keynsham, Guildhall - Bath, Hollies - Midsomer Norton, and Bath Central, Keynsham and Midsomer Norton public libraries.

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

- 4. Attendance Register:** Members should sign the Register which will be circulated at the meeting.
- 5. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.**
- 6. 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, 6th November, 2012**

**at 11.00am in the Dome Room, 2<sup>nd</sup> Floor, Bath Guildhall**

**A G E N D A**

1. APOLOGIES FOR ABSENCE

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out under Note 6.

3. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in 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* **an 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 before the meeting to expedite dealing with the item during the meeting.

4. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

5. QUESTIONS AND STATEMENTS

6. MINUTES OF PREVIOUS MEETINGS HELD ON 14TH JUNE AND 1ST OCTOBER 2012 (Pages 5 - 8)

To approve as a correct record the Minutes of the previous meetings held on Thursday 14<sup>th</sup> June and Monday 1<sup>st</sup> October 2012, and to be signed by the Chair

7. EXCLUSION OF PRESS AND PUBLIC

The Committee is asked to agree:

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 Paragraph 1 of Part 1 of Schedule 12A of the Act as amended.

8. APPOINTMENT OF STRATEGIC DIRECTOR OF PLACE

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

**BATH AND NORTH EAST SOMERSET**

**RE-STRUCTURING IMPLEMENTATION COMMITTEE**

Thursday, 14th June, 2012

**Present:-** Councillors Paul Crossley, Francine Haeberling and Robin Moss (In place of John Bull)

**Also in attendance:** Councillor Doug Deacon, John Everitt (Chief Executive), Vernon Hitchman (Monitoring Officer), William Harding (Head of Human Resources), Jon Gay (Hay Group)

**1 APOLOGIES FOR ABSENCE**

Councillor John Bull had sent his apologies and was substituted by Councillor Robin Moss.

**2 EMERGENCY EVACUATION PROCEDURE**

The Chair drew attention to the emergency evacuation procedure as set out on the agenda.

**3 DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972**

There were no declarations of interest made.

**4 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR**

There were no items of urgent business.

**5 MINUTES OF PREVIOUS MEETING - 13TH MARCH 2012**

On a motion from Councillor Haeberling, seconded by Councillor Paul Crossley, it was

**RESOLVED** that the minutes of the 13<sup>th</sup> March 2012 be confirmed as a correct record and signed by the Chairperson.

**6 QUESTIONS AND STATEMENTS**

There were no submissions from the public or other Councillors.

**7 FUTURE COUNCIL - IMPLEMENTATION PROPOSALS**

The Chief Executive introduced the report regarding implementation of further aspects of the new senior management structure which was approved in November 2010. Supporting the future organisational model and with an increased focus on a strategic leadership role, the structure is designed to meet the changing environment in the public sector with an increased emphasis on commissioning and

bringing together various services to ensure greater integration and improved planning. It consists of three new senior posts taking primary responsibility for

- People
- Places
- Resources

as well as a collective responsibility for the corporate management of the Council alongside the Chief Executive/Head of Paid Service.

Appointments to the posts of Strategic Director – Resources, and Strategic Director – People and Communities were made with effect from August 2011, when it was noted that a report on the ‘Places’ role would be brought to the Committee in due course.

In accordance with recognised good practice, advice will be sought on grading and remuneration issues and they will be put forward in due course to be included in a revision to the approved pay policy

On a motion from Councillor Haeberling, seconded by Councillor Moss, it was

**RESOLVED**

1. To ratify the decision of the Chief Executive to fill the new post of Strategic Director – Places, by the transfer of the current Strategic Director – Service Delivery with effect from 1 April 2012; and
2. To note progress in determining a new salary range and pay for Strategic Director appointments consistent with the new role profiles.

The meeting ended at 9.05 am

Chair(person) .....

Date Confirmed and Signed .....

**Prepared by Democratic Services**

## **DRAFT MINUTES PENDING CONFIRMATION AT THE NEXT MEETING**

### **BATH AND NORTH EAST SOMERSET**

#### **RE-STRUCTURING IMPLEMENTATION COMMITTEE**

Monday, 1st October, 2012

**Present:-** Councillor Paul Crossley in the Chair  
Councillors Anthony Clarke (In place of Francine Haeberling) and Robin Moss (In place of John Bull)

**Also in attendance:** Jo Farrar, Chief Executive; William Harding, Head of Human Resources; and Rashpal Kaur Singh, Harvey Nash Group

#### **8 APOLOGIES FOR ABSENCE**

There were apologies from Councillors John Bull and Francine Haeberling and their substitutes were Councillors Robin Moss and Anthony Clarke respectively

#### **9 EMERGENCY EVACUATION PROCEDURE**

The Chair drew attention to the emergency evacuation procedure

#### **10 DECLARATIONS OF INTEREST**

There were none

#### **11 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR**

There was none

#### **12 MINUTES OF PREVIOUS MEETING - 14TH JUNE 2012**

The Minutes of the previous meeting held on Thursday 14<sup>th</sup> June 2012 were received

#### **13 QUESTIONS AND STATEMENTS**

There were none

#### **14 EXCLUSION OF PRESS AND PUBLIC**

**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 paragraph 1 of Part 1 of Schedule 12A of the Act as amended.

**15 APPOINTMENT OF STRATEGIC DIRECTOR FOR PLACE**

The Committee considered the applications received, together with the Long list report and recommendations presented by Rashpal Kaur Singh from Harvey Nash who had been appointed as recruitment consultants for this appointment. Arrangements for subsequent stages of the selection procedure were confirmed.

**RESOLVED** that:

- (1) Applicants (14) numbered 20, 21, 23, 28, 30, 33, 43, 58, 65, 71, 73, 80, 95 and 104 within the schedule of applicants be invited for long list interview; and
- (2) The Committee meet on 6<sup>th</sup> November 2012 to consider reports from the long list interviews and to agree those applicants that should go forward to a 2 day assessment centre on Thursday 15<sup>th</sup> and Friday 16<sup>th</sup> November 2012 (Note: These last 2 dates were subsequently found to be unsuitable and had to be postponed).

The meeting ended at 11.30 am

Chair(person) .....

Date Confirmed and Signed .....

**Prepared by Democratic Services**