

**Democratic Services**

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**Date:** 27 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: Friday, 6th March, 2015**

You are invited to attend a meeting of the **Re-Structuring Implementation Committee**, to be held on **Friday, 6th March, 2015** at **9.00am** in the **Bailbrook Hotel, 35-37 London Road West, Batheaston, Bath BA1 7HZ.**

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](http://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 - Friday, 6th March, 2015  
at 9.00am in the Bailbrook Hotel, 35-37 London Road West, Batheaston, Bath BA1 7HZ**

**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 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* **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 - 8)

To approve as a correct record the Minutes of the previous meeting held on Tuesday 10<sup>th</sup> February 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

To consider reports from the Assessment Centre held on 2<sup>nd</sup> March 2015 and to interview shortlisted candidates for appointment to the post of Head of Legal and Democratic Services and the statutory role of Council Monitoring Officer

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**

Tuesday, 10th February, 2015

**Present:-** Councillor Paul Crossley in the Chair  
Councillors John Bull, Dave Laming (In place of Nathan Hartley) and Tim Warren

**Also in attendance:** Rashpal Kaur Singh, Director, Harvey Nash Group

**8 APOLOGIES FOR ABSENCE**

There was an apology from Councillor Nathan Hartley whose substitute was Councillor Dave Laming

**9 EMERGENCY EVACUATION PROCEDURE**

The Chair drew attention to the emergency evacuation procedure

**10 DECLARATIONS OF INTEREST**

There was none

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

There was none

**12 MINUTES OF PREVIOUS MEETING**

The Minutes of the previous meeting held on Thursday 15<sup>th</sup> January 2015 were approved as a correct record and signed by the Chair

**13 QUESTIONS AND STATEMENTS**

There was none

**14 EXCLUSION OF THE PUBLIC**

**RESOLVED** 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.

**15 APPOINTMENT OF HEAD OF LEGAL AND DEMOCRATIC SERVICES - SHORTLISTING**

The Committee considered reports relating to the long list candidate interviews conducted on their behalf by Harvey Nash Consultants in January, together with Harvey Nash's recommendations on which candidates should go forward to the next stage of the selection process. Arrangements for subsequent phases of the selection procedure were reviewed with instruction given to the external adviser on how to proceed.

**RESOLVED That:**

- (1) the applicants identified by the numbers 1, 3, 6, 8 and 11 within the original schedule of applicants, be invited to attend the Assessment Centre to be held in Bath on 2<sup>nd</sup> and 6<sup>th</sup> March 2015; and
- (2) the Committee meet at 9.30am on 3<sup>rd</sup> March 2015 to consider reports from the Assessment Centre and to agree those applicants that should go forward for interview on 6<sup>th</sup> March 2015.

The meeting ended at 4.15pm

Chair(person) .....

Date Confirmed and Signed .....

**Prepared by Democratic Services**