

Council

Date: Monday, 16th December, 2019
Time: 5.30 pm
Venue: Council Chamber - Guildhall, Bath

To: All Members of the Council

Dear Member

You are invited to attend a Special meeting of the **Council** on **Monday, 16th December, 2019** in the **Council Chamber - Guildhall, Bath**.

The agenda is set out overleaf.

Yours sincerely



Jo Morrison
Democratic Services Manager
for Chief Executive

NOTES:

1. Inspection of Papers: Papers are available for inspection as follows:

Council's website: <https://democracy.bathnes.gov.uk/ieDocHome.aspx?bcr=1>

Paper copies are available for inspection at the Guildhall – Bath.

2. Details of decisions taken at this meeting can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above.

3. 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. We request that those filming/recording meetings avoid filming public seating areas, children, vulnerable people etc; however, the Council cannot guarantee this will happen.

The Council will broadcast the images and sounds live via the internet www.bathnes.gov.uk/webcast. The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

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

5. Supplementary information for meetings

Additional information and Protocols and procedures relating to meetings
<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13505>

Council - Monday, 16th December, 2019

at 5.30 pm in the Council Chamber - Guildhall, Bath

A G E N D A

1. EMERGENCY EVACUATION PROCEDURE

The Chairman will draw attention to the emergency evacuation procedure as set out under Note 4.

2. APOLOGIES FOR ABSENCE

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 complete the green interest forms circulated to groups in their pre-meetings (which will be announced at the Council Meeting) 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 or a member of his staff before the meeting to expedite dealing with the item during the meeting.

4. ANNOUNCEMENTS FROM THE CHAIR OF THE COUNCIL OR FROM THE CHIEF EXECUTIVE

These are matters of information for Members of the Council. No decisions will be required arising from the announcements.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

If there is any urgent business arising since the formal agenda was published, the Chairman will announce this and give reasons why he has agreed to consider it at this meeting. In making his decision, the Chairman will, where practicable, have consulted with the Leaders of the Political Groups. Any documentation on urgent business will be circulated at the meeting, if not made available previously.

6. APPOINTMENT OF DIRECTOR OF FINANCE AND DESIGNATION AS SECTION 151 OFFICER (Pages 5 - 8)

The Council is asked to confirm the appointment of the Director of Finance and Section 151 Officer.

[An update report will follow once interviews have concluded and the Committee has

made a recommendation to Council.]

The Committee Administrator for this meeting is Jo Morrison who can be contacted on 01225 394358.

Bath & North East Somerset Council	
MEETING:	Council
MEETING DATE:	16 December 2019
TITLE:	Appointment of Director of Finance and designation as Section 151 Officer
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report: None	

1. THE ISSUE

- 1.1 This report seeks Council's approval of the appointment of the Director of Finance and the designation of the post holder as Section 151 Officer.

2. RECOMMENDATION

- 2.1 The Restructuring Implementation Committee is recommending that the Council approves:
- 2.2 The appointment of the Director of Finance and Section 151 Officer, who will be identified in an update report to Council, following the adjournment of the selection process to a date after the Council meeting agenda was despatched.

3. FINANCIAL IMPLICATIONS

- 3.1 The additional recurring costs associated with the full-time post (rather than part-time) of Director of Finance and Section 151 Officer has been added to the Medium-Term Financial Plan for 2020/21 provision for pay, along with related employer on-costs.

4. CORPORATE PRIORITIES

- 4.1 The Council's senior management structures are designed to allow the Council the maximum opportunity to deliver the corporate plan within budget.

5. THE REPORT

- 5.1 In October 2019, it was agreed that the post of Director of Finance / Section 151 Officer would be recruited to on a permanent basis. The post is currently covered by an interim arrangement which ceases on 31 March 2020.

5.2 The post was advertised in November 2019 attracting a field of 10 applicants, with 5 candidates being shortlisted to attend the selection day on Wednesday, 4 December 2019. Penna, an executive search agency, were selected to provide an executive search for the role.

5.3 Two candidates subsequently withdrew from the process for personal reasons and one candidate was unable to attend for interview on Wednesday, 4 December 2019.

5.4 On Wednesday, 4 December the selection process involved candidates attending the following panels:

- Partner / stakeholder panel, chaired by Mike Bowden, Corporate Director
- Director / Heads of Service panel, chaired by Maria Lucas, Director of Legal and Democratic Services and Monitoring Officer
- Restructuring and Implementation Committee interview

5.5 The Restructuring and Implementation Committee was joined by two Liberal Democrat councillors, Richard Samuel and Alastair Singleton, along with Will Godfrey, Chief Executive. The Committee was advised by Amanda George, Interim Director of HR&OD.

5.6 The Restructuring and Implementation Committee was adjourned on Wednesday, 4 December 2019 and will be reconvened on Monday, 9 December 2019 in order to interview the candidate who needed to re-schedule.

5.7 The appointment of the Director of Finance and Section 151 Officer will be identified in a separate update report to Council, once the Restructuring Implementation Committee has taken place on Monday, 9 December 2019.

6. RISK MANAGEMENT

6.1 A risk assessment related to the issue and recommendations has not been undertaken. Section 151 of the Local Government Act 1972 requires every local authority to make arrangements for the proper administration of their financial affairs and requires one officer to be nominated to take responsibility for the administration of those affairs, who must be a qualified accountant belonging to one of the recognised chartered accountancy bodies.

7. CLIMATE CHANGE

7.1 The Director of Finance and Section 151 Officer will contribute to ensuring the Council rises to the strategic leadership challenge of responding to the Climate Emergency declaration and enables Bath and North East Somerset to achieve the goal of carbon neutrality by 2030.

8. EQUALITIES

8.1 An impact assessment has not been carried out. The recruitment and selection process was conducted fairly, in accordance with the Council's recruitment and selection procedures and taking account of its Equalities Policy.

9. CONSULTATION

9.1 Recognised trade unions are routinely consulted as part of the Council decision making process regarding the recruitment of all officers.

10. ISSUES TO CONSIDER IN REACHING THE DECISION

10.1 All issues have been addressed in the body of this report.

11. ADVICE SOUGHT

11.1 The Council's Monitoring Officer (Director of Legal and Democratic Services), Section 151 Officer (Interim Director of Finance) and Head of Paid Service (Chief Executive) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Amanda George, Interim Head of HR & OD, tel 01225 477203
Background papers	N/A
Please contact the report author if you need to access this report in an alternative format	

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