



Rural Capital of Food

Agenda

Meeting name	Extraordinary Meeting of the Full Council
Date	Wednesday, 31 May 2017
Start time	6.30 pm
Venue	Banqueting Suite, Melton Market, Salford Road, Melton Mowbray, LE13 1JY
Other information	This meeting is open to the public

Members of the Full Council are summoned to the above meeting to consider the following items of business.

Lynn Aisbett
Chief Executive

Membership

Councillors	P. Baguley	T. Bains (Chair)
	P. Chandler (Vice-Chair)	T. Beaken
	M. Blase	G. Botterill
	R. de Burle	P. Cumbers
	J. Douglas	P. Faulkner
	A. Freer-Jones	M. Glancy
	M. Graham	T. Greenow
	L. Higgins	E. Holmes
	J. Hurrell	E. Hutchison
	J. Illingworth	S. Lumley
	J. Orson	A. Pearson
	P. Posnett	B. Rhodes
	M. Sheldon	J. Simpson
	D. Wright	J. Wyatt

Quorum: 14 Councillors

Meeting enquiries	Lena Shuttlewood
Email	lshuttlewood@melton.gov.uk
Agenda despatched	Tuesday, 23 May 2017

No.	Item	Page No.
1.	APOLOGIES FOR ABSENCE	
2.	DECLARATIONS OF INTEREST Members to declare any interest as appropriate in respect of items to be considered at this meeting.	1 - 2
3.	APPOINTMENT OF CHIEF EXECUTIVE The Head of Communications to submit a report to place before Full Council the recommendation of the Policy, Finance & Administration Sub Committee (Senior Management Review) for agreement.	3 - 8

Advice on Members' Interests

COUNCIL MEETINGS - COMMITTEE MINUTES : DECLARATION OF INTERESTS

Interests need not be declared at Full Council in relation to Committee Minutes which do not become the subject of debate at Full Council (i.e. Minutes referred to solely on a page by page basis when working through the Minutes of each Committee.)

An interest must be declared at Full Council as soon as it becomes apparent that a relevant Committee Minute is to be debated – this applies even if an interest has been declared at Committee and is recorded in the Minutes of that Committee.

PERSONAL AND NON-PECUNIARY INTERESTS

If the issue being discussed affects you, your family or a close associate more than other people in the area, you have a personal and non-pecuniary interest. You also have a personal interest if the issue relates to an interest you must register under paragraph 9 of the Members' Code of Conduct.

You must state that you have a personal and non-pecuniary interest and the nature of your interest. You may stay, take part and vote in the meeting.

PERSONAL AND PECUNIARY INTERESTS

If a member of the public, who knows all the relevant facts, would view your personal interest in the issue being discussed to be so great that it is likely to prejudice your judgement of the public interest and it affects your or the other person or bodies' financial position or relates to any approval, consent, licence, permission or registration then **you must state that you have a pecuniary interest, the nature of the interest and you must leave the room***. You must not seek improperly to influence a decision on that matter unless you have previously obtained a dispensation from the Authority's Governance Committee.

DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS

If you are present at any meeting of the Council and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, if the interest is not already registered, you must disclose the interest to the meeting. You must not participate in the discussion or the vote and you must leave the room.

You may not attend a meeting or stay in the room as either an Observer Councillor or *Ward Councillor or as a member of the public if you have a pecuniary or disclosable pecuniary interest*.

BIAS

If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest (bias) then you should not take part in the decision-making process; you should leave the room. **You should state that your position in this matter prohibits you from taking part.** You may request permission of the Chair to address the meeting prior to leaving the room. The Chair will need to assess whether you have a useful contribution to make or whether complying with this request would prejudice the proceedings. A personal, pecuniary or disclosable pecuniary interest will take precedence over bias.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you are aware of the issue being discussed.*

*There are some exceptions – please refer to paragraphs 13(2) and 13(3) of the Code of Conduct

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FULL COUNCIL

31 MAY 2017

REPORT OF THE HEAD OF COMMUNICATIONS

APPOINTMENT OF CHIEF EXECUTIVE

1.0 PURPOSE OF REPORT

1.1 The purpose of this report is to place before Full Council the recommendation of the PFA Sub Committee (Senior Management Review) for agreement.

2.0 RECOMMENDATIONS

It is recommended that:

2.1 To confirm Edd de Coverly as appointed as Chief Executive (and Head of Paid Service) from a date to be agreed.

2.2 Additional responsibilities of the Chief Executive include Returning Officer and Electoral Registration Officer under the Representation of the People Act 1983.

2.3 Salary be £95k. This is at the bottom of the scale. The salary be in accordance with JNC for Chief Executive pay negotiations.

2.4 The following allowances be paid:

- Essential Car User allowance
- Mobile Phone
- Election Fees

2.5 Relocation expenses be paid if applicable in line with current Council policy.

3.0 KEY ISSUES

3.1 The Policy Finance and Administration Sub Committee was set up by the Ad Hoc Policy Finance and Administration Committee on 6 February 2017 following a report submitted by the current Chief Executive. The Membership was ratified by Full Council and included two Members not on Policy Finance and Administration Committee. The Terms of Reference are as set out in Appendix 1.

3.1 The recruitment and selection process included a long listing process followed by technical assessments carried out on 8 and 9 May 2017 which informed the shortlisting process on 15 May 2017 and a two day selection process held on 24 and 25 May 2017 for the shortlisted candidates. The long

listing process was advised by the Consultant appointed to undertake the selection process (GatenbySanderson). The technical assessments were undertaken by the Consultants and a local Chief Executive. The two day selection process was led by the Consultant from GatenbySanderson and included panels made up of businesses, community and partners and a discussion with the Leader. There was also a staff panel and discussion with the current Chief Executive although these did not form part of the feedback process. The panels were followed by interviews by the Sub Committee with the Consultant and internal HR present. There was also an opportunity for all Members to meet the shortlisted candidates at a lunch on 24 May 2017.

- 3.2 The recommendation of the Sub Committee, taking into account the candidates performance both at the assessments and the interview, was to offer the post to Edd de Coverly.
- 3.3 Edd de Coverly is currently a Service Director- Place and Communities. He is a qualified MA Marketing, BSc Hons in Retail Management.
- 3.4 Edd de Coverly's degree and early career was in retail management, he felt he wanted a social dimension to his work and therefore became an environmental consultant becoming Head of Neighbourhood Services. He was promoted to Director level in 2011 which involved more partnership working and corporate governance. His current role includes regeneration, place and commercialism.
- 3.5 The selection panel reached a consensus decision based on his positive and articulate responses and solid understanding of the issues facing Melton as a Borough.

4.0 POLICY AND CORPORATE IMPLICATIONS

- 4.1 The Council is facing significant change. Advice from the Chief Executive that she would be retiring on 30 July 2017 and the resignation of the Strategic Director (CAM) has given Members the opportunity to consider the management structure to meet the demands on the Council for the immediate future, also taking cognoscente of the context of the Councils saving requirements.
- 4.2 As Members are aware the Council has recently approved its Corporate Plan containing its Corporate Priorities and has made changes (with effect from 31 July 2017) to the senior management structure to ensure there is appropriate experience, knowledge and skills as required from its senior team to continue meeting the local and national demands for growth and economic development. This also gives the opportunity for the Council in a period of high levels of change in capacity and need to manage the delivery of the services. The appointment of the Chief Executive completes this senior management structure.
- 4.3 The appointment will be offered on current Joint National Committee Conditions

of Service in accordance with national guidance and advice as may be amended from time to time.

5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS

5.1 The costs can be met from existing budgets and savings in the year.

6.0 LEGAL IMPLICATIONS/POWERS

6.1 The Legal implications arising from the recruitment process have been advised by the appointed consultants and the Councils own HR support. Any Legal implications arising from related and consequential changes within the proposals will be dealt with through the Councils normal procedures and advice received. This report seeking confirmation by Full Councils is as required by the Local Authorities (Standing Orders) (England) Regulations 2001 as amended.

The appointment will be offered on current Joint National Committee Conditions of Service in accordance with national guidance and advice as may be amended from time to time.

7.0 COMMUNITY SAFETY

7.1 There are no implications arising from this report.

8.0 EQUALITIES

8.1 These have been dealt with by the consultants through the recruitment process.

9.0 RISKS

9.1

L I K E L I H O O D	A	Very High				
	B	High				
	C	Significant				
	D	Low			1	
	E	Very Low				
	F	Almost Impossible				
			Negligible 1	Marginal 2	Critical 3	Catastrophic 4

IMPACT

Risk No	Risk Description
1	No appointment is able to be made

10.0 CLIMATE CHANGE

10.1 There are no implications arising from this report.

11.0 CONSULTATION

11.1 Local businesses and partners have been included and have had input in the recruitment processes. A Staff panel has been involved in the process.

12.0 WARDS AFFECTED

12.1 All wards are affected by the appointment of the Chief Executive.

Contact Officer: Angela Roberts

Date: 16 May 2017

Appendices 1 PFA Sub Committee terms of reference

Background papers Exempt background papers relevant to the recruitment and selection process.

SENIOR MANAGEMENT REVIEW SUB COMMITTEE**TERMS OF REFERENCE**

1. To settle the remuneration of the Chief Executive/ Deputy Chief Executive / Corporate Director.
2. To approve the Job Description, Job Specification for the Chief Executive.
3. To agree the recruitment process for the Chief Executive.
4. To agree any interim arrangements, as appropriate.
5. To approve any residual matters relating to the Voluntary Redundancy proposal(s).
6. To advise the scheduled Policy, Finance and Administration Committees during the term of the Sub Committees operation upon progress and discussion.
7. To monitor the financial implications and advice Policy, Finance and Administration Committee as appropriate.

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