

ASHFIELD DISTRICT COUNCIL



Council Offices,
Urban Road,
Kirkby in Ashfield
Nottingham
NG17 8DA

Agenda

Extraordinary Council

Date: **Thursday, 4th June, 2020**

Time: **10.00 am**

Venue: **[Ashfield District Council's YouTube Channel](#)**

For any further information please contact:

Lynn Cain

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01623 457317

COUNCIL

Membership

Chairman: Councillor Andy Meakin

Vice-Chairman: Councillor Arnie Hankin

Councillors:

John Baird
Kier Barsby
Christian Chapman
Melanie Darrington
Andy Gascoyne
Andrew Harding
Tom Hollis
Rachel Madden
David Martin
Keir Morrison
Matthew Relf
Phil Rostance
John Smallridge
David Walters
Caroline Wilkinson
John Wilmott
Vacancy

Chris Baron
Jim Blagden
Ciaran Brown
Samantha Deakin
Dale Grounds
David Hennigan
Trevor Locke
Sarah Madigan
Lauren Mitchell
Warren Nuttall
Kevin Rostance
Dave Shaw
Helen-Ann Smith
Lee Waters
Daniel Williamson
Jason Zadrozny

FILMING/AUDIO RECORDING NOTICE

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SUMMONS

You are hereby requested to attend a meeting of the Council to be held at the time/place and on the date mentioned above for the purpose of transacting the business set out below.



Carol Cooper-Smith
Chief Executive

AGENDA

Page

1. **To receive apologies for absence, if any.**
2. **Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests.**
3. **Covid-19 Verbal Update.**
4. **Political Balance and Committee Changes.** Report to Follow
5. **Recommendation from Chief Officers' Employment Committee held on 3 June 2020.** 5 - 12
6. **Interim Review of Polling Places and Names of Electoral Areas.** 13 - 16

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Extraordinary Meeting of the Council
4 June 2020
Schedule of Recommendations

N.B.
The Schedule sets out recommendations from the Cabinet and the Council's Committees upon which Council is required to reach a decision. During discussion of these items Council Procedure Rule 16 applies (Rules of Debate). Speeches must be relevant to the item being debated. Speeches do not have to be in the form of, or include a question. Members may speak for up to 5 minutes. The Chairman may allow a further 2 minutes at his/her discretion. A Member may only speak once on a motion but may also speak once on an amendment.

<u>Meeting:</u>	<u>Minute No:</u>	<u>Subject:</u>	<u>Recommendation(s):</u>
Chief Officers' Employment Committee 3 June 2020	CO.3	<u>Update in Respect of the Recruitment to the Position of Head of Paid Service/Chief Executive including Interim Arrangements</u>	Council will be recommended to approve the following should Members of the Chief Officers' Employment Committee agree to the recommendation at its meeting on 3 June 2020:- The extension of the appointment of Carol Cooper-Smith as Head of Paid Service up to 31 July 2021. (Report attached at Appendix A)

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Appendix A



Report To:	CHIEF OFFICERS' EMPLOYMENT COMMITTEE	Date:	3 JUNE 2020
Heading:	UPDATE IN RESPECT OF THE RECRUITMENT TO THE POSITION OF HEAD OF PAID SERVICE / CHIEF EXECUTIVE INCLUDING INTERIM ARRANGEMENTS		
Portfolio Holder:	LEADER OF THE COUNCIL, COUNCILLOR JASON ZADROZNY		
Ward/s:	N/A		
Key Decision:	NO		
Subject to Call-In:	NO		

Purpose of Report

To update the Committee in respect of the recruitment to the position of Head of Paid Service / Chief Executive including interim arrangements.

Recommendation(s)

The Committee is asked to:

1. Put on hold the current recruitment process for CEO / Head of Paid Service due to the COVID-19 crisis to restart in early 2021;
2. Approve the extension of the appointment of Carol Cooper-Smith as Chief Executive up to 31 July 2021; and
3. Recommend that Council approves the extension of the appointment of Carol Cooper-Smith as Head of Paid Service up to 31 July 2021.

Reasons for Recommendation(s)

The recommendations are to address the statutory requirement for a permanent Head of Paid Service. The recommendations are made in light of the ongoing impacts of responding to the Covid-19 pandemic and to ensure consistency and stability during the response and recovery stages of

this crisis which has placed unprecedented demand on local government and will continue to do so for an indeterminate time to come.

Alternative Options Considered

(with reasons why not adopted)

The Council is legally required to have a Head of Paid Service. An Interim Chief Executive is currently in place.

Members may alternatively wish to appoint a different Interim Chief Executive and/or proceed with the recruitment process as planned however neither of these is recommended whilst uncertainty continues due to the current COVID-19 crisis. An alternative Interim Chief Executive and/or recruitment process during this time may not be practical and would potentially have a negative impact as it would remove the opportunity for consistency and stability in the Council's response and recovery processes that continuing with the existing appointment provides.

Detailed Information

The Role of the Chief Officers' Employment Committee

In accordance with the Constitution, the Chief Officers' Employment Committee is responsible for the appointment of Chief Officers and Statutory Officers. The Committee is required to:

- Decide whether to appoint a Chief Officer/Statutory Officer from an internal pool of candidates or by external advertisement;
- Approve a job description and person specification for the role;
- Interview shortlisted candidates in accordance with the Council's Recruitment and Selection Policy and the advice of an HR adviser;
- Consider interim arrangements;
- Recommend appointments (including interim appointments) of statutory officers to Council for approval.

It is also expected that the Committee will approve further details of the recruitment process such as advertising arrangements, the use of a recruitment agency or other advisers to the Committee and the timeline for recruitment.

Previous Meetings of the Committee

The Chief Officers' Employment Committee has met on two previous occasions to consider the recruitment process for the Head of Paid Service / Chief Executive.

The Committee first met on 13 August 2019 and resolved that:

- "a) Option 2, an external recruitment process for a Head of Paid Service/CEO, be confirmed as the preferred option by the Committee;*
- b) the HR Manager be instructed to carry out a review of the Job Description and Person Specification for the role of Head of Paid Service/CEO to present to a future meeting of the Committee for approval;*
- c) the HR Manager be also instructed, in conjunction with East Midlands Councils, to carry out a salary benchmarking exercise to present to a future meeting of the Committee for approval;*

- d) the HR Manager be authorised to produce a specification for the services required from the recruitment agency and to instruct the Procurement Unit to seek quotations;
 - e) delegated authority be granted to the Leader of the Council, in consultation with the Monitoring Officer, to appoint the successful recruitment agency;
 - f) the outline timeline set out in the report with a formal recruitment process, commencing in January 2020, be approved;
 - g) approval be given for the appointment of Carol Cooper-Smith as the Interim Chief Executive from 16 September 2019 for up to 10 months;
 - h) Council be recommended to approve the appointment of Carol Cooper-Smith as Head of Paid Service from 23 September 2019.”
- (Min. Ref. CO.19)

The Committee met again on 13 January 2020 to consider the draft job description and person specification and the draft recruitment timeline.

The Committee resolved that:

- “a) the Job Description and Person Specification for the role of Chief Executive/Head of Paid Service, as appended to the report, be approved;
 - b) the salary range for the role of Chief Executive/Head of Paid Service, be approved at £105,000 - £117,810;
 - c) the appointment of the executive recruitment consultancy, Gatenby Sanderson, providing a specialist headhunting service, be noted;
 - d) the timeline and methodology for recruitment, as outlined in the report, be approved with delegated authority being granted to the Interim Chief Executive, in consultation with the Leader of the Council, to have the flexibility to extend the timeline if so required;
 - e) the Council’s Human Resources Team and the Interim Chief Executive be authorised to commence the recruitment process.”
- (Min.Ref.CO.21)

It was proposed that the timeline would be as follows:

- a) 13 January - Approval by Chief Officers’ Employment Committee (COEC);
- b) By end January - Briefing meetings to take place with Gatenby; Advertisement in the relevant publication(s); 3 week search period;
- c) By late February - Closing date for applications;
- d) Early March - Longlisting;
- e) Mid-March - Longlisting interviews
- f) By end March - Final interviews (COEC);
- g) April/May - Ratification by Full Council

Progress Made to Date

The role was advertised from 20 February 2020 with a closing date of 13 March 2020.

A total of 25 applications were received by the deadline.

Longlisting took place on 19 March 2020 and 9 applicants were longlisted to proceed to the first stage of testing. Applicants who were not put through to the longlisting stage were informed.

Lockdown restrictions as a result of the COVID-19 pandemic commenced on 23 March 2020 and as such further progress in the recruitment process was put on temporary hold by the Leader whilst officers and Members concentrated on the Council’s response to the pandemic and ensuring

delivery of critical functions. Applicants who had been put through to the longlisting stage were informed that due to the pandemic crisis the Council was unable to proceed with the proposed selection timetable and that a further Chief Officer's Employment Committee would be convened in late May to agree an updated selection process timetable.

Revised Timeline

As the COVID-19 response continues for a still indeterminate time and as we enter what will be a long recovery stage, it is necessary for the Committee to review the recruitment process as the original timeframe can no longer be achieved.

The Leader of the Council suggests that the current recruitment process is put on hold due to the COVID-19 crisis to restart in early 2021.

The Committee is asked to:

- 1. Put on hold the current recruitment process for CEO / Head of Paid Service due to the COVID-19 crisis to restart in early 2021.**

Interim Appointment

As previously noted, the Council is legally required to have an officer appointed as Head of Service in place at all times to meet its statutory obligations.

Members will note that the Committee recommended appointing Carol Cooper-Smith as Interim Chief Executive from 16 September 2019 for a period of up to 10 months. Her appointment as Head of Paid Service was approved by Council on 5 September 2019 (Min. Ref. C.30). Accordingly, the existing interim arrangement would cease on 15 July 2020.

In light of the recommendation to put on hold the recruitment of a permanent Head of Paid Service / Chief Executive due to the ongoing COVID-19 crisis, it is necessary to revisit the interim arrangement.

The Leader of the Council would recommend the extension of the interim arrangements with Carol Cooper-Smith up to 31 July 2021 and for Committee to recommend this to Council for approval.

The Committee is asked to:

- 2. Approve the extension of the appointment of Carol Cooper-Smith as the Chief Executive up to 31 July 2021; and**
- 3. Recommend that Council approves the extension of the appointment of Carol Cooper-Smith as Head of Paid Service 31 July 2021.**

Implications

Corporate Plan:

The use of fair and transparent policies are central to the Corporate Plan.

Legal:

Section 4 of the Local Government and Housing Act 1989 requires the Council to appoint one of its officers as the Head of Paid Service.

The Chief Officers' Employment Committee has the remit set out above in accordance with the Employment Procedure Rules set out in the Constitution.

Finance:

The salary of the Chief Executive is included within the Revenue Budget for 2020/21 and beyond.

Budget Area	Implication
General Fund – Revenue Budget	None
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	None
Housing Revenue Account – Capital Programme	None

Risk:

Risk	Mitigation
Longer timescale.	Interim measures are recommended in the report.
A suitable candidate cannot be identified.	Interim measures are recommended in the report.
Loss of candidates during the delayed recruitment process	Interim measures are recommended in the report. HR have been in contact with applicants.

Human Resources:

Recruitment will be open and transparent and will take place according to HR procedures.

Environmental/Sustainability

There are no environmental/sustainability issues associated with this report.

Equalities:

The process which will be utilised reflects a transparent and equitable approach to recruitment.

Other Implications:

None.

Report Author and Contact Officer

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Report To:	COUNCIL	Date:	4 JUNE 2020
Heading:	INTERIM REVIEW OF POLLING PLACES AND NAMES OF ELECTORAL AREAS		
Portfolio Holder:	PORTFOLIO HOLDER FOR CORPORATE COMMUNICATIONS, GOVERNANCE AND CROSS PORTFOLIO SUPPORT		
Ward/s:	ALL WARDS		
Key Decision:	NO		
Subject to Call-In:	NO		

Purpose of Report

This report outlines a proposal and timetable for carrying out an interim review of polling places and to commence the process for considering changes to the names of wards in Ashfield.

Recommendation(s)

1. The Council approves the establishment of a Polling Place Review and Ward Name Working Group with terms of reference as outlined in the body of this report;
2. The Working Group to consist of 6 Members in accordance with political balance: 4 Ashfield Independents, 1 Conservative, 1 Labour
3. The Council to appoint the Members of the Working Group and the Chair to be the Leader of the Council
4. The timetable as outlined in the report be approved

Reasons for Recommendation(s)

To ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances and that, as far as is reasonable and practicable, polling places are accessible to disabled electors. To review the names of wards in Ashfield following the expiration of the protected period that followed the local government boundary review in 2015.

Alternative Options Considered

None considered.

Detailed Information

Interim Review of Polling Places

A full review of polling places and polling districts took place in 2018 in line with the requirements set out in the Electoral Registration and Administration Act 2013 and Representation of the People Act 1983.

Following the district council elections and UK parliamentary general election held in 2019, some issues have been identified in relation to a small number of polling places. It is good practice to keep polling places under review to identify any issues and ensure that electors have reasonable facilities for voting.

It is proposed that the Polling Place Review and Ward Name Working Group make recommendations to the Council for any revisions to the scheme.

Section 59 of Local Government and Public Involvement Act 2007

S59 LGPIA 2007 allows a local authority to change the name of an electoral area by resolution passed at a specially convened meeting for that purpose.

The resolution must be passed by a majority of at least two thirds of the members voting on it.

The local authority must not pass the resolution unless it has taken reasonable steps to consult. It is proposed that a consultation period of 4 weeks should run alongside the consultation on returning officers proposals for any revisions to the scheme of polling places.

Upon making an order, notice must be given to official bodies such as the Electoral Commission (EC) and the Local Government Boundary Commission for England, and others named in the legislation. The name change does not take effect until the EC has received notice.

Upon changing the name, it would be necessary to time it to incorporate into the publication of the revised register on 1 December each year.

Proposed Timetable & Terms of Reference

In order to administer an open and transparent review process, it is proposed to delegate the interim review of polling places and ward names to a Working Group to consider proposals based on the below timetable and make a recommendation to Council.

Polling Place Review and Ward Name Working Group	Week commencing 6 July
Notice of Review and Consultation on Returning Officer proposals for any proposed changes to polling places	3 August – 28 August 2020 (4 weeks)

Commence Consultation on proposals to change ward names	3 August – 28 August 2020 (4 weeks)
Polling Place Review and Ward Name Working Group (Agree Final Proposals for Council)	Week commencing 14 September
Full Council Meeting	1 October 2020
Special Council Meeting convened for purpose of making resolution to change ward names	1 October 2020
Publish Revised Polling Place Scheme and associated minutes/representations (subject to Council approval)	Week commencing 5 October 2020
Publication of revised register of electors incorporating any changes to ward names	1 December 2020

Implications

Corporate Plan:

In support of positive characteristics of Ashfield and community engagement.

Legal:

Contained within the body of the report.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	Review can be met from existing budgets. Financial implications may arise from any changes to ward names.
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

Risk:

Risk	Mitigation
None identified.	

Human Resources:

None

Environmental/Sustainability

None

Equalities:

The proposal has taken into account the accessibility needs of the disabled and provides reasonable facilities to vote as far as is practicable

Other Implications:

None.

Report Author and Contact Officer

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