

Chief Officer Employment Panel

Tuesday, 8th June, 2010
at 2.00 pm

PLEASE NOTE TIME OF MEETING

Committee Room 2 - Civic Centre

This meeting is open to the public

Members

Councillor Samuels (Chairman)
Councillor Moulton
Councillor Norris
Councillor Rayment
Councillor Smith
Councillor Dr R Williams
Councillor Vinson

Contacts

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Solicitor to the Council
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PUBLIC INFORMATION

Role of the Chief Officer Employment Panel

The appointment of Chief Officers in accordance with the Council's Officer Employment Procedure Rules.

Public Representations

At the discretion of the Chair, members of the public may address the meeting about any report on the agenda for the meeting in which they have a relevant interest.

Smoking policy – the Council operates a no-smoking policy in all civic buildings.

Mobile Telephones – please turn off your mobile telephone whilst in the meeting.

Southampton City Council's Six Priorities

- Providing good value, high quality services
- Getting the City working
- Investing in education and training
- Keeping people safe
- Keeping the City clean and green
- Looking after people

Fire Procedure – in the event of a fire or other emergency a continuous alarm will sound and you will be advised by Council officers what action to take.

Access – access is available for the disabled. Please contact the Democratic Support Officer who will help to make any necessary arrangements.

Dates of Meetings: Municipal Year 2010/11

Meetings of the Panel are convened as and when required.

CONDUCT OF MEETING

Terms of Reference

The terms of reference of the Audit Committee are contained in Article 8 and Part 3 (Schedule 2) of the Council's Constitution.

Business to be discussed

Only those items listed on the attached agenda may be considered at this meeting.

Rules of Procedure

The meeting is governed by the Council Procedure Rules as set out in Part 4 of the Constitution.

Quorum

The minimum number of appointed Members required to be in attendance to hold the meeting is 3.

Disclosure of Interests

Members are required to disclose, in accordance with the Members' Code of Conduct, **both** the existence **and** nature of any "personal" or "prejudicial" interests they may have in relation to matters for consideration on this Agenda.

Personal Interests

A Member must regard himself or herself as having a personal interest in any matter

- (i) if the matter relates to an interest in the Member's register of interests; or
- (ii) if a decision upon a matter might reasonably be regarded as affecting to a greater extent than other Council Tax payers, ratepayers and inhabitants of the District, the wellbeing or financial position of himself or herself, a relative or a friend or:-
 - (a) any employment or business carried on by such person;
 - (b) any person who employs or has appointed such a person, any firm in which such a person is a partner, or any company of which such a person is a director;
 - (c) any corporate body in which such a person has a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
 - (d) any body listed in Article 14(a) to (e) in which such a person holds a position of general control or management.

A Member must disclose a personal interest.

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Prejudicial Interests

Having identified a personal interest, a Member must consider whether a member of the public with knowledge of the relevant facts would reasonably think that the interest was so significant and particular that it could prejudice that Member's judgement of the public interest. If that is the case, the interest must be regarded as "prejudicial" and the Member must disclose the interest and withdraw from the meeting room during discussion on the item.

It should be noted that a prejudicial interest may apply to part or the whole of an item.

Where there are a series of inter-related financial or resource matters, with a limited resource available, under consideration a prejudicial interest in one matter relating to that resource may lead to a member being excluded from considering the other matters relating to that same limited resource.

There are some limited exceptions.

Note: Members are encouraged to seek advice from the Monitoring Officer or his staff in Democratic Services if they have any problems or concerns in relation to the above.

Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:-

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness, accountability and transparency;
- setting out what options have been considered;
- setting out reasons for the decision; and
- clarity of aims and desired outcomes.

In exercising discretion, the decision maker must:

- understand the law that regulates the decision making power and gives effect to it. The decision-maker must direct itself properly in law;
- take into account all relevant matters (those matters which the law requires the authority as a matter of legal obligation to take into account);
- leave out of account irrelevant considerations;
- act for a proper purpose, exercising its powers for the public good;
- not reach a decision which no authority acting reasonably could reach, (also known as the "rationality" or "taking leave of your senses" principle);
- comply with the rule that local government finance is to be conducted on an annual basis. Save to the extent authorised by Parliament, 'live now, pay later' and forward funding are unlawful; and
- act with procedural propriety in accordance with the rules of fairness.

AGENDA

Agendas and papers are now available via Southampton Online at
www.southampton.gov.uk/council/meeting-papers

1 APOLOGIES

To receive any apologies.

2 DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

In accordance with the Local Government Act, 2000, and the Council's Code of Conduct adopted on 16th May, 2007, Members to disclose any personal or prejudicial interests in any matter included on the agenda for this meeting.

NOTE: Members are reminded that, where applicable, they must complete the appropriate form recording details of any such interests and hand it to the Democratic Support Officer.

3 MINUTES

To authorise the signing of the minutes of the meeting held on 21st April 2010, attached.

4 EXCLUSION OF THE PRESS AND PUBLIC

Chair to move that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect and consideration of the confidential items 5 and 6.

These reports are not for publication by virtue of Categories 1, 2 and 3 (Personal Information) of paragraph 10.4 of the Council's Access to Information Procedure Rules as contained in the Council's Constitution. It is not considered to be in the public interest to disclose this information because the reports contain confidential and personal sensitive information relating to specific individuals.

5 INTERIM ARRANGEMENTS FOLLOWING RESIGNATION OF THE EXECUTIVE DIRECTOR OF RESOURCES

Confidential report of the Head of Organisational Development, attached for Members only.

REASON FOR EXCLUSION – INFORMATION RELATING TO A PARTICULAR EMPLOYEE

6 APPOINTMENT OF CHIEF EXECUTIVE

Confidential report of the Head of Organisational Development, attached for Members only.

REASON FOR EXCLUSION – INFORMATION RELATING TO A PARTICULAR INDIVIDUAL.

Friday, 28 May 2010

SOLICITOR TO THE COUNCIL

CHIEF OFFICER EMPLOYMENT PANEL

MINUTES OF THE MEETING HELD ON 21st APRIL 2010

Present: Councillors Baston, Moulton, Norris, Rayment, Samuels, Smith and R. Williams

1. APPOINTMENT OF CHAIR

RESOLVED that Councillor Samuels be appointed Chair for the purposes of the meeting

COUNCILLOR SAMUELS IN THE CHAIR

2. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of minute 3. This is based on Categories 1, 2 and 3 of paragraph 10.4 of the Council's Access to Information Procedure Rules as contained in the Council's Constitution. It is not considered to be in the public interest to disclose this information because the report contains confidential and personal sensitive information relating to a specific officer.

3. OFFICER A

The Panel considered the confidential report of the Head of Organisational Development (Copy of the report circulated with the agenda and appended to the signed minutes).

The Panel considered the decision in confidential session in accordance with Categories 1, 2 and 3 of Paragraph 10.4 of the Council's Access to Information Procedure Rules.

RESOLVED

- (i) That the recruitment time-table and process in order to appoint a new Chief Executive and Head of Paid Service for Southampton City Council be approved;
- (ii) That delegated authority be granted to the Head of Organisational Development, following consultation with the Solicitor to the Council, to:
Appoint Recruitment Consultants;
Finalise the Job Description; and
Proceed with the recruitment process

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Agenda Item 5

by virtue of paragraph number 1, 2, 3 of the Council's Access to information Procedure Rules

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Agenda Item 6

by virtue of paragraph number 1, 2, 3 of the Council's Access to information Procedure Rules

Document is Confidential

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