

Public Document Pack
**HINCKLEY & BOSWORTH
BOROUGH COUNCIL**



Hinckley & Bosworth
Borough Council

A Borough to be proud of

ANNUAL MEETING

TO BE HELD ON

TUESDAY, 19 MAY 2015

at 6.30 pm

Fire Evacuation Procedures

Council Chamber (De Montfort Suite)

- On hearing the fire alarm, leave the building **at once** quickly and calmly by the nearest escape route (indicated by green signs).
- *There are two escape routes from the Council Chamber – at the side and rear. Leave via the door closest to you.*
- Proceed to **Willowbank Road car park**, accessed from Rugby Road then Willowbank Road.
- **Do not** use the lifts.
- **Do not** stop to collect belongings.

Recording of meetings

In accordance with the Openness of Local Government Bodies Regulations 2014, the press and public are permitted to film and report the proceedings of public meetings. If you wish to film the meeting or any part of it, please contact Democratic Services on 01455 255879 or email rebecca.owen@hinckley-bosworth.gov.uk to make arrangements so we can ensure you are seated in a suitable position.

Members of the public, members of the press and Councillors are hereby informed that by attending the meeting you may be captured on film. If you have a particular problem with this, please contact us using the above contact details so we can discuss how we may accommodate you at the meeting.

Date: 11 May 2015



Hinckley & Bosworth
Borough Council

A Borough to be proud of

Dear Sir/Madam

I hereby summon you to attend a meeting of the Hinckley & Bosworth Borough Council in the Council Chamber at these offices on **TUESDAY, 19 MAY 2015 at 6.30 pm**

Yours faithfully

A handwritten signature in black ink, appearing to read 'RK Owen'.

Miss RK Owen
Democratic Services Officer

AGENDA

1. Election of Mayor for the ensuing year
2. Appointment of Deputy Mayor for the ensuing year
3. Presentation to outgoing Mayoress
4. Apologies
5. Declarations of interest

To receive verbally from Members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the Agenda.

6. Leader of Council and Members of the Executive

Council is required to elect the Leader of Council for the ensuing four years. The Leader will then announce members of the Executive, including the Deputy Leader, and their areas of responsibility.

7. Establishment of committees

Council will confirm establishment of committees, including size and terms of reference, and appoint Chairs, Vice-Chairs and membership for the municipal year:

- (a) Planning Committee
 - (b) Scrutiny Commission
 - (c) Hinckley Area Committee
 - (d) Licensing Committee
 - (e) Licensing (Regulatory) Committee
 - (f) Ethical Governance & Personnel Committee
 - (g) Finance, Audit & Performance Committee
 - (h) Appeals Panel (12 members, from which panels of three members will be drawn as and when required).
8. Appointment of Employers' Representatives to the Local Joint and Safety Panel
Five members will be appointed to the Local Joint & Safety Panel.
9. Appointment to the Member Issues Group
Five members will be appointed to the Member Issues Group (previously Member Development Steering Group).
10. Appointment of representatives to Outside Bodies
Representatives will be appointed to the following outside bodies:
- Bradgate Landfill Liaison Committee (2)
 - Caterpillar Logistics Limited - Liaison Committee
 - Charnwood Forest Steering Group
 - Cliffe Hill Quarry Liaison Committee (2)
 - Community Action Hinckley & Bosworth (2)
 - Community Safety Partnership (1)
 - Desford Brickworks Liaison Committee
 - East Midlands Councils
 - Groby Quarry Liaison Committee
 - Hinckley & Bosworth Community Transport
 - Hinckley and Bosworth Local Strategic Partnership
 - Hinckley Citizens' Advice Bureau Trustee Board (2)
 - Hinckley-Herford Town Twinning Association
 - Hinckley Highways Forum (9)
 - Substitutes (9)

Hinckley Shopmobility

Hinckley Theatre Management Committee

Leicestershire Rural Partnership Membership Group

Leicestershire and Rutland Heritage Forum

Leicestershire and Rutland Playing Fields Association

Local Government Association General Assembly (1 + substitute)

MIRA Community Liaison Group

Next Generation (3)

Orbit Partnership Panel (2)

Police & Crime Panel (1)

Stepping Stones Countryside Management Project Members' Steering Group (2)

Voluntary and Community Sector Commissioning Board (2)

West Leicestershire Mind

11. Appointments to Charitable Bodies

- (a) Hinckley JCC Foundation (two places)
- (b) Spence's Pension Charity for Market Bosworth (two places)
- (c) George Ward Centre Ltd (one representative).

12. Appointment of Chief Officer (Pages 1 - 4)

Report of the Chief Executive.

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COUNCIL - 19 MAY 2015

**APPOINTMENT OF CHIEF OFFICER (FINANCE,
CUSTOMER SERVICES AND COMPLIANCE)**

REPORT OF CHIEF EXECUTIVE

WARDS AFFECTED: ALL WARDS



Hinckley & Bosworth
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1. **PURPOSE OF REPORT**

- 1.1 This report is being presented to Annual Council, to avoid further unnecessary delay in confirming the employment position of a Council employee.
- 1.2 To seek confirmation from Council of the appointment of Katherine Plummer to the post of Chief Officer (Finance, Customer Services and Compliance) on a permanent basis, with immediate effect.

2. **RECOMMENDATION**

- 2.1 That Council agrees that the appointment to Katherine Plummer to the post of Chief Officer (Finance, Customer Services and Compliance) be confirmed as permanent, with immediate effect, following a successful trial period since 12 January 2015.

3. **BACKGROUND TO THE REPORT**

- 3.1 On 16 December 2014, Council considered a report on a proposed restructure of the operational management within Corporate Services following the departure from Council of the Chief Officer (Corporate Governance and Customer Engagement) who was also the Council's Monitoring Officer. The purpose of the restructure was to better align service responsibilities and to reduce overall costs in Corporate Direction by between £50,000 and £60,000 per annum.
- 3.2 Council approved the restructure and delegated the final details, along with the Job Description and grading, to the Chief Executive and Deputy Chief Executive (Corporate Direction).
- 3.3 The appointment was made on a trial basis for three months, with final approval to be given by Members, following a review of the trial period by the Chief Executive and Deputy Chief Executive (Corporate Direction). The appointment of Katherine Plummer was made in January 2015, effective from 12 January 2015. The trial period has been completed and a review undertaken by means of a further interview; the panel for this was the Chief Executive, Deputy Chief Executive (Corporate Direction) and the Assistant Human Resources Adviser.

3.4 The review interview covered the following competencies:

- * Working in partnership with other Council services
- * Changes in management style/approach
- * Effective working with COB (Corporate Operations Board)
- * Effective working with elected Members
- * Effective and timely closure of Accounts
- * Effective contribution to/preparation of reports
- * Relationship with SLB (Strategic Leadership Board)

In addition, the panel explored areas for further change/development and ambitions over the next three years - both corporate and personal.

3.5 The panel was very satisfied with the responses given and their own experience of Katherine Plummer's practical contribution and approach over the trial period (nearly four months in effect) in each of the areas under examination.

3.6 As a result, the panel has no hesitation in recommending to Council that the appointment be confirmed as permanent with immediate effect.

4. **FINANCIAL IMPLICATIONS [SK]**

4.1 The financial implications of the Corporate Direction restructure are set out below. The actual net savings at £64,000 exceed the estimated amount of between £50,000 and £60,000 stated in the report to Council on 16 December 2014,

The savings arise from the deletion of the previous post of Chief Officer (Corporate Governance and Customer Engagement) and internally appointing Katherine Plummer to the new post of Chief Officer (Finance, Customer Services and Compliance) at a lower grade and by internally promoting the Group Accountant to the role of Accountancy Manager (which is two grades lower than the deleted Head of Finance post previously occupied by the Head of Finance), so as to ensure leadership of the finance team following the restructure.

Corporate Direction Restructure	Previous post			New post			Savings £
	Gross Pay £	On-Cost £	Total £	Gross Pay £	On-Cost £	Total £	
	Chief Officer (Corporate Governance and Customer Engagement)	67,500	15,863	83,363	0	0	
Chief Officer (Finance, Customer Services and Compliance)	51,571	12,377	63,948	63,954	15,263	79,217	-15,269
Accountancy Manager	36,571	8,674	45,245	39,267	9,424	48,691	-3,446
TOTAL	155,642	36,914	192,556	103,221	24,687	127,908	64,648

5. **LEGAL IMPLICATIONS [MM]**

5.1 This appointment is made in accordance with the Council’s constitution.

6. **CORPORATE PLAN IMPLICATIONS**

6.1 This meets the priority of 'Providing value for money and pro-active services'.

7. **CONSULTATION**

7.1 Consultation has taken place with trade unions, as staff representatives - replicating discussions prior to the earlier report.

8. **RISK IMPLICATIONS**

8.1 It is the Council’s policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

8.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer’s opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

8.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
There are no risks arising from the actions recommended.	None necessary.	-

9. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

9.1 The role in question provides a service in support of all members of communities in Hinckley and Bosworth Borough Council, in that the services under the remit of the post seek to ensure the effective and value for money operation of front-line services.

10. **CORPORATE IMPLICATIONS**

10.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications
- Planning Implications
- Voluntary Sector

Background papers: Report to Council - 16 December 2014
Contact Officer: Steve Atkinson, Chief Executive, ext 5606
Executive Member: Cllr Bron Witherford