

SWT Special Full Council

Tuesday, 16th November, 2021,
6.15 pm



Somerset West
and Taunton

The John Meikle Room - The Deane
House

[SWT MEETING WEBCAST LINK](#)

Members: Tom Deakin, Hazel Prior-Sankey (Chair), Richard Lees (Vice-Chair), Ian Aldridge, Benet Allen, Lee Baker, Marcus Barr, Mark Blaker, Chris Booth, Paul Bolton, Sue Buller, Norman Cavill, Simon Coles, Dixie Darch, Hugh Davies, Dave Durdan, Kelly Durdan, Caroline Ellis, Habib Farbahi, Ed Firmin, Andrew Govier, Steve Griffiths, Roger Habgood, Andrew Hadley, Barrie Hall, John Hassall, Ross Henley, Marcia Hill, John Hunt, Dawn Johnson, Marcus Kravis, Sue Lees, Libby Lisgo, Mark Lithgow, Janet Lloyd, Dave Mansell, Andy Milne, Chris Morgan, Simon Nicholls, Craig Palmer, Derek Perry, Martin Peters, Andy Pritchard, Steven Pugsley, Mike Rigby, Francesca Smith, Federica Smith-Roberts, Vivienne Stock-Williams, Andrew Sully, Nick Thwaites, Anthony Trollope-Bellew, Ray Tully, Terry Venner, Sarah Wakefield, Danny Wedderkopp, Brenda Weston, Keith Wheatley, Loretta Whetlor and Gwil Wren

Agenda

1. Apologies

To receive any apologies for absence.

2. Declarations of Interest

To receive and note any declarations of disclosable pecuniary or prejudicial or personal interests in respect of any matters included on the agenda for consideration at this meeting.

(The personal interests of Councillors and Clerks of Somerset County Council, Town or Parish Councils and other Local Authorities will automatically be recorded in the minutes.)

3. Public Participation - To receive only in relation to the business for which the Extraordinary Meeting has been called any questions, statements or petitions from the public in accordance with Council Procedure Rules 14,15 and 16

The Chair to advise the Committee of any items on which members of the public have requested to speak and advise those members of the public present of the details of the Council's public participation scheme.

For those members of the public who have submitted any questions or statements, please note, a three minute time limit applies to each speaker and you will be asked to speak before Councillors debate the issue.

Temporary measures during the Coronavirus Pandemic

Due to the temporary legislation (within the Coronavirus Act 2020, which allowed for use of virtual meetings) coming to an end on 6 May 2021, the council's committee meetings will now take place in the office buildings within the John Meikle Meeting Room at the Deane House, Belvedere Road, Taunton. Unfortunately due to capacity requirements, the Chamber at West Somerset House is not able to be used at this current moment.

Following the Government guidance on measures to reduce the transmission of coronavirus (COVID-19), the council meeting rooms will have very limited capacity. With this in mind, we will only be allowing those members of the public who have registered to speak to attend the meetings in person in the office buildings, if they wish (we will still be offering to those members of the public that are not comfortable in attending, for their statements to be read out by a Governance and Democracy Case Manager). Please can we urge all members of the public who are only interested in listening to the debate to view our live webcasts from the safety of their own home to help prevent the transmission of coronavirus (COVID-19).

4. To receive any communications or announcements from the Chair of the Council

5. To receive any communications or announcements from the Leader of the Council

6. To receive only in relation to the business for which the Extraordinary Meeting has been called any questions from Councillors in accordance with Council Procedure Rule 13

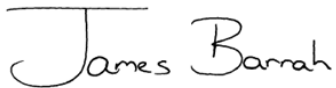
7. Appointment of the Head of Paid Service and Chief Executive

This matter is the responsibility of Full Council.

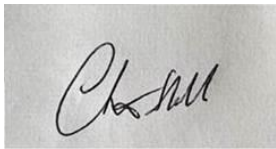
8. Motion regarding the conduct of the Special Full Council meeting held on 19 October 2021

To consider a motion proposed by Councillor Gwil Wren and seconded by Councillor Janet Lloyd.

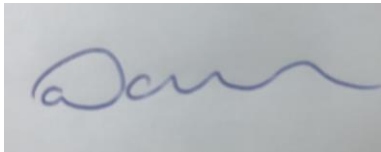
Report to follow.



JAMES BARRAH
DIRECTOR OF HOUSING AND COMMUNITIES



CHRIS HALL
DIRECTOR OF DEVELOPMENT AND PLACE



ALISON NORTH
DIRECTOR OF INTERNAL OPERATIONS



ANDREW PRITCHARD
DIRECTOR OF EXTERNAL OPERATIONS

Please note that this meeting will be recorded. You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during the recording will be retained in accordance with the Council's policy. Therefore unless you are advised otherwise, by taking part in the Council Meeting during Public Participation you are consenting to being recorded and to the possible use of the sound recording for access via the website or for training purposes. If you have any queries regarding this please contact the officer as detailed above.

Following Government guidance on measures to reduce the transmission of coronavirus (COVID-19), we will be live webcasting our committee meetings and you are welcome to view and listen to the discussion. The link to each webcast will be available on the meeting webpage, but you can also access them on the [Somerset West and Taunton webcasting website](#).

If you would like to ask a question or speak at a meeting, you will need to submit your request to a member of the Governance Team in advance of the meeting. You can request to speak at a Council meeting by emailing your full name, the agenda item and your question to the Governance Team using governance@somersetwestandtaunton.gov.uk

Any requests need to be received by 4pm on the day that provides 2 clear working days before the meeting (excluding the day of the meeting itself). For example, if the meeting is due to take place on a Tuesday, requests need to be received by 4pm on the Thursday prior to the meeting.

The Governance and Democracy Case Manager will take the details of your question or speech and will distribute them to the Committee prior to the meeting. The Chair will then invite you to speak at the beginning of the meeting under the agenda item Public Question Time, but speaking is limited to three minutes per person in an overall period of 15 minutes and you can only speak to the Committee once. If there are a group of people attending to speak about a particular item then a representative should be chosen to speak on behalf of the group.

Please see below for Temporary Measures during Coronavirus Pandemic and the changes we are making to public participation:-

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Full Council, Executive, and Committee agendas, reports and minutes are available on our website: www.somersetwestandtaunton.gov.uk

For further information about the meeting, please contact the Governance and Democracy Team via email: governance@somersetwestandtaunton.gov.uk

If you would like an agenda, a report or the minutes of a meeting translated into another language or into Braille, large print, audio tape or CD, please email: governance@somersetwestandtaunton.gov.uk

Report Number: SWT 91/21

Somerset West and Taunton Council

Special Full Council – 16 November 2021

Appointment of the Head of Paid Service and Chief Executive

This matter is the responsibility of Full Council

Report Author: Sean Papworth – Assistant Director Corporate & Julie-Ann Wyatt – Interim Strategic People Lead

1 Purpose of the Report

- 1.1 To ratify the recommendation of the Appointment Panel that Andrew Pritchard be selected for the position of Chief Executive (including Electoral Registration Officer and Returning Officer) and Head of Paid Service following the conclusion of the selection process on the 27th October 2021.
- 1.2 That the appointment be confirmed with effect from 17th November 2021.
- 1.3 To confirm the spot salary for the post of £118,000 + Returning Officer Fees to be effective from 17th November 2021.

2 Recommendations

- 2.1 To confirm the appointment of Andrew Pritchard as, Chief Executive (including Returning Officer and Electoral Registration Officer) and Head of Paid Service for Somerset West and Taunton Council with effect from 17th November 2021
- 2.2 To recommend a spot salary for the post of £118,000 + Returning Officer Fees to be effective from 17th November 2021.

3 Legal Implications

- 3.1 Section 4 of the Local Government and Housing Act 1989, requires that the Council designate one of its officers as Head of the Paid Service (usually the Chief Executive) who is responsible for preparing reports on the way the local authority's staff are organised, on the authority's staffing needs and on the co-ordination of the way in which the authority's functions are discharged. Failure to appoint a Head of Paid Service, which will put the Council in breach of its statutory obligation.
- 3.2 In addition, Section 35 of the Representation of the People Act 1983 requires the Council to appoint an officer of the Council to be the Returning Officer for the election of Councillors. The Council has traditionally appointed the Chief Executive as Returning Officer which is an independent statutory role. The Chief Executive is also usually the Council's Electoral Registration Officer appointed under Section 8 of the Representation of the People Act 1983.

4 Background and Full details of the Report

- 4.1 Taking into account the context of Local Government Reform (“LGR”) and the published timeline in connection with it, the options considered by the Executive were either an Interim CEO through a specialist agency or a permanent CEO through Internal Recruitment. The Executive opted for a twin track approach and an Appointment Panel was then set up to agree the remainder of the process.
- 4.2 The Council’s Constitution sets out that the Appointment of the Chief Executive (Head of Paid Service) should have an Appointment Panel appointed by the Proper Officer including:- (a) The Chair or Vice Chair of the Scrutiny Committee or the Chair or Vice Chair of a Regulatory Committee; (b) The Leader and two other Members of the Executive;(c) The Chair or Vice Chair of the Council. The above representatives may appoint a substitute as necessary and that all the above, where possible, should reflect the political balance of the Council. The Employment Panel convened comprised Cllr Federica Smith-Roberts, Leader of the Council; Cllr Derek Perry, Deputy Leader of the Council and Portfolio Holder for Sports, Parks and Leisure; Cllr Hazel Priory-Sankey, Chair of the Council; Cllr Ross Henley, Portfolio Holder for Resources; and Cllr Libby Lisgo, Chair, Community Scrutiny Committee.
- 4.3 After the decision to proceed, the role was internally advertised with a closing date of 17th October 2021. Two internal applications were received, and the panel shortlisted both these candidates. Four candidate profiles were received from an external agency, and one was shortlisted. The Appointment Panel met on 27th October 2021 when candidates were assessed by means of a presentation to the Panel together with a competency-based interview. The external interim candidate interview took place via zoom on 29th October due to illness on 27th October.
- 4.4 Following the above selection process, the Appointment Panel agreed unanimously to recommend Andrew Pritchard for appointment as the permanent Chief Executive (including Returning Officer and Electoral Registration Officer) and Head of Paid Service with effect from 17 November 2021. The Appointments Panel recommended a spot salary of £118,000 per year + Returning Officer Fees.
- 4.5 A formal offer of appointment will not be made unless the Council agrees the recommendation in this report.

5 Links to Corporate Strategy

- 5.1 The postholder will be directly responsible for delivery of the corporate plan.

6 Finance / Resource Implications

- 6.1 The cost of the recruitment process was met within existing budgets and the salary is within the agreed budget.

7 Legal Implications

- 7.1 This is covered in section 3 & 4.

8 Equality and Diversity Implications

- 8.1 Members followed the SWT standard recruitment process which has been assessed for its equality impacts.

Democratic Path:

- **Appointment Panel - Yes**
- **Scrutiny Committees – No**
- **Executive – No**
- **Full Council – Yes – 16 November 2021**

Reporting Frequency: Ad-hoc

Contact Officers

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