

Thurrock: An ambitious and collaborative community which is proud of its heritage and excited by its diverse opportunities and future

General Services Committee

The meeting will be held at **7.00 pm** on **3 February 2020**

Committee Room 3, Civic Offices, New Road, Grays, Essex, RM17 6SL

Membership:

Councillors Robert Gledhill (Chair), Jane Potheary (Vice-Chair), Mark Coxshall, Shane Hebb, Fraser Massey, Bukky Okunade and Luke Spillman

Substitutes:

Councillors Abbie Akinbohun, Jack Duffin, Oliver Gerrish, James Halden, Andrew Jefferies and Barry Johnson

Agenda

Open to Public and Press

	Page
1 Apologies for Absence	
2 Minutes	5 - 14
To approve as a correct record the minutes of General Services Committee for the meetings held on 17 October, 6 November, 12 November & 18 November 2019.	
3 Items of Urgent Business	
To receive additional items that the Chair is of the opinion should be considered as a matter of urgency, in accordance with Section 100B (4) (b) of the Local Government Act 1972.	
4 Declarations of Interests	

Exclusion of the Public and Press

Members are asked to consider whether the press and public should be excluded from the meeting during consideration of an agenda

item on the grounds that it involves the likely disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, Members are asked to decide whether, in all the circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

5 Long List for the Recruitment of the Corporate Director of Children's Services

Queries regarding this Agenda or notification of apologies:

Please contact Matthew Boulter, Democratic & Governance Services Manager and Deputy Monitoring Officer by sending an email to Direct.Democracy@thurrock.gov.uk

Agenda published on: **24 January 2020**

Information for members of the public and councillors

Access to Information and Meetings

Members of the public can attend all meetings of the council and its committees and have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published.

Recording of meetings

This meeting may be recorded for transmission and publication on the Council's website. At the start of the meeting the Chair will confirm if all or part of the meeting is to be recorded.

Members of the public not wishing any speech or address to be recorded for publication to the Internet should contact Democratic Services to discuss any concerns.

If you have any queries regarding this, please contact Democratic Services at Direct.Democracy@thurrock.gov.uk

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The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

If you wish to film or photograph the proceedings of a meeting and have any special requirements or are intending to bring in large equipment please contact the Communications Team at CommunicationsTeam@thurrock.gov.uk before the meeting. The Chair of the meeting will then be consulted and their agreement sought to any specific request made.

Where members of the public use a laptop, tablet device, smart phone or similar devices to use social media, make recordings or take photographs these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of these activities, in their opinion, are disrupting proceedings at the meeting.

Thurrock Council Wi-Fi

Wi-Fi is available throughout the Civic Offices. You can access Wi-Fi on your device by simply turning on the Wi-Fi on your laptop, Smartphone or tablet.

- You should connect to TBC-CIVIC
- Enter the password **Thurrock** to connect to/join the Wi-Fi network.
- A Terms & Conditions page should appear and you have to accept these before you can begin using Wi-Fi. Some devices require you to access your browser to bring up the Terms & Conditions page, which you must accept.

The ICT department can offer support for council owned devices only.

Evacuation Procedures

In the case of an emergency, you should evacuate the building using the nearest available exit and congregate at the assembly point at Kings Walk.

How to view this agenda on a tablet device



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Members of the Council should ensure that their device is sufficiently charged, although a limited number of charging points will be available in Members Services.

To view any “exempt” information that may be included on the agenda for this meeting, Councillors should:

- Access the modern.gov app
- Enter your username and password

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

Breaching those parts identified as a pecuniary interest is potentially a criminal offence

Helpful Reminders for Members

- *Is your register of interests up to date?*
- *In particular have you declared to the Monitoring Officer all disclosable pecuniary interests?*
- *Have you checked the register to ensure that they have been recorded correctly?*

When should you declare an interest *at a meeting*?

- **What matters are being discussed at the meeting?** (including Council, Cabinet, Committees, Subs, Joint Committees and Joint Subs); or
- If you are a Cabinet Member making decisions other than in Cabinet **what matter is before you for single member decision?**



Does the business to be transacted at the meeting

- relate to; or
- likely to affect

any of your registered interests and in particular any of your Disclosable Pecuniary Interests?

Disclosable Pecuniary Interests shall include your interests or those of:

- your spouse or civil partner's
- a person you are living with as husband/ wife
- a person you are living with as if you were civil partners

where you are aware that this other person has the interest.

A detailed description of a disclosable pecuniary interest is included in the Members Code of Conduct at Chapter 7 of the Constitution. **Please seek advice from the Monitoring Officer about disclosable pecuniary interests.**

What is a Non-Pecuniary interest? – this is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest.

Pecuniary

If the interest is not already in the register you must (unless the interest has been agreed by the Monitoring Officer to be sensitive) disclose the existence and nature of the interest to the meeting

If the Interest is not entered in the register and is not the subject of a pending notification you must within 28 days notify the Monitoring Officer of the interest for inclusion in the register

Unless you have received dispensation upon previous application from the Monitoring Officer, you must:

- **Not participate or participate further in any discussion of the matter at a meeting;**
- **Not participate in any vote or further vote taken at the meeting; and**
- **leave the room while the item is being considered/voted upon**

If you are a Cabinet Member you may make arrangements for the matter to be dealt with by a third person but take no further steps

Non-pecuniary

Declare the nature and extent of your interest including enough detail to allow a member of the public to understand its nature



You may participate and vote in the usual way but you should seek advice on Predetermination and Bias from the Monitoring Officer.

Our Vision and Priorities for Thurrock

An ambitious and collaborative community which is proud of its heritage and excited by its diverse opportunities and future.

1. **People** – a borough where people of all ages are proud to work and play, live and stay
 - High quality, consistent and accessible public services which are right first time
 - Build on our partnerships with statutory, community, voluntary and faith groups to work together to improve health and wellbeing
 - Communities are empowered to make choices and be safer and stronger together

2. **Place** – a heritage-rich borough which is ambitious for its future
 - Roads, houses and public spaces that connect people and places
 - Clean environments that everyone has reason to take pride in
 - Fewer public buildings with better services

3. **Prosperity** – a borough which enables everyone to achieve their aspirations
 - Attractive opportunities for businesses and investors to enhance the local economy
 - Vocational and academic education, skills and job opportunities for all
 - Commercial, entrepreneurial and connected public services

Minutes of the Meeting of the General Services Committee held on 17 October 2019 at 7.00 pm

Present: Councillors Jane Potheary (Vice-Chair), Mark Coxshall, Shane Hebb, Luke Spillman, Abbie Akinbohun (Substitute) (substitute for Bukky Okunade) and Barry Johnson (Substitute) (substitute for Robert Gledhill)

Apologies: Councillors Robert Gledhill (Chair) and Bukky Okunade

In attendance: Lyn Carpenter, Chief Executive
Jackie Hinchliffe, Director of HR, OD & Transformation
Jenny Shade, Senior Democratic Services Officer

Before the start of the Meeting, all present were advised that the meeting may be filmed and was being recorded, with the audio recording to be made available on the Council's website.

10. Minutes

The minutes of the General Services Committee held on the 7 October 2019 were agreed as a correct record.

11. Items of Urgent Business

There were no items of urgent business.

12. Declarations of Interests

There were no declarations of interest.

13. Review of Constitution and Process

Councillor Hebb introduced the report on behalf of the Leader. The report considered the current processes in place for the recruitment and appointment of Directors and Assistant Directors and other elements of the constitution, recommending changes to current arrangements to improve transparency and democratic engagement whilst maintaining the integrity of the role and responsibilities of the Head of Paid Service. Councillor Hebb briefed Members on each of the recommendations and confirmed that those agreed which impacted on the constitution would be presented to Full Council.

Members discussed the recruitment of a Political Assistant with Councillor Spillman stated this post appeared to be extravagant and the money could be better spent on frontline services. Councillor Coxshall commented the post was invaluable to ensure policy advice be given to Members that could not be

provided by Officers. Councillor Potheary stated that further information would be required on this post and opinions should be canvassed amongst Members. Councillor Hebb stated the post would be a good resource to Members which would enable policy information and support to be provided.

Councillor Potheary stated she was heartened the report had come to General Services Committee which was a positive way forward to ensure the involvement and engagement of all Members.

Councillor Potheary questioned whether the Review of Scrutiny being undertaken by the Corporate Overview and Scrutiny Committee would feed into these constitution changes. Lyn Carpenter stated the report was being undertaken as part of public scrutiny and engagement which would not affect the decisions being made this evening. Councillor Potheary agreed that both items should be considered separately.

Councillor Spillman welcomed the changes in the report but questioned whether time should be shortened on portfolio holder presentations which would allow more time for questions.

Members agreed that recommendation 1.2.3 should be deferred to enable further discussions to take place at Governance Group and then at General Services Committee.

Members agreed to vote en-bloc on recommendations 1.1 to 1.2.2.

RESOLVED that:

1.1 General Services Committee recommend to Full Council the following amendments to the constitution:

1.1.1 The appointment of all Directors and Assistant Directors on a permanent, interim or acting up basis, be carried out by the General Services Committee;

1.1.2 The appointment of all permanent Directors and Assistant Directors then be ratified at a meeting of the Full Council;

1.1.3 All formal non-minor (1) restructure, permanent or temporary, that impacts on the line management or breadth of responsibility of any Director or Assistant Director, and (2) any role title change to Director or Assistant Director, be notified to members of the General Services Committee for early engagement;

1.1.4 Formal recognition of the Shadow Cabinet from the largest opposition group – including the right to ask the first three questions of the Portfolio Holders on their annual reports;

1.1.5 Amend the time allocated for the presentation of the Portfolio Holders' annual reports to Council to twenty minutes with a limit

of seven minutes in total to cover both the introduction and summing up by the Portfolio Holder;

- 1.1.6 Amend the Constitution regarding the delegation to the Leader in approving acquisitions and disposals up to a value of £500,000 to a limit of £200,000 with all other approvals to be considered by the Cabinet;**
- 1.2 The Chief Executive brings forward reviews of the following:**
 - 1.2.1 The S106 process with the aim of increasing both Democratic oversight and community involvement;**
 - 1.2.2 Purdah guidance to determine whether there can be any greater flexibility in preserving Member led activities and council related meetings;**
 - 1.2.3 Members agreed to defer the recommendation for a process for the recruitment of a Political Assistant for any group that has six or more Members to enable further discussions to take place.**

The meeting finished at 7.32 pm

Approved as a true and correct record

CHAIR

DATE

Any queries regarding these Minutes, please contact Democratic Services at Direct.Democracy@thurrock.gov.uk

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Minutes of the reconvened Meeting of the General Services Committee held on 6 November 2019 at 7.00 pm

Present: Councillors Robert Gledhill (Chair), Jane Potheary (Vice-Chair), Mark Coxshall, Fraser Massey, Bukky Okunade, Luke Spillman and Barry Johnson (Substitute) (substitute for Shane Hebb)

In attendance: David Weir (Tile Hill), Recruitment Consultant
Greg Hayes (GatenbySanderson), Recruitment Consultant
Ben Cox (Penna), Recruitment Consultant
Lyn Carpenter, Chief Executive
Jackie Hinchliffe, Director of HR, OD and Transformation
Mykela Pratt, Strategic Lead – Resourcing and Improvement
Sean Clark, Director of Finance, ICT and Legal (For Item 17 only)
Matthew Boulter, Democratic Services Manager and Deputy Monitoring Officer

14. Items of Urgent Business

The Committee agreed to receive the longlist for the Corporate Director of Children's Services post as an urgent item.

15. Declarations of Interests

Councillor Johnson noted that one of the candidates for the Director of Place had worked for a company which may be part of the same company as his current place of work. Councillor Johnson noted that the two companies were either ends of the country from one another and he was not affiliated with the business in the other northern location and had no knowledge of it or the candidate.

16. Longlist for Corporate Director of Children's Services

The Committee welcomed the recruitment consultant and agreed to the recommendations of the report presented.

RESOLVED that six candidates be progressed to shortlisting.

At 7.20pm Cllrs Coxshall and Spillman left the meeting as they will not be able to attend interviews for the following posts on 12 November.

17. Shortlist for Assistant Director of Legal Services and Monitoring Officer

The Committee welcomed the recruitment consultant and agreed to the recommendations of the report presented plus agreeing to progress one candidate from marginal assessment.

RESOLVED that three candidates progress to interview.

18. Shortlist for Director of Place

The Committee welcomed the recruitment consultant and agreed to the recommendations of the report presented.

RESOLVED that two candidates be progressed to interview.

The meeting adjourned at 7.58 pm

Approved as a true and correct record

CHAIR

DATE

**Any queries regarding these Minutes, please contact
Democratic Services at Direct.Democracy@thurrock.gov.uk**

Minutes of the reconvened Meeting of the General Services Committee held on 12 November 2019 at 9.00 am

Present: Councillors Robert Gledhill (Chair), Jane Potheary (Vice-Chair), Fraser Massey, Bukky Okunade and Barry Johnson (Substitute) (substitute for Shane Hebb)

Apologies: Councillors Mark Coxshall, Shane Hebb and Luke Spillman

In attendance: Lyn Carpenter, Chief Executive
Jackie Hinchliffe, Director of HR, OD & Transformation
Mykela Pratt, Strategic Lead HR, Resourcing and Improvement

19. Declarations of Interests

There were no declarations of interest.

20. Interviews for Director of Place and Assistant Director of Law & Governance and Monitoring Officer

Following the interview of candidates the Committee resolved the following:

Resolved: That:

- 1. Mr Ian Hunt be offered the post of Assistant Director of Law and Governance and Monitoring Officer subject to the usual checks and conditions.**
- 2. Mr Andy Millard be offered the post of Director of Place subject to the usual checks and conditions.**

The meeting adjourned at 3.30 pm

Approved as a true and correct record

CHAIR

DATE

Any queries regarding these Minutes, please contact Democratic Services at Direct.Democracy@thurrock.gov.uk

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Minutes of the Reconvened Meeting of the General Services Committee held on 18 November 2019 at 7.00 pm

- Present:** Councillors Jane Potheary (Chair), Fraser Massey, Bukky Okunade and James Halden (Substitute) (substitute for Shane Hebb)
- Apologies:** Councillors Robert Gledhill, Mark Coxshall and Luke Spillman
- In attendance:** David Weir (Tile Hill), Recruitment Consultant
Lyn Carpenter, Chief Executive
Jackie Hinchliffe, Director of HR, OD & Transformation
Mykela Pratt, Strategic Lead HR, Resourcing and Improvement
Matthew Boulter, Democratic Services Manager and Deputy Monitoring Officer
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21. Items of Urgent Business

There were no items of urgent business.

22. Declarations of Interests

There were no declarations of interest.

23. Interviews for the Corporate Director of Children's Services

The Committee agreed to the recommendations of the recruitment agency in that two candidates would be progressed to interview and three would not. Members noted one candidate had withdrawn from the process.

RESOLVED that two candidates be invited to interview.

The meeting finished at 7.14 pm

Approved as a true and correct record

CHAIR

DATE

Any queries regarding these Minutes, please contact Democratic Services at Direct.Democracy@thurrock.gov.uk

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