



# AGENDA

**Virtual meeting via Zoom**

Contact: Julie Britton  
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Date: Wednesday 30 September 2020

Dear Sir/Madam,

Members of the Council are hereby summoned to a Special Meeting of the **District Council** which will be held at **4.00 pm** on **Thursday, 8th October, 2020** via **Virtual meeting via Zoom**

Yours faithfully

Anna Graves  
Chief Executive

THIS MEETING WILL BE STREAMED LIVE VIA THE LINK BELOW AND WILL BE  
ACTIVATED AT THE START OF THE MEETING

<https://www.breckland.gov.uk/virtual-committee-meetings>

The Democratic Services Officer to call the roll of Members

**Members of the Council requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Council.**

1. **APOLOGIES**

To receive apologies for absence.

2. **DECLARATION OF INTERESTS**

The duties to register, disclose and not to participate for the entire consideration of the matter, in respect of any matter in which a Member has a disclosable pecuniary interest are set out in Chapter 7 of the Localism Act 2011. Members are also required to withdraw from the meeting room as stated in the Standing Orders of this Council.

3. **APPOINTMENT OF THE INTERIM HEAD OF PAID SERVICE**

Report of Maxine O'Mahony, Executive Director for Strategy & Governance and Monitoring Officer.

Page(s)  
herewith

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**BRECKLAND DISTRICT COUNCIL**

**Report of:** Maxine O'Mahony – Executive Director of Strategy and Governance  
**To:** Full Council (Special) – 8<sup>th</sup> October 2020  
**(Author:** Sarah Wolstenholme-Smy – Legal Services Manager)  
**Subject:** Appointment of an interim Head of Paid Service  
**Purpose:** To consider the recommendation from the Joint Appointments and Disciplinary Committee to appoint an interim Head of Paid Service

**Recommendation to FULL COUNCIL**

That pursuant to the recommendation of the Joint Appointments and Disciplinary Committee held on 7<sup>th</sup> October 2020, Council agrees the following:-

- a) the appointment of an interim Head of Paid Service at Breckland Council in a joint appointment with South Holland District Council;
- b) that the appointment date is to be agreed with the Leaders of Breckland Council and South Holland District Council

**1.0 BACKGROUND**

1.1 Anna Graves, the current Head of Paid Service has retired. The Council is required by law to identify someone as the Head of Paid Service. It is proposed that, following the meeting of the Joint Appointments and Disciplinary Committee to be held on 7<sup>th</sup> October 2020, a recommendation from the Committee in respect of the appointment will be presented to Council for consideration. The appointment will be on a part-time basis (2 days per week) and will end on 31<sup>st</sup> March 2021. The interim Head of Paid Service will be also be commissioned as a Strategic Advisor to both Breckland and South Holland Councils. The commencement of the appointment will take place as soon as possible.

1.2 The Joint Appointments and Disciplinary Committee membership for this recruitment process is:

**South Holland**

Cllr C N Worth  
Cllr P Coupland  
Cllr R Gibson

**Breckland**

Cllr S Chapman - Allen  
Cllr P Claussen  
Cllr M Brindle

1.2.1 As a result of the recruitment process, the Joint Appointments and Disciplinary Committee will interview a candidate and will consider recommending the appointment of the Joint Head of Paid Service. Further details of the recommendation will be given following the Joint Appointments and Disciplinary Committee meeting to be held on 7<sup>th</sup> October 2020.

1.3 The proposed appointment detailed in the recommendation will be on a consultancy basis. The associated costs will be shared on an equal 50% / 50% between Breckland Council and South Holland District Council.

1.4 The recommendations within this report are being considered by the Full Councils of both South Holland District Council (8<sup>th</sup> October 2020) and Breckland Council (8<sup>th</sup> October 2020) as the appointment of the Head of Paid Service is a joint appointment.

## 2.0 **OPTIONS**

2.1 Option 1 - To approve in full the recommendations detailed within this report.

2.2 Option 2 – To not approve the recommendations detailed within this report.

## 3.0 **REASONS FOR RECOMMENDATION(S)**

3.1 The recommendation to appoint to the position of Head of Paid Service is to allow the authority to comply with the legal requirement to make such an appointment.

3.2 It is considered that an interim consultant to work with both leaders on a part time basis is appropriate in the current circumstances whilst options are explored and the Directors retain oversight of the place-based management arrangements.

3.3 This role will be a strategic one to help both Breckland and South Holland councils look at the current arrangements and best options looking forward. This will need to take into account the level of change that local government may also see in the coming months, local opportunities that may be emerging as well as the impact of Covid-19.

## 4.0 **EXPECTED BENEFITS**

4.1 Compliance with the Council's legal obligation to identify a Head of Paid Service and support to the Council in considering the strategic position as detailed in paragraph 3.3 above.

## 5.0 **IMPLICATIONS**

In preparing this report, the report author has considered the likely implications of the decision - particularly in terms of Carbon Footprint / Environmental Issues; Constitutional & Legal; Contracts; Corporate Priorities; Crime & Disorder; Data Protection; Equality & Diversity/Human Rights; Financial; Health & Wellbeing; Reputation; Risk Management; Safeguarding; Staffing; Stakeholders/Consultation/Timescales; Other. Where the report author considers that there may be implications under one or more of these headings, these are identified below.

### 5.1 **Constitution & Legal**

5.1.1 The appointment of Head of Paid Service is one made by the full Council and is a legal obligation under s4 Local Government and Housing Act 1989.

### 5.2 **Contracts**

5.2.1 The appointment will be on a consultancy basis terminable by either party with due notice.

### 5.3 **Financial**

5.3.1 All costs associated with the appointment of the Head of Paid Services will be in line with previous arrangements since the establishment of shared management on 1 April 2011. All costs will be shared on a 50% / 50% basis between Breckland Council and South Holland District Council.

### 5.4 **Risk Management**

5.4.1 The main risk associated with this arrangement is that the arrangement does not meet the requirements of Breckland Council. This will be mitigated by close working between the Breckland and South Holland Senior Management Teams, Executive Committees and Full Councils.

### 5.5 **Staffing**

5.5.1 The nature of this report relates directly to staffing matters.

### 6.0 **WARDS/COMMUNITIES AFFECTED**

6.1 All wards are potentially affected by this report.

### 7.0 **ACRONYMS**

7.1 No acronyms are used within this report.

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Background papers:-	None
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#### **Lead Contact Officer**

Name and Post:	Sarah Wolstenholme-Smy
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**Key Decision:** No

**Exempt Decision:** No

**This report refers to a Mandatory Service**

**Appendices attached to this report:**

None

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**BRECKLAND COUNCIL and SOUTH HOLLAND DISTRICT COUNCIL**

**At a Meeting of the**

**JOINT APPOINTMENTS AND DISCIPLINARY COMMITTEE**

**Held on Wednesday, 7 October 2020 at 3.00 pm in**  
**Via Zoom**

**Breckland District Council**

Mr S. H. Chapman-Allen  
Mr P.D. Claussen  
Mr M. P. Brindle (Substitute  
Member)

**South Holland District Council**

Mr N. Worth  
Mr P. Coupland  
Mr R. Gibson

**Also Present**

Mr N. Elvery

Candidate

**In Attendance**

Susie Richardson  
Claire Burton  
Julie Britton

- HR Manager (BDC)
- HR Account Manager (SHDC)
- Democratic Services Officer (BDC)

**Action By**

**1/20 JOB DESCRIPTION AND INTERVIEW QUESTIONS (FOR INFORMATION)**

The job description and interview questions had been provided.

The job description was to review the partnership and shared arrangement currently in place between Breckland District Council (BDC) and South Holland District Council (SHDC) and advise both Leaders of potential options and recommendations for the partnership. To act as statutory Interim Head of Paid Service and fulfil statutory duties as required.

A list of questions had been provided.

**2/20 WELCOME AND INTRODUCTIONS**

Susie Richardson, HR Manager for Breckland Council welcomed everyone to the meeting and following introductions the interview commenced.

**3/20 INTERVIEW (3PM)**

It was agreed that Councillor Sam Chapman-Allen, the Leader of BDC and Councillor Nick Worth, the Deputy Leader for SHDC would take the lead with asking the questions and other Members would have the opportunity to ask supplementary questions.

Action By

The candidate, Mr Nathan Elvery, was asked to give a brief explanation of his background and why he had applied for the post.

The interview then progressed in a question and answer format.

At the conclusion of the interview Mr Elvery had the opportunity to ask questions.

Mr Elvery was advised that the Committee's decision would be a recommendation to both full Councils and that he would be notified of that decision the following day.

**4/20 DISCUSSION, SCORING & RECOMMENDATION (4PM)**

The Committee felt that Mr Nathan Elvery had the correct skills and experience to carry out the interim role for 2 days a week as a shared post, solely focusing on the Breckland and South Holland shared arrangements and making a recommendation for the future. The candidate had a wealth of experience in a number of senior roles in local authorities, including the role of Chief Executive, and was well placed to provide the interim role to which the councils were seeking to recruit.

It was clarified that the candidate would be informed of the Committee's recommendation and that the appointment would be subject to the agreement of both Councils.

**RESOLVED to RECOMMEND TO BOTH COUNCILS that Mr Nathan Elvery be appointed as the Shared Interim Strategic Advisor/Head of Paid Service across both Councils for an initial period of 6 months from start date, which is to be confirmed.**

The meeting closed at 4.05 pm

CHAIRMAN