

Public



**Spelthorne  
Borough Council**

Council Meeting  
Thursday, 20 July 2017



12 July 2017

*Please reply to:*

Contact: Gill Hobbs

Direct line: 01784 444243

E-mail: [g.hobbs@spelthorne.gov.uk](mailto:g.hobbs@spelthorne.gov.uk)

To the Councillors of Spelthorne Borough Council

I hereby summon you to attend a meeting of the Council to be held in the **Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames** on **Thursday, 20 July 2017** commencing at **7.30 pm** for the transaction of the following business.

A handwritten signature in blue ink that reads 'Roberto Tambini'. The signature is written in a cursive style and is positioned above a horizontal blue line.

Roberto Tambini  
*Chief Executive*

Councillors are encouraged to wear their badge of past office at the Council meeting.

**For those Councillors wishing to participate, prayers will be said in the Leader's office starting at 7pm.**

## AGENDA

Description	Page nos.
<p><b>1. Minute's Silence</b></p> <p>The Mayor will invite all those present to join her in a minute's silence as a mark of respect and in memory of former Mayor Judith Wood-Dow who passed away on 26 May 2017.</p>	
<p><b>2. Apologies for absence</b></p> <p>To receive any apologies for non-attendance.</p>	
<p><b>3. Minutes</b></p> <p>To confirm as a correct record the minutes of the Annual Council meeting held on the 18 May 2017 and the minutes of the Extraordinary Council meeting held on the 21 June 2017.</p>	7 - 14
<p><b>4. Disclosures of Interest</b></p> <p>To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for members.</p>	
<p><b>5. Announcements from the Mayor</b></p> <p>To receive any announcements from the Mayor.</p>	
<p><b>6. Announcements from the Leader</b></p> <p>To receive any announcements from the Leader.</p>	
<p><b>7. Announcements from the Chief Executive</b></p> <p>To receive any announcements from the Chief Executive.</p>	
<p><b>8. Questions from members of the public</b></p> <p>The Leader, or their nominee, to answer any questions raised by members of the public in accordance with Standing Order 14.</p> <p><i>Note: the deadline for questions to be considered at this meeting is 12 noon on Thursday 13 July 2017.</i></p>	
<p><b>9. Petitions</b></p> <p>To receive any petitions from members of the public.</p>	
<p><b>10. Interim arrangements following the retirement of the Chief Executive</b></p> <p>To consider the recommendations from the Head of Corporate Governance on the interim arrangements for the Council following the retirement of the Chief Executive.</p>	15 - 26

**11. Recommendation of the Cabinet**

To consider the recommendation of the Cabinet from its meeting on 19 July 2017.

- a) Members' Allowances Scheme 2017-2018 To Be Tabled

**12. Recommendation of the Code of Conduct Committee**

To consider the recommendation of the Members' Code of Conduct Committee from its meeting held on 25 April 2017, on changes to the Petition Scheme. 27 - 28

**13. Report from the Leader of the Council**

To receive the report from the Leader of the Council on the work of the Cabinet at the following meetings: 29 - 32

- a) Cabinet - 11 May 2017 (copy attached)
- b) Cabinet - 2 June 2017 (Extraordinary) (copy attached)
- c) Cabinet - 21 June 2017 (copy attached)
- d) Cabinet - 13 July 2017 (Extraordinary) (to follow)
- e) Cabinet - 19 July 2017 (to follow)

**14. Report from the Chairman of the Audit Committee**

To receive the report from the Chairman of the Audit Committee on the work of her Committee. 33 - 34

**15. Report from the Chairman of the Licensing Committee**

To receive the report from the Chairman of the Licensing Committee on the work of his Committee. 35 - 36

**16. Report from the Chairman of the Overview and Scrutiny Committee**

To receive the report from the Chairman of the Overview and Scrutiny Committee on the work of his Committee. To Follow

**17. Report from the Chairman of the Planning Committee**

To receive the report from the Chairman of the Planning Committee on the work of his Committee. 37 - 38

**18. Motions**

To receive any motions from Councillors in accordance with Standing Order 19.

*Note: The deadline for motions to be considered at this meeting was Monday 10 July 2017 and none were received.*

**19. Questions on Ward Issues**

The Leader, or their nominee, to answer questions from Councillors on issues in their Ward, in accordance with Standing Order 15.

*Note: the deadline for questions is noon on 13 July 2017 and the following question was received from Councillor Sider:*

“Within the last week, there has been yet another incursion of Travellers in Shepperton and this required action by the Council to serve notice to leave. Will the Leader and members of this council join me in congratulating Group Head for Neighbourhood Services and her staff for their prompt attendance and subsequent action in removing these unwanted visitors without further disturbance to local residents.”

**20. General questions**

The Leader, or their nominee, to answer questions from Councillors on matters affecting the Borough, in accordance with Standing Order 15.

*Note: the deadline for questions to be considered at this meeting is 12 noon on Thursday 13 July 2017.*

**21. Appointment of representative Trustees**

**Staines Parochial Charity**

To consider the appointments of Mrs Daphne Harman and Mr John Packman as representative Trustees to the Staines Parochial Charity for 4-year terms of office until July 2021.

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**MINUTES OF THE SPELTHORNE BOROUGH COUNCIL**

**Minutes of the Annual Council Meeting of Spelthorne Borough Council  
held in the Council Chamber, Council Offices, Knowle Green, Staines-  
upon-Thames on Thursday, 18 May 2017 at 7.30 pm**

**Present:**

Councillors:

M.M. Attewell	K. Flurry	A.J. Mitchell
C.B. Barnard	M.P.C. Francis	S.C. Mooney
R.O. Barratt	N.J. Gething	D. Patel
J.R. Boughtflower	A.L. Griffiths	J.M. Pinkerton OBE
S.J. Burkmar	A.C. Harman	D. Saliagopoulos
S. Capes	I.T.E. Harvey	A. Sapunovas
R. Chandler	N. Islam	R.W. Sider BEM
C.A. Davis	A.T. Jones	R.A. Smith-Ainsley
S.M. Doran	J.G. Kavanagh	H.R.D. Williams
S.A. Dunn	V.J. Leighton	
Q.R. Edgington	M.J. Madams	

**In Attendance:** Murray Litvak, Chairman of the Members' Code of Conduct Committee.

Councillor A.E. Friday, The Mayor, in the Chair

**Apologies:** Councillors I.J. Beardsmore, T.J.M. Evans, Miss Sue Faulkner, P.C. Forbes-Forsyth, O. Rybinski, J.R. Sexton, B.B. Spoor and H.A. Thomson and Miss Sue Faulkner, Vice- Chairman of the Members' Code of Conduct Committee.

**410/17 Election of the Mayor**

The retiring Mayor, Councillor Alfred Friday, welcomed all members and guests to the Annual Meeting of the Council. He extended a special welcome to visitors from Spelthorne's twin town in Mauritius, Grand Port; Mr. Shyam Teeluck, Chief Executive and Mr Nirmal Domah, Chairperson. He thanked the officers of the Council and in particular the Chief Executive, Roberto Tambini and the Mayor's secretary, Mrs Sheila Kimpton, for their hard work and support during his Mayoral year.

Councillor Alfred Friday reported on his year as Mayor and the many enjoyable and entertaining events he had attended which had raised over £24k for his chosen charities. He was pleased to report that during his Mayoral year, the Mayor's Charity had been registered with the Charity Commission as a charitable fund and he thanked all those who had helped to

set this up. He wished the new Mayor and Mayor's Consort happiness and success in the coming year. Finally, he presented a gift to his secretary, Mrs Sheila Kimpton and a bouquet of flowers to his wife, Mrs Kaye Friday, as a small token of appreciation for their support.

It was moved by Councillor R.W. Sider BEM and seconded by Councillor R.A. Smith-Ainsley and

**Resolved** that Councillor Vivienne Jane Leighton be appointed Mayor for the Municipal Year 2017-2018.

A short adjournment took place to hand over the robes and badge of Office to the new Mayor during which a performance of three solo pieces was played on the saxophone by Isabella Bartlett.

Councillor Vivienne Jane Leighton made the Declaration of Acceptance of Office as Mayor of the Borough of Spelthorne and took the Chair. She thanked her proposer and seconder and the Council for supporting her in her election as Mayor. She presented Councillor Alfred Friday with the past Mayor's badge and a scrapbook commemorating his time in office.

The outgoing Mayoress, Mrs Kaye Friday presented the Mayor's Consort badge to the new Mayor's Consort, Mr Chris Leighton, and he in turn presented Mrs Kaye Friday with a past Mayoress badge.

The Mayor paid tribute to Councillor Alfred Friday for his excellent service as Mayor.

The Mayor said that she hoped to appeal to different interests and different parts of the community and wanted to celebrate the river and its environment, support the frail and older, involve young people and celebrate their talents.

The Mayor thanked the Staines Business Improvement District for securing funding for the use of the Royal rowbarge *Gloriana* at the next Staines-upon-Thames day. She also thanked BP for agreeing to the use of their Links building for the Mayor's Ball.

The Mayor announced that she had appointed a Chaplain for her Mayoral Year, the Reverend Chris Swift, Rector of St. Nicholas', Shepperton. The Mayor presented Reverend Swift with the Chaplain's badge. During her term as Mayor, Councillor Leighton announced that she will be supporting the following charities:

- Spelthorne Dementia Support (Purple Angels) : helping to raise awareness of dementia-related illnesses and giving assistance to Alzheimer's sufferers and their carers;
- Impossible Dream: providing river trips for wheelchair users;
- Swan Sanctuary: a rescue centre and registered veterinary practice specialising in waterfowl.



**411/17 Minutes**

The minutes of the Council meeting held on 27 April 2017 were agreed as a correct record.

**412/17 Election of the Deputy Mayor**

It was moved by Councillor A.E. Friday and seconded by Councillor M. Francis that Councillor J.M. Pinkerton OBE be appointed Deputy Mayor for the Municipal Year 2017-2018.

It was moved by Councillor S.A. Dunn and seconded by Councillor Q. Edgington that Councillor I.J. Beardsmore be appointed Deputy Mayor for the Municipal Year 2017-2018.

**Resolved** that Councillor J.M. Pinkerton OBE be appointed Deputy Mayor for the Municipal Year 2017-2018.

Councillor Jean Marian Pinkerton made the Declaration of Acceptance of Office as Deputy Mayor of the Borough of Spelthorne.

The Mayor's Consort, Mr Chris Leighton, presented the Deputy Mayor's Consort Badge to the Deputy Mayor's Consort, Mrs Linda Burton.

The Deputy Mayor, Councillor Jean Pinkerton, briefly addressed the Council and thanked her proposer and seconder for their support. She said it was a great honour and she looked forward to providing support to the Mayor in her Mayoral year.

**413/17 Disclosures of Interest**

There were no disclosures of interest.

**414/17 Announcements from the Mayor**

The Mayor announced a list of forthcoming events, to which all were invited. She especially mentioned her Civic Service on 11 June at St Nicholas Church, Shepperton; a River Day on Saturday 24 June with a flotilla led by the Queen's rowbarge, Gloriana; a Civic Day on 5 September to showcase the Borough to other Mayors across Surrey; an evening at the Riverside Arts Centre, Sunbury on 18 October to commemorate the 100<sup>th</sup> anniversary of the Battle of Passchendale and the Mayor's Ball in April 2018 which will be held in the Link Building at BP, Sunbury.

**415/17 Announcements from the Leader**

The Leader, Councillor I.T.E. Harvey made the following announcements:

"I would like to be amongst the first to congratulate you Madam Mayor and your husband and Consort, Chris, on your accession and offer my and colleagues full support in ensuring that the forthcoming year is memorable. I would also like to congratulate Cllr Jean Pinkerton on her election as Deputy Mayor.

It has been an honour to welcome to Spelthorne Chairman Nirmal Domah and Chief Executive Shyam Teeluck from our twin district of Grand Port, Mauritius, who have spent the last two days in the Borough including a very successful civic symposium yesterday. We were also very honoured to welcome His Excellency Girish Nunkoo, High Commissioner of Mauritius to Spelthorne yesterday.

It is my sad duty to announce the departure of our excellent Principal Committee Manager, Greg Halliwell, who is retiring at the end of June. As a new councillor Greg is one of the first people that we are introduced to and he was invaluable in helping me learn the ropes. To this day he gives me excellent support and advice. Greg you will be sadly missed.

I would like to congratulate and welcome our newest Spelthorne Councillor, Alex Sapunovas as a member for the Ashford East ward. I would also like to welcome Cllr Burkmar back into the Conservative Group.

I would like to congratulate Spelthorne Borough Councillors Sinead Mooney, Naz Islam and Alison Griffiths on their election and Tim Evans on re-election as Surrey County Councillors. I know they will diligently serve and represent the interests of the residents of Spelthorne at Surrey County Council.

Finally, I would like to formally announce my Cabinet and their portfolios for the forthcoming municipal year:

<b>Cabinet Member</b>	<b>Portfolio</b>
Ian Harvey	Leader
Tony Harman	Deputy Leader
Maureen Attewell	Community Wellbeing
Colin Barnard	Planning and Economic Development
Mark Francis	Housing
Nick Gething	Environment and Legal
Tony Mitchell	Corporate Management
Olivia Rybinski	Customer Service, Estates and Transport
Howard Williams	Finance

#### **416/17 Committees 2017-2018**

Details of the Committees and their size were circulated on the agenda for the meeting. The political allocation of seats (revised Appendix A) and the members to serve on the various Committees (revised Appendix B) were laid round at the meeting.

It was moved by Councillor I.T.E. Harvey and seconded by Councillor A.C. Harman and

**Resolved** that:

- a) The appointment of the Committees shown at Agenda Item 8 of the size indicated and with the terms of reference and functions set out in Part 3 of the Council's Constitution.
- b) The allocation of seats as shown on revised Appendix A.
- c) The Councillors to serve on Committees as shown on revised Appendix B.
- d) That Mr. Murray Litvak and Miss Sue Faulkner be appointed as Chairman and Vice-Chairman, respectively, of the Members' Code of Conduct Committee.

**417/17 Appointment by the Council to Outside Bodies**

**South West Middlesex Crematorium Board**

It was moved by Councillor I.T.E. Harvey and seconded by Councillor A.C. Harman and

**Resolved** that Councillors R. Chandler and D. Patel be appointed as the Council's representative and deputy representative respectively on the South West Middlesex Crematorium Board.

**Surrey Police and Crime Panel**

It was moved by Councillor I.T.E. Harvey and seconded by Councillor A.C. Harman and

**Resolved** that Councillor N. Gething be appointed as the Council's representative on the Surrey Police and Crime Panel.

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## MINUTES OF THE SPELTHORNE BOROUGH COUNCIL

Minutes of the Extraordinary Council Meeting of Spelthorne Borough Council held in the Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames on Wednesday, 21 June 2017 at 7.45 pm

### Present:

#### Councillors:

M.M. Attewell	M.P.C. Francis	S.C. Mooney
C.B. Barnard	A.E. Friday	O. Rybinski
R.O. Barratt	N.J. Gething	A. Sapunovas
I.J. Beardsmore	A.C. Harman (Deputy Leader)	J.R. Sexton
J.R. Boughtflower	I.T.E. Harvey (Leader)	R.W. Sider BEM
R. Chandler	A.T. Jones	R.A. Smith-Ainsley
C.A. Davis	J.G. Kavanagh	B.B. Spoor
K. Flurry	M.J. Madams	H.R.D. Williams
P.C. Forbes-Forsyth	A.J. Mitchell	

Councillor V.J. Leighton, The Mayor, in the Chair

**Apologies:** Apologies were received from Councillors S.J. Burkmar, S. Capes, S.M. Doran, S.A. Dunn, Q.R. Edgington, T.J.M. Evans, A.L. Griffiths, N. Islam, D. Patel, J.M. Pinkerton OBE, D. Saliagopoulos and H.A. Thomson and Mr Murray Litvak and Miss Sue Faulkner, the Chairman and Vice-Chairman of the Members' Code of Conduct Committee.

#### **448/17 Disclosures of Interest**

There were no disclosures of interest.

#### **449/17 Request for supplementary capital estimate to purchase grounds maintenance equipment - Key Decision**

The Council considered the Cabinet recommendation from its meeting held on the 21 June 2017 on a request for a supplementary capital estimate.

**Resolved** that Council agrees a supplementary capital estimate of £500k for the purchase of machinery, plant and vehicles to be used for maintenance and servicing of parks and open spaces.

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**Council****20 July 2017**

<b>Title</b>	Interim arrangements following the retirement of the Chief Executive		
<b>Purpose of the report</b>	To make a decision		
<b>Report Author</b>	Michael Graham, Head of Corporate Governance		
<b>Cabinet Member</b>	Councillor Ian Harvey	<b>Confidential</b>	No
<b>Corporate Priority</b>	This matter is not in the Corporate Plan but still requires a Council decision		
<b>Recommendations</b>	<p>Council resolves as follows:</p> <ol style="list-style-type: none"> <li>1. Note the anticipated timelines for the recruitment of the permanent Chief Executive / Head of the Paid Service.</li> <li>2. Appoint Terry Collier and Lee O'Neil as Joint Acting Chief Executives with effect from 8 September 2017 until a new permanent Chief Executive is in post.</li> <li>3. Appoint Lee O'Neil as Acting Head of Paid Service with effect from 8 September 2017 until a new permanent Chief Executive is in post.</li> <li>4. Appoint Michael Graham as Interim Electoral Registration Officer / Interim Returning Officer with effect from 8 September 2017 until a new permanent Chief Executive is in post.</li> <li>5. Delegate authority to the Leader to make any consequential pay decisions in relation to the temporary arrangements described in this report.</li> </ol>		
<b>Reason for Recommendation</b>	To ensure there is no period during the recruitment and appointment of the new Chief Executive where the Council is without the statutory officers it needs to perform its functions lawfully.		

**Background**

1. Members will recall from the April 2017 Council meeting, that our current Chief Executive, Roberto Tambini, has announced his retirement with effect from 8 September 2017.
2. There is a statutory duty on the Council under the Local Government and Housing Act 1989 for the Council to designate one of its officers as the Head of the Paid Service. In most instances the Head of the Paid Service is the Chief Executive. The Council therefore needs to make arrangements for a new appointment.

3. The Leader has considered whether to conduct the recruitment in-house or through a specialist agency. Proposals were sought from four specialist consultancies who have experience in recruiting to the local government sector and private sector.
4. Given the crucial nature of the appointment and the need to provide access to a diverse applicant pool including a requirement to seek a Chief Executive with more commercial skills, the Appointments Committee has appointed Norman Broadbent Ltd to conduct a full search and selection exercise. Norman Broadbent Ltd are an independent recruitment company with specialist experience in recruiting to senior appointments in both the public and private sectors.
5. In conjunction with the Leader, the Chief Executive and the Monitoring Officer, Norman Broadbent have prepared a job description and person specification for the role. The Council's Corporate Plan and other documentation has been assembled to inform and attract applicants with the appropriate qualifications and experience. This information is held on a microsite which can be accessed on the internet following [this link](#).
6. For ease of reference the job description and person specification are attached as an Appendix to this report.
7. Applicants to be longlisted and shortlisted will be agreed by a politically balanced Appointments Committee in conjunction with professional advice from both Norman Broadbent Ltd, the Chief Executive, and the HR team. The Appointments Committee will then conduct the final assessment of shortlisted candidates and will propose the formal appointment to Council.
8. It is anticipated that the formal appointment will be put before an Extraordinary Council to be held as soon as is practicable.
9. The Members of the Appointments Committee are:
10. Cllr Ian Harvey (Leader), Cllr Tony Harman (Deputy Leader), Cllr Mrs Jean Pinkerton (Deputy Mayor), Cllr Colin Barnard (Cabinet Member) and Cllr Mrs Denise Saliagopoulos (Leader of the Opposition). In addition, the Appointments Committee has co-opted former Councillor and Leader, Mr Gerry Ceaser, now a Freeman of the Borough, to bring his long experience of Chief Executive appointments to this process. Mr Ceaser is a non-voting, advisory member of the Appointments Committee.
11. Council is asked to note the anticipated timeline in the recruitment process. As the process runs over the summer period, the process anticipates that many of the candidates may have existing holiday plans and we will need to be flexible to work around these:
  - Longlist to be provided by Norman Broadbent Ltd – end of June 2017
  - Initial interviews with the Chief Executive and Leader – July 2017
  - Assessment day 1 – presentations to wider groups of stakeholders - August / September 2017
  - Informal meetings with minority groups and ward councillors – August / September 2017
  - Assessment day 2- final interviews with Appointments Committee: August / September 2017



- Cabinet confirmation of approval (i.e. there is no well-founded objection from a member of the Cabinet) - prior to Extraordinary Council.
  - Extraordinary Council – to be as soon as practicable
12. Council should note that all those involved with the process are expediting matters as quickly as possible to shorten this timescale as much as possible without sacrificing the overall objective of making the right appointment for Spelthorne. If this timetable can be shortened it will be.

### **Interim arrangements**

13. Due to the timelines stated above and given that it is likely that any new appointee will be subject to a notice period (likely to be around 3-6 months). In the circumstances Council is invited to make interim arrangements as follows:
14. To appoint Terry Collier and Lee O’Neil as the Joint Acting Chief Executives effect from 8 September 2017 to the date on which the new permanent Chief Executive takes up his/her post.
15. The appointment of the two current Deputy Chief Executives as Joint Acting Chief Executives would ensure stability to the organisation during a period of change accompanied by significant work pressures and projects from the Council’s ambitious Corporate Plan and investment activity.
16. By virtue of section 4 of the Local Government and Housing Act 1989, the Council must appoint a Head of Paid Service. Usually the Chief Executive is the Head of Paid Service. The legislation provides that the Council must, “designate one of their officers as the head of their paid service”. Given the suggestion in this report that the current deputies act in the interim as Joint Chief Executives, it will be necessary to designate one of them as the statutory Head of Paid Service. Since Terry Collier is already the statutory Chief Finance Officer (s151 Officer), it is better in governance terms for the head of paid service role to be held by another officer, which in this case would be Lee O’Neil. This means that the three statutory officer roles will be held by different officers during the interim period.
17. There is also a need for an interim arrangement to be made as regard elections duties. These are separate from the Chief Executive and Head of Paid Service positions. There are two positions which need to be filled so that powers can be exercised in the interim are: Electoral Registration Officer and Returning Officer. It is proposed that the Head of Corporate Governance exercises these roles in the interim.

### **Legal Implications**

18. The process for recruiting a new Chief Executive is in accordance with the Council’s Constitution. A suitable candidate will be sought through selecting a shortlist for interview and conducting the assessment of appropriate candidates. This process is delegated to a politically balanced Appointments Committee.
19. The appointment must be approved by Council before a formal offer of appointment is made to the preferred candidate. Council must make the appointment in the absence of any well founded objection from a member of the Cabinet.

20. Each local authority has a duty, under the Local Government and Housing Act 1989, to appoint a Head of Paid service. If the Council does not agree the proposed interim appointments suggested in this report a special Council meeting must be convened prior to the departure of the current Chief Executive to consider an alternative. Similarly, each local authority is required, under the provisions of the Representation of the People Act 1983, to appoint a Registration Officer and a Returning Officer.
21. The Monitoring Officer is satisfied that all relevant legal implications have been taken into consideration.

### **Financial Implications**

22. The Joint Acting Chief Executive appointments will be made subject to the Council's existing payscale for the Chief Executive position ranging from £103,720 to £116,940. The appointments will be made at the bottom of the scale and in the unlikely event that the interim arrangements continue beyond April 2018 this would be subject to our normal pay policy arrangements. This includes annual incremental increase (subject to performance review) and any cost of living awards annually approved by the Council as part of the budget and staff salary review process. The Joint Acting Chief Executives will share the increase in salary reflecting the shared nature of the role, noting that the current Deputy Chief Executives are on different pay points due to length of service, it is proposed that the Leader is given a delegation to make a decision based on this principle.
23. With on-costs this additional cost is likely to be about £ 1725 per month.
24. The Head of Corporate Governance will be awarded an acting up allowance equivalent to two spinal column points on the payscale. This would amount to £427.7 per month inclusive of on-costs Returning Officer payments are only made as and when elections are held and vary according to the election.
25. The successful (permanent) applicant will be employed by the Council on a salary up to £135,000 per annum. This additional salary would therefore be paid as either a spot salary outside the current grade structure or a market supplement in consideration of the typical Chief Executive salary ranges required. This consideration is based on information regarding recent comparable appointments and advice from Norman Broadbent Ltd about the salary needed to attract an appropriately experienced applicant. (Members should note that market supplements are temporary payments (for up to 3 years) and are not pensionable. They are paid in addition to normal salary as a separate payment and are not part of basic salary).
26. The overall salary package is a matter to be settled by the Leader on the provisional appointment of the successful candidate.
27. The Council can offer a relocation allowance if the successful applicant is required to relocate to take up the position. Again the Leader will agree what is appropriate in all the circumstances.
28. There are a number of consequences from this increase in salary which ought to be drawn to members' attention at an early stage.
29. First, the salary grade for the Chief Executive is linked as a proportion (80%) to the grades of the Deputy Chief Executives. Extending the salary range to £135,000 would have the effect of increasing this salary range from the current top end of £93,551 to £108,000 This means that there would be an

overall increase in the salary budget at this level which equates to growth as follows:

30. Chief Executive – depending on grade appointed and terms of any relocation assistance provided
31. Deputy Chief Executives - overall increase in salary of up to a maximum of £14,449 per annum for each post based on the top of the scale. (If paid as a market supplement this does not have a knock on effect in relation to other internal grades and relativities. For example, the DCX grade would not have to be increased.)
32. In addition, the Council's pay policy describes the ratio between the Chief executive and the lowest paid members of staff. The implication here is that the ratio would increase slightly from 1:7 to 1:8
33. In addition, the costs of undertaking this recruitment exercise with Norman Broadbent Ltd have been capped at £25,000 plus disbursements (advertising etc).

#### **Other considerations**

34. Equalities. The method by which the search and selection process will be undertaken takes account of equalities implications arising from the Equalities Act 2010.
35. Equalities implications have also been addressed in the method by which the Acting Joint Chief Executives have been selected.
36. Post appointment of new Chief Executive. The Council will be entering into 'acting up' arrangements with the Joint Acting Chief Executives who will then revert to their substantive posts once the new permanent appointment takes effect. The Joint Acting Chief Executives will continue to discharge their current duties and responsibilities in relation to their substantive role during this period.
37. There are no employment implications arising from the arrangements for the interim Electoral Registration Officer / Interim Returning Officer.

**Background papers: There are none**

**Appendices:**

- 1. Briefing Pack with Job Description and Person Specification**

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## CANDIDATE BRIEFING DOCUMENT

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**POSITION:** CHIEF EXECUTIVE

**CLIENT NAME:** SPELTHORNE BOROUGH COUNCIL

**PREPARED BY:** SEBASTIAN LOWE, DIRECTOR  
JACQUI PINNELL, GROUP HEAD OF RESEARCH & INSIGHT

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***“ ‘Spelthorne Means Business’ is not just a slogan but an attitude which underpins everything SBC does”***

Clr Ian Harvey  
Leader, Spelthorne Borough Council

8<sup>th</sup> June 2017

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**“This is an exciting career opportunity for an ambitious, dynamic and entrepreneurial leader to advance their career as the Chief Executive of one of the UK’s most dynamic and forward-thinking boroughs”**

**Executive Summary**

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Spelthorne Borough Council (SBC) serves a population of 98,000 residents on the Surrey/London border. SBC is responsible for open spaces, environmental services, cleansing, planning, licensing, leisure, housing and, fundamentally, economic development to promote Spelthorne as a centre for business. Our Community Leadership role is at the heart of everything we do.

SBC has a growing reputation for being commercially aware and as a result, increasingly financially sustainable. The Council recently concluded the largest local authority property deal in the UK with the purchase and leaseback of the £385m BP Campus in Sunbury. The focus is now on building and maximising the Council’s asset base and investment income with a view to further improving the Council’s financial self-sufficiency in light of reducing central government funding. This is crucial in protecting the services residents need and deserve.

SBC is one of the most dynamic, entrepreneurial, and forward-thinking local authorities in the UK. With the current Chief Executive (CX) retiring shortly, SBC are seeking a commercially aware and charismatic individual with natural leadership and people skills.

**The Opportunity**

Having made significant progress with its investment strategy, SBC is in an enviable position. However there is much more work to do to become independent of government grant and financially sustainable for the long term. Spelthorne’s economic area is prosperous and attractive. It is served by key transport links (M3/M25) and with close proximity to Central London and Heathrow, Spelthorne has a strong pro-business reputation. With a solid, proactive and decisive political leadership which combines an entrepreneurial ‘can-do’ approach with a clear vision for the future, the new CX will be an important part of the leadership team, helping shape and deliver SBC’s strategic goals.

**SBC’s Strategic Priorities**

- Financial stability
- Housing
- Economic Development
- Clean and safe environment

**The successful candidate will have:**

- A clear understanding of the pressures on, and expectations of, a modern ‘go ahead’ local authority
- A **strong and proven** local government leadership track record blended with private sector experience and business acumen
- An understanding of long-term property investment

- The ability to work closely with a highly entrepreneurial and creative senior political leadership team on complex asset related and financial matters
- An ability to build, manage and maximise relationships across both public and private sectors as well as amongst staff, Members and external partners

SBC is rapidly gaining a reputation for being entrepreneurial and creative as it seeks to build a sustainable financial future. The role of CX is pivotal in ensuring SBC achieves its corporate priorities. For an ambitious, dynamic and charismatic CX, this is an outstanding opportunity to advance his/her career and gain significant leadership experience at the helm of this well-regarded local authority.

## Detailed Role and Person Specification: Chief Executive

The Chief Executive is Head of SBC'S Paid Service. He/she is the main link between Council Members and Officers, promoting positive and open communication and ensuring strategic priorities are implemented in an appropriate and accountable manner. The CX will also act as the principal advisor on matters of general policy, giving advice at Council and Committee meetings.

### Key purpose of the role

The CX will be both outward looking and organisation focussed. He/she will represent the Council's priorities and interests. The role demands a natural leader with resilience, commitment, a commercial mind, the ability to influence others and easily command respect.

In conjunction with the political leadership the CX represents, and negotiates on behalf of, the Council with external bodies and leads the development of effective and productive partnerships — setting the right balance between the Council's own objectives and shared goals with other organisations.

As Head of Paid Service, the CX is responsible for the performance management of senior staff, ensuring that the corporate priorities are successfully delivered.

### Key corporate accountabilities include:

- Leading SBC's Management Team; working closely with Members; leading an exciting corporate plan for the future success of the Council
- Trusted advisor to the Councillors, providing impartial advice in support of the Council's decision making process
- Promoting SBC and its reputation nationally, regionally and locally, as a leader in local government. As the context of the Council changes with a more commercial approach, this will mean building networks with a wider diverse range of stakeholders
- Developing and maintaining effective partnerships with other public and private sector bodies in Surrey and beyond
- Being accountable for delivery of excellent services to the Borough's residents, businesses, strategic partners and visitors

### Specific responsibilities include:

- **Working with Elected Members:** To develop and sustain close positive working relationships with elected Members to ensure political leadership priorities are effectively implemented
- **Policy Advisor:** To be SBC's principal advisor on matters of general policy and to ensure that the correct advice is available at Council and Committee meetings
- **Proactive Planning:** To think and plan ahead so that SBC policy is fully informed and that policies are clear and reflect SBC's corporate objectives, and supported by achievable and well managed work programmes



- **Leadership:** To provide professional leadership for SBC ensuring that sufficient financial, human and other resources are available to discharge the authority's statutory functions. To provide clear leadership direction with partners to deliver improved outcomes for SBC and its residents
- **Resource Management:** To be ultimately accountable for SBC's budget and to ensure that all services delivered or procured represent effective value for money whilst maintaining high standards
- **Performance and Quality:** To ensure the efficiency, effectiveness, appropriateness, availability and customer focus of services, including putting in place arrangements to effectively monitor Council and contract services
- **Creating Links and Partnerships:** To initiate and develop links and partnerships with other local authorities, Central Government, local businesses, public and voluntary sector organisations in order to achieve the Council's objectives
- **Electoral Matters:** To act as SBC's Returning Officer

**Key knowledge and skill requirements:**

- An in-depth understanding of local authority procedures and functions
- An outstanding and innovative manager able to demonstrate the ability to lead and enthuse a complex public sector service organisation at all levels, whilst being prepared to take tough decisions when necessary
- Appreciate, and be excited by, the opportunities in Spelthorne, supported by geographic location, communications, business opportunities, further regeneration opportunities, sound and expanding financial base, and political support to grow the Council
- An ability to build effective teams and relationships which are not dependent on structure and able to lead by example
- Significant business acumen, and an ability to think strategically whilst also getting involved in detail where necessary
- Ability to evaluate competing budgetary and service priorities and ensure that services are co-ordinated to achieve maximum effectiveness and value for money
- Be able to work closely with Elected Members of all parties, in particular providing sound, impartial and proactive advice on a wide range of issues
- Being able to demonstrate a customer focused approach to management of the Council and to ensure this is achieved across all service areas
- An exceptional all round communicator who is able to engage proactively with the Spelthorne community and external organisations
- A charismatic and inspirational leader and public speaker who is able to act as the "front end" of Spelthorne. Comfortable presenting and interacting at all levels, from residents' associations to Government Ministers or Managing Directors of multinationals

- Be fully informed on the current and future issues to be faced which affect local government and the financial, legal and political context of public sector management.

### In Conclusion

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This is an exciting opportunity for a dynamic, entrepreneurial leader to advance his/her career by leading one of the most dynamic and forward-thinking boroughs in the UK. On a journey of change and having made significant progress on its way towards a financially sustainable future, Spelthorne is in an enviably strong position. The new CX will therefore have the opportunity to lead the Council towards its strategic goals and influence outcomes.

*“Spelthorne Means Business”* is not just a slogan. It is an attitude which underpins everything SBC does. With a strong focus on creating a sustainable future, the new CX will have a unique opportunity to work with SBC’s political leadership to bring many of the benefits of the private sector into local government.

For an initial confidential discussion about this exciting and unique opportunity, please contact **Sebastian Lowe** of Norman Broadbent Group on 020 7484 0049 / 07748 931911 or via [sebastian.lowe@normanbroadbent.com](mailto:sebastian.lowe@normanbroadbent.com)

## **Recommendation of the Members' Code of Conduct Committee**

### **Council – 20 July 2017**

#### **Review of Petition Scheme**

1. At its meeting on 25 April 2017 the Members' Code of Conduct Committee considered a report on a review of the current Petition Scheme.
2. The Council adopted a Petition Scheme on 22 July 2010 with the following options for responding to a petition:
  - a) support the action the petition requests
  - b) dismiss the action the petition requests
  - c) if the content relates to a matter on the agenda for the meeting the petition be considered when the item is debated; or
  - d) the petition be referred to the Cabinet or Overview and Scrutiny Committee for further consideration
3. The Petition Scheme was based on a Model Scheme and although the duty on councils to run a petitions scheme was abolished by the Localism Act 2011, the Council continues to run the previously adopted Scheme in order to provide an opportunity for residents to express their concerns and priorities to their local authority.
4. The Members' Code of Conduct Committee was asked to consider a proposal to widen the options for responding to petitions in the most appropriate way after members had expressed concern that Standing Orders limited the options available to them.
5. As there is no longer a statutory requirement to have a Petition Scheme, the Council may adapt the Scheme as it sees fit to include a wider choice of responses to the matters that come before it.
6. The proposed options for responses to petitions were as follows:
  - (a) take, or support, the action the petition requests; or
  - (b) not to take the action requested for reasons put forward in the debate; or
  - (c) note the petition and keep the matter under review; or
  - (d) if the content relates to a matter on the agenda for the meeting the petition be considered when the item is debated; or
  - (e) the petition be referred to the Cabinet or Overview and Scrutiny Committee for further consideration
7. Cabinet recommends Council to agree the proposed changes to the Petition Scheme.

**Murray Litvak**  
Chairman of Members' Code of Conduct Committee

**20 July 2017**

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## **Report from the Leader of the Council on the work of the Cabinet**

### **Meetings held on 11 May 2017, 2 June 2017 and 21 June 2017**

This is my report as the Leader of the Council on the work of the Cabinet. It is an overview of the main items of business considered by the Cabinet at its meetings on 11 May 2017 and 21 June 2017 and its extraordinary meeting held on 2 June 2017.

#### **Cabinet – 11 May 2017**

##### **1. Government Consultation on the Draft Airports National Policy Statement**

- 1.1 We considered a report on the Government Consultation on the Draft Airports National Policy Statement.
- 1.2 We agreed to respond to the Draft Airports National Policy Statement as per Appendix 1 of the report and support the proposed formation of an Independent Commission on Civil Aviation Noise, in response to the UK Airspace Policy document.

##### **2. Single Allocation Policy and Search Moves Partnership agreement - Key Decision**

- 2.1 We considered an exempt report on the Single Allocation Policy and Search Moves Partnership agreement.
- 2.2 We agreed to:
  1. undertake a public consultation on proposed changes to Spelthorne's Housing Allocations Policy to reflect changes to the Search Moves partnership agreement;
  2. extend and revise the Search Moves Partnership agreement to July 2020; and
  3. extend the I.T. contract between Locata Housing Services and the Search Moves partnership to July 2020.

##### **3. Update to Large-Scale Voluntary Transfer agreement - Key Decision**

- 3.1 We considered an exempt report on an update to Large-Scale Voluntary Transfer (LSVT) agreement.
- 3.2 We agreed to: delegate authority to the Housing Portfolio Holder and the Joint Heads of Community Wellbeing to commence negotiations with A2D, to vary the 1996 LSVT agreement between the Council and Spelthorne Housing Association (now A2D); and the recommendations in the report in relation to nomination rights for social housing vacancies.

#### **4. Knowle Green Estates Ltd**

4.1 We considered an exempt report on Knowle Green Estates Ltd.

4.2 We agreed to:

1. Note the incorporation and initial activities of Knowle Green Estates Ltd (“the Company”), as described in the report;
2. Note progress towards the first business plan;
3. Exercise the Shareholder function of the Council at Cabinet;
4. Exercise the Council’s shareholder rights to pass a special resolution of the Company to adopt the revised Articles of Association;
5. Delegate Reserved Matters under the Shareholder Agreement to the Leader of the Council, and where the Leader deems the matter of controversy or requiring further discussion, he may ask Cabinet to deal with the Reserved Matter;
6. Authorise the Head of Corporate Governance to finalise and document the following arrangements between the Council and the Company:
  - a. The draft Shareholder Agreement
  - b. The draft Loan and Drawdown Agreement
  - c. The draft Resourcing Agreement for the Company to use Council staff and facilities in furtherance of its business

#### **Extraordinary Cabinet – 2 June 2017**

##### **1. Acquisition of an asset for investment**

1.1 We considered an exempt report on the acquisition of an asset for investment.

1.2 We approved the acquisition of the investment asset and gave authority to:

1. the Chief Executive to undertake any necessary negotiations and complete the acquisition of the asset (in consultation with the Chief Finance Officer, the Leader and the Cabinet Member for Finance);
2. the Chief Finance Officer to decide the most financially advantageous funding arrangements for the purchase, the most tax efficient method of holding the asset and ensure the acquisition is prudentially affordable; and
3. the Head of Corporate Governance to enter into any legal documentation necessary to acquire the asset.

#### **Cabinet – 21 June 2017**

##### **1. Contaminated Land Inspection Strategy**

1.1 We agreed to adopt a new Contaminated Land Inspection Strategy which had been reviewed and updated to take account of changes in legislation and statutory guidance.

## **2. Telecare and SPAN funding**

- 2.1 We considered a report on funding arrangements for Telecare and the Spelthorne Personal Alarm Network (SPAN) which explained the key changes between the previous agreement and new funding agreements with Surrey County Council.
- 2.2 We agreed:
1. a 12 week free alarm service following an overnight hospital stay in the last 4 weeks;
  2. to use the money set aside from the Council Tax increase 2016-17 which was ring fenced for Independent Living services to support the telecare service (likely to be in the region of £34,518);
  3. to delegate authority to agree telecare pricing structure to the Group Heads for Community Wellbeing in consultation with the Portfolio Holder.

## **3. Adoption of Spelthorne's Corporate Health and Safety Policy**

- 3.1 We agreed to adopt the Spelthorne Corporate Health and Safety Policy which the Council is required to have in place to safeguard the health, safety and welfare of staff, the public and councillors.

## **4. Request for supplementary capital estimate to purchase grounds maintenance equipment – Key Decision**

- 4.1 We agreed that following the mutual termination of the grounds maintenance contract that the service be brought in-house as the most efficient, effective and economic way of providing a service to the Borough's residents.
- 4.2 Cabinet recommended to Council agreement to a supplementary capital estimate of £500k for the purchase of machinery, plant & vehicles to be used for maintenance and servicing of parks and open spaces. Council agreed the recommendation at its extraordinary meeting held on 21 June 2017.

**Councillor Ian Harvey**

*Leader of the Council*

**20 July 2017**

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## **Report of the Chairman on the work of the Audit Committee**

The Audit Committee held a meeting on 22 June 2017 and considered the following items of business.

### **1. Corporate Risk Management**

- 1.1 The Committee noted that two risks continued to be rated as red – the Code of Corporate Governance and Procurement – and requested more detailed updates on these issues for consideration at its next meeting.
- 1.2 The Committee accepted the update on the Corporate Risk Register and recommended it to Cabinet as an accurate reflection of the current corporate risks affecting the Council.

### **2. Recruitment and Retention**

- 2.1 The Committee noted a report from the Group Head for Commissioning and Transformation on the work being undertaken by the Council on both recruitment and retention and training and development matters.

### **3. Internal Audit Work Service Review 2016-17**

- 3.1 The Committee noted the Internal Audit Service Review 2016-17 which demonstrated how the authority fulfilled its statutory requirements to ‘maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with proper internal audit practices.’

### **4. Committee Work Programme**

- 4.1 The Committee approved its Work Programme for the 2017-2018 Municipal year, subject to the inclusion of update reports at its September meeting on the Code of Corporate Governance, Procurement, Recruitment and Retention and Partnership Governance.

**Councillor Mary Madams**

*Chairman of the Audit Committee*

**20 July 2017**

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## **Report of the Chairman on the work of the Licensing Committee**

There has been one Licensing Committee and one Sub-Committee meeting since my last report. Details of these meetings are set out below.

### **1. Licensing Sub-Committee – 8 May 2017**

A Licensing Sub-Committee considered a report to determine whether or not Mr Dhawan was a fit and proper person to hold a Private Hire driver licence. The Sub-Committee resolved to revoke Mr Dhawan's private hire driver licence for the reasons set out in the decision notice.

### **2. Licensing Committee – 23 May 2017**

The Licensing Committee considered a report on the adoption of a draft Private Hire and Hackney Carriage (Taxi) Licensing Policy. The Policy had been updated to include the incremental changes which had been approved by the Licensing Committee since the original policy was adopted in 2000. It also sought to provide clearer guidelines within which members of the trade were expected to work, and guidance to councillors who might be called upon to determine an applicant's suitability.

The Licensing Committee also considered a proposal to adopt the Surrey-wide convictions policy so that applicants with relevant convictions could not obtain a licence in one Surrey authority whilst being refused in another.

The Committee agreed to the adoption of a draft Policy for Private Hire and Hackney Carriage Licensing and the Surrey Boroughs and Districts Convictions Policy, subject to there being no objections during a six-week consultation

### **3. Licensing Training Event – 15 June 2017**

Members of the Committee attended the annual refresher training event in Licensing functions, including the Licensing Act 2003 and taxi licensing, run by Peter Savill, Barrister.

Councillor Robin Sider  
*Chairman of the Licensing Committee*

**20 July 2017**

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## **Report of the Chairman on the work of the Planning Committee**

The Planning Committee has met on three occasions since the previous report was prepared for the Council meeting. This report therefore gives an overview of the key items considered by the Committee at its meetings on 3 May, 31 May and 28 June 2017.

### **1. Planning Committee – 3 May 2017**

- 1.1 The 3 May meeting dealt with four planning applications and one Tree Protection Order. There were three public speakers.
- 1.2 The first application related to the Blue Peter Cabin, Sunbury Court, Sunbury-on-Thames (17/00318/FUL). The application proposed a change of use from a Secure Residential Institution to a Residential Dwelling, incorporating minor external and landscaping works. In accordance with the Council's public speaking procedures, Councillor Friday spoke as ward member on this item. The application was approved.
- 1.3 The second planning application concerned the recycling facility at Littleton Lane, Shepperton (17/00501/SCC). The Surrey County Council application for Brett Aggregates Ltd sought the continued use of land as a temporary recycling facility for construction and demolition waste until 30 September 2019. It was agreed that Spelthorne Borough Council would raise no objection to the application.
- 1.4 The third planning application related to 10 The Wickets, Ashford (17/00481/HOU). The application proposed the erection of a single storey rear extension and front porch and was referred to the Committee as the applicants' partner was an officer employed by Spelthorne Borough Council. The application was approved.
- 1.5 The fourth planning application concerned 135 Elizabeth Avenue, Laleham (17/00436/CPD). The application was for a certificate of lawfulness for the proposed development of loft alterations and was referred to the Committee as the applicants' wife was an officer employed by Spelthorne Borough Council. The application was approved.
- 1.6 The Tree Preservation Order (TPO 254/2017) related to Vicarage Cottage, Church Street, Sunbury-on-Thames. The Tree Preservation Order was confirmed without modification.

### **2. Planning Committee – 31 May 2017**

- 2.1 The 31 May meeting dealt with five planning applications. There was one public speaker.
- 2.2 The first application related to 17-51 London Road, Staines-upon-Thames (16/01158/FUL). The application proposed the redevelopment of the site to provide 5 buildings of varying height comprising office floor space, 253 residential units, the provision of a new landscaped area, vehicular access, car parking, cycle storage and energy centre. The application was approved subject to the prior completion of the S106 agreement.

- 2.3 The second and third applications concerned planning permission (16/01591/FUL) and listed building consent (15/01592/LBC) for the redevelopment of Hithermoor Farm in Stanwell Moor. The application proposed the conversion and construction of 23 dwellings together with parking, amenity space and other associated facilities. The applications were approved subject to the prior completion of the S106 agreement.
- 2.4 The fourth planning application related to 8-12 Clarendon Road, Ashford, (17/00262/FUL). The application proposed the demolition of existing buildings and erection of a new building with 2 floors of accommodation to provide 10 flats together with associated parking and amenity space. The application was approved.
- 2.5 The fifth planning application related to 92 Village Way, Ashford (17/00628/HOU). The application proposed the erection of a new front porch and for an extension to the existing bay window and was referred to the Committee as the applicant was a Spelthorne Councillor. The application was approved.

### **3. Planning Committee – 28 June 2017**

- 3.1 The 28 June meeting dealt with three planning applications and one Tree Protection Order. There were two public speakers.
- 3.2 The first application related to 7-11 Manygate Lane, Shepperton (17/00630/FUL). The application proposed the demolition of existing houses and erection of a new building with three floors of accommodation, to provide 22 sheltered apartments for the elderly, including communal facilities. In accordance with the Council's public speaking procedures, Councillor Sider (in his capacity as a ward councillor) submitted a written statement that was read out on his behalf against the proposal. The application was approved.
- 3.3 The second application concerned land to the north of Hanworth Road and to the west of Costco, Sunbury-on-Thames (17/00263/FUL). The application proposed the erection of a new building to provide a car dealership with the provision of car parking, associated infrastructure and landscaping. The application was approved.
- 3.4 The third application related to 47-49 Church Road, Ashford (17/00353/FUL). The application proposed the erection of a third floor on top of the existing property to provide 4 flats, alterations to the existing second floor to convert 2 flats to 4 flats, and associated alterations. The application was approved.
- 3.5 The Tree Preservation Order (TPO 255/2017) related to 36 and 38 Richmond Road, Staines-upon-Thames. The Tree Preservation Order was confirmed without modification.

Councillor Richard Smith-Ainsley  
*Chairman of Planning Committee*

**20 July 2017**