



**Corporate Management Committee**

**Thursday, 23 March 2023 at 7.30 pm**

**Council Chamber - Civic Centre**

**Supplementary Agenda**

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8. <b>Establishment of an Appointments Sub-Committee - Chief Executive</b>	5 - 8
20. <b>Urgent business</b>	
a) <b>Core Grants Proposals</b>	

Reasons for urgency

The Chairman is of the opinion that this item is urgent due to the need to provide financial certainty to the organisations concerned, and the impending commencement of the financial year in which the awards are to be made.

Background

*The report for this item was published as part of the agenda for the Community Services Committee on 16 March 2023.*

Recommendations

The Community Services Committee's approval was sought to make four core grant aid awards and introduce conditions to monitor how funding was spent by those voluntary organisations. The overall spend was included in the Medium Term Financial Strategy approved by full Council in January 2023.

Officers advised that the Council wished to continue supporting four core organisations whose work supported key themes in the Corporate Plan, particularly health and wellbeing, providing significant social value to the community.

Officers had engaged with each organisation and gained an understanding of their work and the benefits for residents they worked with. Findings had been considered by the Health and Wellbeing Member Working Party as the first stage of an overall review of Voluntary Sector funding and an attempt to streamline processes and introduce more consistency and transparency.

Members agreed that the conditions attached to each grant were reasonable and proportionate and would also keep the Committee

informed. Each organisation would be required to submit an application for funding and make a report either annually and/or on a quarterly basis to account for the grant and its impact on their work. With the exception of Addlestone Community Association, one or more Councillors would continue to be appointed as representatives on each organisation.

The awards were as set out below and would be made annually for a period of three years:

1. Citizens Advice Runnymede and Spelthorne: £103,700 + 10%
2. Voluntary Support North Surrey: £33,000 + 10%
3. Runnymede Access Liaison Group: £1,500 + 10%
4. Addlestone Community Association: £2,900 + 10%

It was agreed that should Council finances become unavailable, or if the grant investment was found not to deliver the intended outcomes, funding could cease subject to each organisation being given six months' notice.

Members noted the legal and equalities implications in the report. Legal agreements would be drawn up with each organisation to ensure the monitoring conditions were met.

The Committee was pleased to recommend the grants be approved by Corporate Management Committee.

**Members recommend Corporate Management Committee to approve:**

- a) the proposal to award an annual core grant to the sum of £103,700 + 10% for a period of three years (subject to approval at full Council) to Citizens Advice Runnymede and Spelthorne on receipt of completed application documentation, with the monitoring conditions outlined in section 2 of this report;**
- b) the proposal to award a core grant to the sum of £33,000 + 10% for a period of three years (subject to approval at full Council) to Voluntary Support North Surrey, on receipt of completed application documentation, with the monitoring conditions outlined in section 2 of this report;**
- c) the proposal to award a core grant to the sum of £1,500 + 10% to Runnymede Access Liaison Group, for a period of three years, on receipt of completed application documentation, with the monitoring conditions outlined in section 2 of this report; and**
- d) the proposal to award the core grant sum of £2,900 + 10% to the Addlestone Community Association for a period of three years, on receipt of completed application documentation, with the monitoring conditions outlined in section 2 of this report.**

[It was subsequently confirmed that approval by full Council was not required for these proposals and that the funding figure for Voluntary Support North Surrey was £33,000 not £33,700.]

**b) Meals at Home Vehicle Procurement**

Reasons for urgency

The existing fleet of diesel fuelled vehicles has reached the end of its useful life. The Chairman is of the opinion that this item is urgent due to the existence of a time limited opportunity to secure the best possible value in the procurement of electric vehicles, in pursuance of the Council's climate change commitments. It is also important to ensure the continuity of the Meals at Home service, which is used by a number of vulnerable Runnymede Borough Council residents.

Background

The report for this item was published as part of the agenda for the Community Services Committee on 16 March 2023.

The Committee's approval was sought to enter into a new lease arrangement with Apetito for a fleet of 4 electric vehicles/diesel oven option for a period of 36 months to deliver the Council's Meals at Home service. Further, approval was sought to recommend Corporate Management Committee grant a waiver to Contract Standing Orders (CSO 2.6.1) to enable this proposal, Apetito being the only company that could provide the services required.

Officers advised that an opportunity had arisen which would allow the Council moved to using electric vehicles for Meals at Home, through its contractor, Apetito. This was an important and timely step towards achieving carbon net zero emissions.

A full review of Meals at Home had been undertaken between October 2022 and January 2023. A number of options had been considered for future provision, all of which had undergone an options appraisal, the details of which were noted by the Committee.

The preferred option (6c), and the one which Members agreed was the best, was to enter into an agreement with the existing suppliers, Apetito, to have 7 electric lease vehicles across Runnymede and Surrey Heath and for Surrey Heath to purchase a small electric van as contingency and to deliver bulk orders and deliveries in close proximity. The leased vehicles would be under a full maintenance contract. Officers were currently testing the electric vehicles (Renault Kangoo ZE) for efficiency and quality as well as investigating the necessary electric charging infrastructure.

Members recognised the need to act quickly as the service was currently out of contract and the vehicles were available now as a one-off opportunity without the previously anticipated 13+ months lead in. This proposals would require a supplementary revenue estimate increase per annum of £15,717 and a supplementary capital estimate increase of approximately £15,000 to instal the infrastructure required. This was currently with the Council's Assets and Regeneration business centre, the assessment not having yet been completed, with no provision for it in the Capital Programme. The total for the 36 month contract for 7 vehicles was £175,140 excluding VAT, with Runnymede contributing 4/7, totalling £100,080.

Officers did caution that should the proposed option become unviable, the fall back option was to lease 7, 3.5 diesel vehicles with diesel powered ovens. This was effectively continuation of the current delivery model and replacement of vehicles for which a supplementary revenue estimate increase of £11,139 was required.

The legal implications were noted, including the need for a waiver to Contract Standing Order 2.6.1, as Apetito were the only suitable provider, and a consequential exemption from the Public Contract Regulations 2015 regarding advertising. Legal advice would also be needed to ensure the contract with Apetito was acceptable.

Members welcomed the possibility of steps being taken to address climate change and were keen for the positive message to be communicated and promoted on the vehicle livery.

Members also asked that the viability appraisal of the infrastructure should include consideration of installing solar panels at the Depot.

The Committee was very supportive of the preferred option and thanked Officers for their dedicated work to deliver Meals at Home.

#### Recommendations

#### **RESOLVED that –**

- 1. Members recommend for approval the entry into a new lease agreement with Apetito for 4 x electric vehicles/diesel oven option for the period of 36 months and;**
  - **A supplementary budget estimate of £15,717 per annum and;**
  - **Members approve a one off virement of £15,000 from existing Community Services budgets for the infrastructure requirements relating to use of electric vehicles.**

**In the event that the preferred option of electric vehicles is unviable:**

- **Members recommend for approval the entry into a new lease agreement with Apetito for 4 x diesel vehicles, and;**
  - **A supplementary budget estimate of £11,139 per annum for a period of 5 years**
- 2. Members recommend to Corporate Management Committee that a waiver to Contract Standing Orders (CSO2.6.1) is approved to direct award a contract for the agreed recommended option to Apetito without advertising requirements as Apetito are the only company that can provide the services required.**

**RECRUITMENT PROCESS FOR APPOINTMENT OF NEW CHIEF EXECUTIVE (CHIEF EXECUTIVE - PAUL TURRELL)**

**Synopsis of report:**

To agree the procedure to be adopted for the recruitment of a new Chief Executive.

**Recommendations:**

- a) That an Appointments Sub-Committee be established in accordance with the proposed arrangements set out in this report.
- b) That the membership of the Appointments Sub-Committee be agreed, in accordance with the proportionality calculations set out in paragraph 2.9.
- c) the Appointments Sub-Committee receives a report from Tile Hill, the Executive consultants nominated to assist with this appointment, on all applicants and agrees a longlist;
- d) following longlist interviews by a consultant from Tile Hill and an appropriate Technical Assessor, the Appointments Sub-Committee meets to agree a shortlist for interview by the Sub-committee;
- e) Candidates complete psychometric exercises and any other appropriate exercises ahead of the interviews with the Appointments Sub-Committee;
- f) the Appointments Sub-Committee conducts interviews of suitable candidates;
- g) the Appointments Sub-Committee makes a recommendation to Full Council of the candidate they recommend should be offered the role prior to an offer being made to that candidate.

**1. Context of report**

- 1.1 As Members will be aware the Chief Executive has notified Members of his intention to retire at the end of July, 2023. Under the Council's Constitution, provision is made for the establishment of an Appointments Sub-Committee to interview all shortlisted candidates and make a recommendation to Full Council of the proposed candidate for appointment prior to making an offer to that person.

**2. Report and, where applicable, options considered**

- 2.1. Following appointment of the Executive recruitment consultants, Tile Hill, the Chief Executive and Corporate Head of HR & OD have met the consultants to discuss a proposed process and timelines for this appointment. The next stage is that a creative advertising campaign is devised to market the role in suitable recruitment media. A microsite is created to market and manage the responses via the Executive Recruitment consultancy. It is intended that the advertising of this role will be accompanied by a short article in the Municipal Journal publicising the role and marketing the attractiveness of Runnymede Borough Council as Council to lead. Normally a Chief Executive role is advertised in appropriate media for approximately one month. During this time it is often advocated that candidates may contact the existing Chief Executive and the Leader on a managed basis to find out more about whether the role is a good 'fit' for them and a suitable career move.
- 2.2. The Executive Recruitment Consultants will also conduct an extensive executive search of potential suitable candidates to attract towards this role.
- 2.3. **Appointment of an Appointments Sub-Committee**

Current Personnel Policies and Standing Orders require in the case of a Chief Officer appointment that-

This Council must appoint an Appointments Committee (Current legislation prohibits "alternative arrangements" authorities such as Runnymede from appointing more than five policy Committees. Runnymede already has this number. The simplest way to comply whilst fulfilling the appointments procedure is to constitute an Appointments Sub-Committee of this Committee).

The Council's Constitution is clear that only Full Council may create a subcommittee (Constitution – Committee Responsibilities – Para 1.5 – Page 29), so where time permits, this Committee would look to recommend to Full Council the creation of an Appointments Sub-Committee at its next scheduled meeting.

The Chief Executive, Chairman and Vice Chairman of this Committee are however of the opinion that the establishment of an Appointments Sub Committee cannot be reasonably delayed until the next meeting of Council on 27 April 2023. This is because of the urgent need to commence the recruitment exercise for a new Chief Executive given the proposed leaving date of the current post holder. It is for this reason that this Committee is invited to exercise the powers of Full Council in accordance with the Constitution where a decision "...is needed so urgently that it cannot reasonably be delayed until the next meeting of the Council, the matter in question shall become a delegated function for the purposes of that decision only" (Constitution – Committee Responsibilities – Para 1.3 – Page 29).

Once created, the Appointments Sub-Committee shall continue to exist until it is disestablished or ceases to exist after the delivery of its purpose i.e. the appointment and commencement in post of the new Chief Executive.

- 2.4 In the case of Chief Executive roles, the Appointments Sub-Committee will normally receive a report from the Executive Consultants who will recommend a longlist to be interviewed by themselves and an appropriate Technical Consultant who is normally a retired or current Chief Executive. The Appointments Sub-committee is also supported by the Corporate Head of HR & OD and potentially also the existing Chief Executive.
- 2.5 After the longlist interviews have been completed, the Executive Recruitment consultant prepares a report for the Appointments Sub-Committee recommended proposed candidates for shortlisting, marginal candidates, and those not recommended to be taken forward. The Appointments Sub-Committee then meets to agree a shortlist.
- 2.6 After a shortlist has been agreed, candidates complete appropriate psychometric tests and may also be interviewed by an officer panel of Corporate Heads, and separately by the Leader.
- 2.7 The Appointments Sub-Committee then convenes to conduct interviews of shortlisted candidates assisted by a consultant and/or other appropriate persons who shall act as advisers to the Sub-Committee.
- 2.8 In the case of the appointment of a Chief Executive, the Appointments Sub-Committee puts forward its proposed candidate for the role to a meeting of Full Council who have the final say on approving the appointment. In view of the fact that during the period concerned there are Full Council meetings only on 17<sup>th</sup> May and 20<sup>th</sup> July, this may mean that it may be necessary to have a Special Council meeting to approve a selected candidate.
- 2.9 The membership of the Appointments Sub-Committee has to be drawn from the membership of this Committee and must reflect the political balance of the Council. In order to secure compliance with those rules the membership of the Appointments Sub-Committee would be made up as follows:

4 x Conservative Group

1 x RIRG

And members drawn from two of the remaining three political groups represented on the Corporate Management Committee (Independent, Labour and Co-Operative, and Liberal Democrat).

### 3. Anticipated Timetable

The anticipated timetable for the process is as follows:-

w/c 20 <sup>th</sup> March	Initiate tailored search and advertising
23 <sup>rd</sup> April	Closing date
26 <sup>th</sup> April	Longlisting meeting( with Appointments Sub-committee
w/c 1 <sup>st</sup> May	Longlisting Interviews by Tile Hill and Technical Assessor
w/c 22 <sup>nd</sup> May	Shortlisting Meeting(with Appointments Sub-committee)
w/c 29 <sup>th</sup> May	Due Diligence and background checks
w/c 29 <sup>th</sup> May	Psychometric tests
Early June	Assessment Day and final Member interviews

4. **Policy framework implications**

- 4.1 The Council is required by virtue of the provisions of the Local Government Act 1972 to determine what number of staff it requires in order to discharge its various functions.

5. **Resource implications**

- 5.1 The costs of this process have already been approved by CMC at its meeting in February.

6. **Legal implications**

- 6.1 Appointments to the post of Chief Executive are governed by the provisions of Section 7 of the Local Government and Housing Act 1989 (the 1989 Act) (requiring all appointments to be on merit) and the Standing Orders and procedures referred to above.

- 6.2 Under the 1989 Act and relevant regulations, the Appointments Sub-Committee will need to be politically balanced and have sufficient seats to allow for this. The numbers proposed at paragraph 2.7 satisfy the political balance requirements.

7. **Equality implications**

- 7.1 Any recruitment exercise undertaken by the Council has to comply with national legislation in respect of equalities legislation.

8. **Environmental/Sustainability/Biodiversity implications**

- 8.1 None

9. **Other implications (where applicable)**

- 9.1 None

**(To resolve)**

**Background papers**

None stated