



Council Offices, Kiln Road,
Thundersley, Benfleet,
Essex SS7 1TF.
Tel. No: 01268 882200



A SPECIAL MEETING OF THE COUNCIL of the Borough of Castle Point will be held in the **Council Chamber, Council Offices, Kiln Road, Thundersley**, on **WEDNESDAY, 20th DECEMBER 2023 at 7.p.m** and all Members of the Council, listed below, are hereby summoned to attend to transact the undermentioned business.

Councillors, Ms L. McCarthy-Calvert (The Worshipful the Mayor), B. Campagna, (Deputy Mayor), A. Acott, Ms S.A Ainsley, J. Anderson, Ms H.L Barton-Brown, Ms N. Benson, B. Bizzell, D. Blackwell, Mrs. J.A Blissett, K. Bowker, M. Dearson, A. Edwards, Mrs. B. Egan, M. J Fuller, T.Gibson, W. Gibson, P.C. Greig, S. Hart, N. Harvey, G.Howlett, G.I. Isaacs, Ms D. Jones, J. Knott, R. Lillis, P. May, S Mountford, Mrs. S. Mumford, B.A. Palmer, Mrs. J Payne, Mrs. C.J Sach, R. Savage, T.F. Skipp, A. Taylor, D.J. Thomas, A. Thornton, Mrs. J Thornton, Walter, Mrs G Watson and G.St.J. Withers

Angela Hutchings
Chief Executive

AGENDA

PART I

(Business to be taken in public)

- 1. Apologies for absence**
- 2. Members' Interests**
- 3. Recommendations to Council - Transforming Together - Outcome of Tier 2 & Tier 3 Organisation Restructure.**

This Special Council meeting has been convened to deal with the appointments of a Chief Officer – Director of Corporate and Customer and a Statutory Chief Officer – the Council's Monitoring Officer together with interim arrangements pending that appointment. A report is attached.

SPECIAL COUNCIL

20th December 2023

**Subject: Recommendations to Council -
Transforming Together - Outcome of Tier 2 & Tier 3
Organisation Restructure.**

1. Purpose of Report

To present the outcome of the reorganisation of Tier 2 of the organisation and secure agreement to the recommendations of the Head of Paid Services/Chief Executive and also to provide an update as to the progress of the reorganisation of Tier 3 of the organisation.

2. Links to Council's Priorities and Objectives

This item has links to all Council priorities and objectives.

3. Recommendations

That the Council:

- 1. To endorse the appointment of the individual identified in Confidential Appendix A to carry out the duties and responsibilities of Director, Corporate & Customer.**
 - 2. To appoint the individual identified in Confidential Appendix B (subject to receipt of satisfactory references) to carry out the duties and responsibilities of Assistant Director Legal & Democratic Services and Statutory Officer post of Monitoring Officer.**
 - 3. To approve the appointment of the individual identified in Confidential Appendix C, to carry out the duties and responsibilities of the Monitoring Officer on an interim basis with effect from 3rd January 2024 for a period of up to three months pending the commencement of the permanent appointee.**
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4. Background

4.1 This report comes to Council as part of the Transforming Together transformation programme the background and details of which are set out in the report to Council dated 31 May 2023.

4.2 The reorganisation workstream within the Transforming Together programme leads on the redesign and restructure of the organisation. The restructure commenced with the most senior roles in the organisation which are referred to as Tier 2 and report direct to the Chief Executive and is continuing with

restructuring at Tier 3 (those who report to Tier 2). This report provides an update on the progress of this workstream and resulting appointments and dismissals.

- 4.3 The findings of the Local Government Association's Decision-Making Accountability ("DMA") review of the Council's workforce is a fundamental premise of the programme. The findings of the review are summarised in the 31 May 2023 report and form the basis of the restructure at Tier 2 and Tier 3. One of the primary findings of the LGA was that in some areas there are too many layers (or tiers) of management so frontline staff are too far away from the Chief Executive role with up to 6 layers/tiers between them. Their feedback is that this leads to hold-ups, bottlenecks and staff working in siloes. They report that it also means that decisions can be made too slowly and ineffectively, with what feels like lots of red tape and some things not being progressed. The ratio of front-line staff to managers is very low in places and this creates hierarchies that are not needed and a lack of resources on the front line.
- 4.4 The restructure of Tier 2 was the first step in reducing the numbers of layers. A formal redundancy consultation commenced on 24 May 2023 for a period of 28 days, closing on 20th June 2023. Tier 2 comprises 3 Director roles: Commercial & Assets; Place & Communities; and Corporate & Customer.
- 4.5 With the conclusion of the Tier 2 restructure, work commenced on reorganisation of Tier 3, which report direct to Director roles, otherwise referred to as Tier 2. The proposal was for 12 Assistant Director roles.
- 4.6 Resulting from the restructure and role changes at Tier 2, the proposal for Tier 3 outlined that the statutory Chief Officer roles of Monitoring Officer and Section 151 Officer would sit at Tier 3.
- 4.7 A formal redundancy consultation with the staff impacted by the Tier 3 proposals was approached in two phases. Phase 1 comprised formal consultation on the proposals for the Tier 3 Assistant Director restructure for the Corporate and Customer directorate. Consultation with impacted employees began on 26 July and lasted for 25 days. Following closure of consultation, two existing postholders were identified as being at risk of redundancy. One of those postholders was subsequently appointed as the Assistant Director, Finance & Procurement and s151 Officer.
- 4.8 Phase 2 comprised the Assistant Director roles in the Place and Communities directorate and the Commercial and Assets directorate. The consultation with impacted employees began on 6 September and lasted for 25 days. Following closure of consultation, two further existing postholders were identified as being at risk of redundancy.
- 4.9 Those postholders at risk of redundancy were given the first opportunity to apply for the new roles in the new structure. All other impacted individuals who were part of the consultation but were not at risk of redundancy have subsequently also been given an opportunity to apply for the new roles. Those roles which have not been applied for by internal candidates have now been advertised externally.

- 4.10 All candidates shortlisted for roles at Tier 2 and Tier 3 have undergone a robust assessment and selection process conducted in line with good sector practice. Assessment and selection to all Chief Officer roles, including the Statutory Officers of S151 and Monitoring Officer have been undertaken by the Staff Appointments and Review Panel.

5.0 Appointments

Appointment of Director Corporate & Customer

- 5.1 This Director Corporate & Customer role went out to external recruitment and shortlisted candidates have undergone a robust assessment and selection process in line with good sector practice, concluding with candidates interviewed by the Staff Appointments and Review Panel on 22nd November 2023.
- 5.2 As a result of that process details of the proposed candidate for the appointment to the post of Director Corporate & Customer is set out in Confidential Appendix A which will be circulated at the meeting.
- 5.3 The Council is required by the 2001 Regulations to complete the executive consultation process in relation to the appointment Chief Officers, by giving individual notice of the proposed appointment to the executive. The Executive consultation period ran for a period of 5 days commencing on 29th November 2023. No objections to the proposed appointment were received. As the role of Director, Corporate & Customer is a Chief Officer appointment accordingly Council is now asked to formally endorse the appointment.

Appointment of Assistant Director Legal & Democratic Services (MO)

- 5.4 The Assistant Director Legal & Democratic Services (MO) role went out to external recruitment and shortlisted candidates have undergone a robust assessment and selection process in line with good sector practice, which will conclude with candidates being interviewed by the Staff Appointments and Review Panel on 14th December 2023 (after publication of the agenda for this meeting of Special Council).
- 5.5 As a result of that process details of the proposed candidate for the appointment to the post of Assistant Director Legal & Democratic Services (MO) will be circulated at the meeting, set out in Confidential Appendix B.
- 5.6 The Council is required by the 2001 Regulations to complete the executive consultation process in relation to the appointment Chief Officers, by giving individual notice of the proposed appointment to the executive. The Executive consultation period will be for a period of 5 days commencing on 15th December 2023. Subject to no objections to the proposed appointment being received, as the role of Assistant Director Legal & Democratic Services (MO) is a Chief Officer appointment Council will be asked to formally endorse the appointment.

Appointment of Interim Statutory Officer

- 5.7 In accordance with Regulation 5 of the 2001 Regulations the Council is required to approve the appointment to the statutory posts of Monitoring Officer and section 151 officer.
- 5.8 To facilitate the transition of the redundancy process and to ensure the Council has postholders to the statutory role of Monitoring Officer, the appointment of an interim postholder to this statutory post is required pending the pending the commencement of the permanent appointee, as detailed in confidential Appendix B.
- 5.9 Details of the individual to be appointed to carry out the duties and responsibilities of the Monitoring Officer on an interim basis with effect from 3rd January 2024 for a period of up to three months pending the commencement of the permanent appointee are detailed in Confidential Appendix C.

6. Corporate Implications

(a) Financial Implications

There is financial provision within approved budgets to meet the cost of these appointments which form part of the Council's new organisation structure.

b) Legal Implications

The appointment of the Monitoring Officer a statutory post is a matter reserved to Full Council.

(c) Human Resources and Equality Implications

These are addressed by the report.

(d) IT and Asset Management Implications

None to be addressed by this report.

6. Timescale for implementation and Risk Factors

Subject the formal decision of Council, appointments will be made subject to receipt of satisfactory references.

7. Background Papers

Papers are Exempt under (Exempt Information under Paragraphs 1 & 2 Schedule 12A Local Government Act 1972)

Report Author: Angela Hutchings, Chief Executive