



New Forest
DISTRICT COUNCIL

Extraordinary Council
Meeting
Agenda

21 June 2021



SUMMONS

To All Members of the Council

You are hereby summoned to attend an Extraordinary meeting of the District Council to be held in Council Chamber - Appletree Court, Beaulieu Road, Lyndhurst, SO43 7PA on Monday, 21 June 2021, at 6.30 pm



Bob Jackson
Chief Executive

Appletree Court, Lyndhurst, Hampshire. SO43 7PA
www.newforest.gov.uk

This Agenda is also available on audio tape, in Braille, large print and digital format

Members of the public may listen to this meeting live on the Council's website at the following link:-

<https://democracy.newforest.gov.uk/ieListDocuments.aspx?CIId=193&MIId=7394>

Enquiries to: Matt Wisdom
Email: democratic@nfdc.gov.uk
Tel: 023 8028 5072 – ask for Matt Wisdom

AGENDA

Apologies

1. DECLARATIONS OF INTEREST

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

Members are asked to discuss any possible interests with Democratic Services prior to the meeting.

2. CHAIRMAN'S ANNOUNCEMENTS

3. LEADER'S ANNOUNCEMENTS

4. REPORT OF THE CABINET (Pages 5 - 6)

To consider the report of the Cabinet dated 2 June 2021.

5. RECRUITMENT OF CHIEF EXECUTIVE (Pages 7 - 10)

To agree the process to be followed to appoint a successor Chief Executive.

6. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

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REPORT OF CABINET

(Meeting held on 2 June 2021)

1. COVID-19 RESPONSE AND RECOVERY – REPORT FROM THE LEADER OF THE COUNCIL (MINUTE NO 4)

At the Cabinet meeting, the Leader provided a verbal update on the latest information concerning the Council's response to and recovery from COVID-19. It was reported that this would be the last Cabinet with a standing COVID-19 item on the agenda, as restrictions ease, the vaccine rollout continues and the remaining businesses reopen over the coming weeks. However, should this situation change, the Leader will update the Council.

Despite the success of the UK's vaccination programme, the pandemic is not over. Covid cases remain low but are creeping up, with approximately a 10% increase in infections in the UK from the previous week, representing one in every 1080 people. The increase in cases is linked to the spread of a more transmissible variant first identified in India.

More than 39 million people have now received the first dose of a vaccine in the UK. The Janssen single dose Covid vaccine has recently been approved by the UK and will help support this programme.

In the Council, Environmental Health have been asked to assist Public Health England with face to face contact tracing where people have a variant of concern or those not contactable who should be isolating.

Support to businesses re-opening has continued. Since April, the Council has paid out £11.5m in one-off Restart Grants to over 1,500 businesses in the non-essential retail, hospitality, leisure, personal care, accommodation and sports/gym sectors.

2. THE PARISH OF NEW MILTON NEIGHBOURHOOD PLAN 2016-2036 (MINUTE NO 5)

The Cabinet, having noted the outcome of the referendum of 6th May 2021, are recommending the adoption of the New Milton Neighbourhood Plan 2016-36 to Council.

87.9% of voters answered 'yes' to the question: *'Do you want New Forest District Council and New Forest National Park Authority to use the Neighbourhood Plan for New Milton to help it decide planning applications in the Neighbourhood Area?'* The turnout was 35.7%. As the majority of those who voted (i.e. over 50%) are in favour of the draft Neighbourhood Plan, the Plan must be 'made' (adopted) within 8 weeks of the referendum date.

It should be noted that as the designated Neighbourhood Plan Area falls partly within the New Forest National Park, the New Forest National Park Authority (NPA) are going through a similar process for the part of the Town Council within its planning area.

The Cabinet would like to thank New Milton Town Council for their hard work in bringing this matter forward, and the people of New Milton for taking part in the referendum.

RECOMMENDED:

That the New Milton Neighbourhood Plan (Appendix 1 to Cabinet Report 5 of the Cabinet Agenda) be 'made' (adopted) as part of the Development Plan for New Forest District (Outside the National Park).

3. APPOINTMENTS TO OUTSIDE BODIES (MINUTE NO 6)

The Cabinet, following the new Cabinet structure announced by the Leader of the Council on 12 April 2021, and following the Council's Annual Meeting on 5 May 2021, agreed the appointments to Outside Bodies as outlined in a revised Appendix 1 of Cabinet Report 6 to the Cabinet Agenda.

The report dealt only with those appointments necessitated by the changes above. Other Outside Body appointments made in June 2019 remain unchanged.

**COUNCILLOR E HERON
CHAIRMAN**

COUNCIL – 21 JUNE 2021

RECRUITMENT OF CHIEF EXECUTIVE

1. RECOMMENDATIONS

1.1 That the Council agrees:-

- (a) The Chief Executive's pay band as set out at paragraph 3.2;
- (b) Option B as the preferred recruitment and selection process;
- (c) That the new Chief Executive continues to take on the role of Returning Officer;
- (d) That an Appointment Panel (comprising the Leader of the Council, Deputy Leader of the Council, Leader of the Opposition and a non-executive Member to be determined by the Leader of the Council) be authorised to undertake the selection process as set out in section 4 and in accordance with the Council's Constitution;
- (e) The Appointment Panel be delegated authority to appoint an Interim Chief Executive, if required;
- (f) The Appointment Panel be authorised to engage an external senior Local Government professional in an advisory capacity to the Panel; and
- (g) That the Panel will make a recommendation to full Council for the appointment to the position of Chief Executive.

2. INTRODUCTION

2.1 Bob Jackson has made the decision to retire from his post as Chief Executive on 15th August 2021. This report outlines the processes that need to be followed to appoint a successor and seeks approval to the way forward.

3. DECISION TO APPOINT

3.1 The position of Chief Executive is a permanently established post and funding for a replacement on the same terms and conditions is therefore in place. The post also carries out the statutory functions of the Council's Head of the Paid Service, a role concerned with ensuring that the Council discharges its functions appropriately and has the staff to do so.

3.2 The current Chief Executive's pay band is set out below. It is proposed that the salary set out is offered, with progression through spinal column points CX1 to CX3, based on the achievement of clear organisational objectives to an excellent standard. These would be assessed by a member panel as proposed in the recommendation below, with spinal column points CX4 and CX5 available in exceptional circumstances:

Spinal column points	Salary
CX1	£115,911
CX2	£119,497
CX3	£123,192
CX4	£126,578
CX5	£130,928

These figures include a 1.5% pay award currently offered by the Employers Side from April this year. The national negotiations continue and therefore these figures are subject to change.

It is proposed that the Chief Executive continues to take on the role of Returning Officer. Returning Officers' allowances are subject to review by the General Purposes and Licensing Committee.

3.3 The following options are available to the Council:

Option A – Appoint a new Chief Executive on the terms and conditions agreed from within the existing officer structure, following an internal selection process.

Option B - Appoint a new Chief Executive on the terms and conditions agreed following an external selection process.

Option C – Do not appoint on a like-for-like basis and consider alternatives.

3.4 The Council will ultimately be responsible for approving the appointment of the successor Chief Executive.

4. SELECTION PROCESS

4.1 On the basis that a selection process will need to be undertaken it is necessary to agree what that process will be.

4.2 It is recommended that the Council selects option B from the list in 3.3 to ensure that it attracts the best candidates from the widest possible field and that it engages the services of an Executive Search Agency.

4.3 The Executive Search Agency would be asked to assist with the initial recruitment and selection stages. It is important that due regard is taken of all the employment legislation surrounding recruitment including equal opportunities legislation.

4.4 It is anticipated that the Executive Search Agency will assist in the initial shortlisting and will provide the panel with the final 4 to 6 applicants recommended for interview.

4.5 It is proposed that an Appointment Panel consisting of the Leader of the Council, the Deputy Leader of the Council, the Leader of the Opposition and a non-executive Member to be determined by the Leader of the Council, will be convened. The Panel may engage an external senior Local Government professional in an advisory capacity. The Panel will be supported by the Service Manager – Human Resources. The Panel will make a recommendation to the Council.

5. EQUALITY AND DIVERSITY IMPLICATIONS

- 5.1 As noted in 4.2 above, external recruitment will ensure that the Council attracts candidates from the widest possible field.
- 5.2 The use of an Executive Search Agency will ensure that all equality legislation is fully adhered to as these agencies follow strict codes of practice in this regard.

6. FINANCIAL IMPLICATIONS

- 6.1 There will be a cost attached to using an Executive Search agency, however this cost will be met within existing budgets.

For further information please contact:-

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