



Extraordinary Meeting of the Burnley Borough Council

To be held at 6.30 pm on
Wednesday, 6th September, 2017



Sir or Madam,

Notice is given of an EXTRAORDINARY MEETING of the COUNCIL of the BOROUGH OF BURNLEY to be held at the TOWN HALL, BURNLEY, on

**DATE: Wednesday, 6th September, 2017
starting at 6.30 pm**

To transact the business specified below.

Lukman Patel
Head of Governance, Law, Property, and Regulation

Members of the public may ask a question, make a statement, or present a petition relating to any matter for which the Council has a responsibility or which affects the Borough.

Notice in writing of the subject matter must be given to the Head of Governance, Law, Property, and Regulation by 5.00 pm on the day before the meeting. Forms can be obtained for this purpose from the reception desk at Burnley Town Hall, Manchester Road or at the Contact Centre, Parker Lane, Burnley or from the web at: www.burnley.gov.uk/meetings. Requests will be dealt with in the order in which they are received.

A G E N D A

1. Minutes of the Last Meeting 5 - 10
To receive, as read, the Minutes of the proceedings of the previous Council meeting, and to confirm them or otherwise.
2. Declarations of Interest
To receive any declarations of interest.
3. Mayor's Communications
To receive communications (if any) from His Worship the Mayor.
4. Public Question Time
To receive questions, statements or petitions (if any) from members of the public.
5. Items for Decision by the Council
 - a) Appointment of Chief Executive 11 - 14
6. Questions
To deal with questions (if any) relating to matters not contained in the Minutes before the Council and of which notice in writing has been received in accordance with Standing Order No. 10(2).

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FULL COUNCIL

BURNLEY TOWN HALL

Wednesday, 12th July, 2017 at 6.30 pm

PRESENT

MEMBERS

Councillors H Baker (Vice-Chair), G Birtwistle, C Briggs, B Brindle, M Brindle, F Cant, I Carmichael, S Chaudhary, J Cunningham, T Ellis, D Fleming, B Foster, R Frost, S Graham, J Greenwood, J Harbour, T Harrison, D Heginbotham, A Hosker, S Hussain, M Ishtiaq, M Johnstone, A Khan, L Khan, M Lishman, S Malik, T Martin, E Monk, N Mottershead, A Newhouse, L Pate, M Payne, T Porter, A Raja, P Reynolds, A Royle, A Tatchell, C Towneley, M Townsend and C White

OFFICERS

Pam Smith	Chief Executive
Mick Cartledge	Chief Operating Officer
Lukman Patel	Head of Governance, Property, Law and Regulation
Asad Mushtaq	Head of Finance
Eric Dickinson	Democracy Officer
Imelda Grady	Democracy Officer
David Farrar	Mayor's Officer
Claudia Wilcock	Business Administration Apprentice

12. Minutes of the Last Meeting

RESOLVED The Minutes of the meeting of the Council held on the 17th May 2017 were confirmed and signed by the Chair.

13. Declarations of Interest

Councillors Howard Baker, Mohammed Ishtiaq, and Mark Payne declared pecuniary interests in Item 5 (a) on the agenda relating to Business Rates Discretionary Scheme 2017/18.

Mick Cartledge and Lukman Patel had also declared interests in Item 5 (e) relating to the Appointment of the Chief Executive.

14. Mayor's Communications

The Mayor indicated that at the Lord Lieutenant of Lancashire Cadet Poppy Appeal Awards 2017 on the 5th June as Mayor he accepted a certificate on behalf of the Sea Cadet Corps who were unable to attend, and that he was very pleased to be able to present the certificate to them tonight.

Members congratulated the Sea Cadets on the receipt of their certificate.

Members also acknowledged the contribution of Pam Smith as Chief Executive of Burnley Council, as this was her last Council meeting before she would be taking up a new post with Stockport Council as their Chief Executive, and they also wished her well in her future endeavours.

The Mayor also indicated that the date of the next scheduled Full Council had been changed from 23rd August to 27th September 2017

15. Public Question Time

Mrs Pat Woolven addressed the Council under the Request to Speak Policy thanking the Council for closing Raglan Road at short notice due to a hole in the road.

16. Business Rates-Discretionary Scheme 2017/18

Councillors Howard Baker, Mohammed Ishtiaq, and Mark Payne left the room and did not take part in this item.

With reference to Minute 13 of the Executive (4th July 2017) consideration was given to a Business Rates Discretionary Scheme 2017/18.

RESOLVED

- (1) That the Discretionary Relief Scheme set out in Appendix 1 be approved; and
- (2) That the associated updates to the Council's Discretionary Rate Relief Policy (Appendix 3) be approved, subject to an amendment that any references to the Director of Resources be changed to the Council's Section 151 Officer.

17. Council Tax Support Scheme

With reference to Minute 12 of the Executive (4th July 2017) consideration was given to the Council Tax Support Scheme for 2018/19 and the implementation of any future changes from 2019/20.

RESOLVED

- (1) That the changes to the Council Tax Support Scheme with respect to backdated claims, as set out in paragraph 8, be approved;
- (2) That all other aspects of the Council Tax Support Scheme for 2018/19 be maintained; and
- (3) That the timelines for the continuing review of the scheme in time for implementation in 2019/20 be noted.

18. Final Outturn Position 2016/17

With reference to Minute 14 of the Executive (4th July 2017) consideration was given to the Council's revenue and capital accounts for 2016/17, and a revised 2017/18 capital budget after incorporating net carry forward commitments (slippage) from 2016/17.

RESOLVED

- (1) That the final position on the Council's revenue account for 2016/17 and the net overall surplus, compared with the revised budget of £377k as shown in the table in paragraph 8 which equates to approximately 2.5% of the net revenue budget, be approved;
- (2) That the transfers to/from Earmarked Reserves totalling a net £1.059m to reserves (see Appendix 2) be approved;
- (3) That the additional revenue budget carry forward requests from Heads of Service totalling £201k (an increase of £141k) from those previously approved in February 2017 (see Appendix 3) be approved;
- (4) That the final position on capital spending and financing of £6.790m for 2016/17 as shown in Appendices 4 & 5, which equates to 85% of the final resources position, be approved; and
- (5) That the revised capital budget for 2017/18 totalling £12.794m as outlined in Appendix 6, (including net carry forward of £0.727m) be approved

19. Annual Treasury Management Review 2016/17

With reference to Minute 15 of the Executive (4th July 2017) consideration was given to the Council's treasury management activity during 2016/17.

RESOLVED

That the annual treasury management activity for the year ended 31 March 2017 be noted.

20. Chief Executive Officer Appointment

Mick Cartledge and Lukman Patel left the room and did not take part in this item.

Consideration was given to arrangements for the appointment of a new Chief Executive.

RESOLVED

- (1) That the Appointment Committee's authority to conduct the recruitment within the financial parameters set out in this report be confirmed; and
- (2) That a budget of £20,000 be established for the cost of recruitment support and advertising as set out in the report.

21. Summary of Executive Urgency

Consideration was given to the urgent decisions made by the Executive regarding the implementation of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 from January 2016 To May 2017.

RESOLVED

That the report detailing urgent Executive decisions made from January 2016 to May 2017 be noted.

22. Constitutional Updates

Consideration was given to the changes made to Part 3 of the constitution by the Leader and to the delegation of the Head of Governance, Law, Property & Regulation as Monitoring Officer for Council functions regarding minor amendments.

RESOLVED

- (1) That the change made to Part 3 of the constitution by the Leader be noted, as follows;
 - (a) 25th May 2017 Additional delegation to the Head of Governance, Law, Property & Regulation regarding utilities (Appendix 1);
- (2) That the delegation of the Head of Governance, Law, Property & Regulation as Monitoring Officer regarding minor amendments to Council functions be added to and amended to the following;

“Appointed as the Council's Monitoring Officer with authority to make minor amendments to the Council's constitution, and also to make minor amendments to the Council's policies and procedures.”

23. Report from the Chair of Scrutiny

RESOLVED That the Cycle 1 report of the Scrutiny Chair be noted.

24. Strategic Plan Progress Reports

RESOLVED That the Strategic Plan Progress Reports of Executive Members be noted.

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Appointment of Chief Executive

REPORT TO FULL COUNCIL



DATE	06/09/2017
PORTFOLIO	Leader
REPORT AUTHOR	Vicky White, Strategic HR Consultant
TEL NO	01282 477124
EMAIL	vwhite@burnley.gov.uk

PURPOSE

1. To seek ratification of the recommendation from the Appointments Committee regarding the appointment of the Chief Executive/Head of Paid Service following the recruitment and selection process undertaken.

RECOMMENDATION

2. That the Council be asked to:
 - (i) Ratify the recommendation of the Appointments Committee that Mick Cartledge be selected for the position of Chief Executive and Head of Paid Service following the conclusion of the selection process on 24th August 2017;
 - (ii) That the appointment be confirmed and remunerated in accordance with the Council's approved salary level of £107,100 per annum; and
 - (iii) That delegated authority be given to the Leader in conjunction with the Head of People & Development to finalise the arrangements and confirm the start date for the Chief Executive.

REASONS FOR RECOMMENDATION

3. The reasons for the recommendations outlined within this report are as follows:
 - (i) To ensure the Council complies with the requirements of Section 4 of the Local Government and Housing Act 1989 to appoint a Head of Paid Services; and
 - (ii) To ensure that the appointment of the Chief Executive/Head of Paid Services is made on merit as prescribed in Section 7(2) of the Local Government and Housing Act 1989.

SUMMARY OF KEY POINTS

4. Members considered the recruitment to the position of the Chief Executive/Head of Paid Service at the meeting of Council on 12th July 2017 where the Appointments Committee were delegated to undertake the recruitment process in accordance with the Council's Constitution and to make recommendation of the selected candidate to Council.
5. North West Employers Organisation (NWEO) was engaged to provide professional assistance in the recruitment process to the Appointments Committee, alongside the Council's Proper Officer.
6. The post was advertised externally through relevant media and in addition the North West Employers Organisation publicised the vacancy through their networks with the authorities in the North West.
7. A total of 13 applications were received for the position and the Appointments Committee agreed on 18th July 2017 that 7 should be longlisted for the peer assessment, which formed the first stage of the recruitment and selection process on 25th July 2017.
8. The peer assessment was undertaken by the Chief Executive at Preston City Council and the Chief Executive of the NWEO and involved two separate one-hour interviews focusing on different aspects of the person specification, exploring candidates' experience and skills. The in depth interviews were designed to provide the Appointments Panel with more information to consider as part of their deliberations.
9. The Appointments Committee received feedback from the technical assessment at a meeting on 31st July 2017 and agreed that 5 candidates be shortlisted to progress to the Assessment Centre.
10. The Assessment Centre took place on 23rd August and involved a number of panels and exercises designed to test the suitability of candidates for the post. Local education and business leaders also participated in this process. The Assessment Centre was delivered by the NWEO in conjunction with the Council's People & Development Unit.
11. At the end of the day members of the Appointments Committee were provided with feedback from the Assessment Centre. 3 candidates progressed to the final interview stage.
12. The final interviews were held on Thursday 24th August 2017 and candidates were interviewed by the Appointments Committee. Each candidate was also required to give a presentation on a relevant topic prior to their interview. The Committee were advised by the Chief Executive of NWEO supported by the Council's Strategic HR Consultant.
13. Following the conclusion of the interview process the Appointments Committee considered the candidates and it was agreed that Mick Cartledge should be recommended for appointment on the agreed salary of £107,100.
14. Under the Local Authorities (Standing Orders) Regulations 1193 (SI No. 202) in relation to the appointment of the Head of Paid Service, all Executive members of the Council must be given an opportunity to object to the proposed recommendation for the

appointment. This has been undertaken and no objections have been received.

15. The Leader has therefore made a conditional offer of employment to Mick Cartledge subject to ratification by the Council.

16. It is intended that the Chief Executive will commence in the role with effect from 7th September 2017.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

17. The salary applicable to this position is within the budgeted salary range and therefore there are no additional financial implications.

POLICY IMPLICATIONS

18. Under the Council's Constitution (Part 4.8 – Officer Employment Procedure Rules) the full Council will approve the appointment of the Chief Executive/Head of Paid Service following the recommendation of the appointment by the Appointments Committee.

DETAILS OF CONSULTATION

19. Full Council approved the arrangements for the appointment of a new Chief Executive at its meeting on 12th July 2017. As detailed in paragraph 14 Executive Members have been provided with the opportunity to raise any objection to the proposed appointment.

BACKGROUND PAPERS

20. None.

FURTHER INFORMATION

PLEASE CONTACT:

**Vicky White, Strategic HR Consultant, Tel
01282 477124**

ALSO:

**Heather Brennan, Head of People &
Development, Tel 01282 477120**

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