

Minutes of the Somerset Drainage Boards Consortium Management Meeting held at Bradbury House, Market Street, Highbridge on Tuesday 28 November 2017 at 14.15 hrs
Chair: Mr Tony Bradford

1. Attendance and Apologies: as per register appended.

The Clerk clarified the status of the members in attendance.

Axe Brue voting representatives on the Management Committee: Jeff Fear, Ray Adlam, Alan Franks, Maurice Wall, Jim Lukins, Martin Watts, Charlie Ainge.

Parrett voting representatives on the Management Committee : Peter Maltby, Tony Bradford, Julian Taylor, Jessica Healey (as deputy for Brian Rowe)

Nominated non voting deputies in attendance: Noel Lukins, Pamela Thorne and Wendy Welland.

Board members in attendance as observers: Andrew Gilling and Colin Passmore.

2. The Chair confirmed that the meeting is a single item agenda to approve a reorganization and recruitment plan for the Boards.

3. Declarations of Interest – Andrew Gilling declared an interest from a family association with an Ashfords employee.

4. Members were provided with a copy of a document entitled Senior Officer Team options and proposals pages 1-9. Members were given time to read the document and to indicate when read.

Having considered the report, the Chair asked if there was support for option 4 in principle. This was accepted by the members but with the following comments by individual members.

- There is a much wider role for the Boards in the future
- Joint services with other authorities should be considered
- Option 4 seeks to allow expansion of the business
- Why was a recruitment agent not used in the recruitment
- The requirement for a Qualified Accountant may limit the candidates available.

Members were informed by the Committees advisor, Vega Sturgess that the approved plan would be subject to review by the Board's legal advisors, Ashfords, to ensure the procedures and proposals meet legal and good practice requirements.

Following a proposal by the Chair the meeting unanimously agreed to adopt Option 4 as the preferred reorganization and recruitment approach.

Vega Sturgess advised members that a formal system of monitoring and review should be in place to manage the probationary period of the new Chief Executive if none currently existed.

The meeting unanimously agreed that an appraisal and review committee should be formed to review the performance of the new Chief Executive during and after his probationary period. The Clerk undertook to arrange for a document to be developed that would allow the Boards and its Review Committee to manage the performance of the new Chief Executive.

Charlie Ainge (CA) strongly recommended that the role of the new CEO should be set out very clearly and that a template for the recruitment process should be in place. Marketing of the role should be national.

Following a call by the Chair, the meeting agreed unanimously that the title of the position was Chief Executive and no reference to other roles in the titles but in the job description.

The Clerk advised that benefits of a CEO with accountancy capabilities can be incorporated in the recruitment by the inclusion of that qualification or experience in the Essential or Desirable sections of the Person Specification.

Members agreed that the Deputy CEO post should remain as shown.

Vega Sturgess asked members if they believed that there might be a need to reduce budgets in the future and if so the revised structure needs to take that aspiration into account.

15.13 - Jessica Healey left the meeting.

The meeting was unsure as to the requirement for a qualified accountant in the organisation but advice would be obtained from Ashfords.

The meeting took the view that the Senior Management Team could be reduced to two full time equivalent officers following retirement of the current Finance Officer as part of efficiency measures.

The meeting moved on to consider the remuneration to be offered for the post.

Peter Maltby proposed and Jeff Fear seconded that “the salary remain as per the paper”. An amendment was proposed by Charlie Ainge and seconded by Julian Taylor that “the salary should be in the range £60 to £75k with the amount based on qualifications and experience.” For 8 Against 2. Amendment agreed.

The meeting then considered the budgetary implications and agreed that it was a matter for the individual Boards at their own meetings.

The meeting agreed that the post would be widely advertised including the Guardian website as well as previously. Vega to advise and CA will make enquiries and advise further.

The meeting agreed to delegate all further matters on recruitment to the sub group. Proposed Julian Taylor and seconded Jeff Fear. Adopted unanimously

Any variations that the Chair see as key will be referred back to the Committee as his discretion.

Peter Maltby expressed his thanks to Vega Sturgess for her work in preparing the document provided to the Committee.

Julian Taylor expressed his thanks for the work of the sub group (Tony Bradford, Peter Maltby, Jeff fear and Ray Adlam.)

The Chair closed the meeting at 15:44.

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CHAIR

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DATE