

Council

Wednesday, 17th May, 2023, 6.00 pm

Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

Supplementary Agenda

I am now able to enclose, for consideration at the above meeting of the Council, the following information:

- | | |
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| 5 Returning Officer's Report | (Pages 47 - 50) |
| To receive the report of the Returning Officer. | |
| 13 Protocol on creating Honorary Aldermen | (Pages 51 - 56) |
| To receive and consider the report of the Director of Governance and Monitoring Officer. | |
| 16 Changes to director structure | (Pages 57 - 62) |
| To receive and consider the report of the Chief Executive. | |

Chris Sinnott
Chief Executive

Electronic agendas sent to Members of the Council

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Report of	Meeting	Date
Chief Executive	Council	Wednesday, 17 May 2023

Returning Officer's Report

Is this report confidential?	No
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Is this decision key?	No
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Purpose of the Report

1. To report to full Council those people that were duly elected as councillors for the ward stated at the Borough elections on 4 May 2023.

Recommendations to Council

2. That the people elected as councillors for the wards stated at the Borough elections on 4 May 2023 be noted.

Corporate priorities

5. The report relates to the following corporate priorities:

An exemplary council	Thriving communities
A fair local economy that works for everyone	Good homes, green spaces, healthy places

Persons Elected

Ward	Councillor
Bamber Bridge East	Clare Hunter Emma Stevens
Bamber Bridge West	Paul Foster Caleb Tomlinson
Broad Oak	Harold Hancock Ange Turner
Broadfield	Matthew Tomlinson Kath Unsworth
Buckshaw and Worden	Pete Pillinger Wes Roberts
Charnock	Deborah Ashton Ian Watkinson

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Coupe Green and Gregson Lane	Mathew Forshaw James Gleeson
Earnshaw Bridge	Lou Jackson Colin Sharples
Farington East	Jacky Alty Paul Wharton-Hardman
Farington West	Karen Walton George Rear
Hoole	John Rainsbury Connor Watson
Howick and Priory	David Howarth James Lillis David Shaw
Leyland Central	Aniela Bylinski Gelder Haydn Williams
Longton and Hutton West	Julie Buttery Colin Coulton Will King
Lostock Hall	Peter Gabbott Lesley Pritchard Elaine Stringfellow
Middleforth	Will Adams James Flannery Keith Martin
Moss Side	Mary Green Michael Green
New Longton and Hutton East	Margaret Smith Phil Smith
Samlesbury and Walton	Jasmine Gleave Peter Mullineaux
Seven Stars	Jane Bell Matthew Farnworth
St Ambrose	Jo Hindle-Taylor Nicky Peet
Walton-le-Dale East	Hilary Bedford Chris Lomax
Walton-le-Dale West	Damian Bretherton Matt Campbell

Equality and diversity

6. There are no implications.

Risk

7. There are no implications.

Comments of the Statutory Finance Officer

8. There are no direct financial implications of this report.

Comments of the Monitoring Officer

9. There are no concerns with the report from a Monitoring Officer perspective.

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Background documents

There are no background papers to this report.

Report Author:	Email:	Telephone:	Date:
Coral Astbury (Democratic and Member Services Officer)	coral.astbury@southribble.gov.uk	01772 625308	9/05/23

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Report of	Meeting	Date
Director of Governance and Monitoring Officer (Introduced by Leader of the Council and Cabinet Member (Strategy and Reform))	Council	Wednesday, 17 May 2023

Protocol for Conferring the Title of Honorary Alderman

Is this report confidential?	No
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Is this decision key?	Not applicable
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Purpose of the Report

1. To consider and agree a protocol for the conferring of the title of Honorary Alderman on former Members of the Council who have, in the opinion of the Council, rendered eminent service.

Recommendations to Council

2. That the draft protocol on conferring the title of Honorary Alderman, as outlined at Appendix 1, be agreed.

Reasons for recommendations

5. To enable the Council to recognise former Members who have rendered eminent service to the Council by conferring the title of Honorary Alderman.

Other options considered and rejected

5. Not applicable.

Corporate priorities

5. The report relates to the following corporate priorities:

An exemplary council	Thriving communities
A fair local economy that works for everyone	Good homes, green spaces, healthy places

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Background to the report

6. At the last meeting of the Council a number of long service awards and tributes were paid to retiring Members.
7. Following this meeting informal discussions have taken place about appropriate ways in which to recognise the distinguished and valued service of former Members.
8. It was felt that the conferment of the title of Honorary Alderman would be an appropriate way to recognise exceptional service to the Council.
9. Section 249 of the Local Government Act 1972 allows the Council to confer the title of Honorary Alderman on:

"Persons who have, in the opinion of the Council, rendered eminent services to the Council as past members of that Council, but who are not then members of the Council."
10. There must be support for the nomination by not less than two-thirds of the Members voting at an Extraordinary Council meeting.
11. The suggested protocol to be used in considering and conferring the title of Honorary Alderman is outlined at Appendix 1 to this report.

Climate change and air quality

12. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

Equality and diversity

13. There are no equality and diversity implications arising from this report.

Risk

14. There are no risks identified as a result of this report.

Comments of the Statutory Finance Officer

15. There are no direct financial implications arising from this report.

Comments of the Monitoring Officer

16. There are no concerns with the report from a legal perspective.

Background documents

There are no background papers to this report.

Appendices

Appendix 1 – Draft Protocol for Conferring the Title of Honorary Alderman

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Report Author:	Email:	Telephone:	Date:
Darren Cranshaw (Head of Democratic Services)	darren.cranshaw@southribble.gov.uk	01772 625512	25/04/2023

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Introduction

1. In accordance with the provisions of Section 249 of the Local Government Act 1972, the Council may confer the title of Honorary Alderman on:

"Persons who have, in the opinion of the Council, rendered eminent services to the Council as past members of that Council, but who are not then members of the Council."

2. The position of Honorary Alderman is non-political. There must be support for the nomination by not less than two-thirds of the Members voting at an Extraordinary Council meeting.
3. Nominations for Honorary Aldermen can be made by any serving Member of the Council setting out the reasons for nomination and will usually be considered following each four-year council term.
4. Nominations will be considered by a Civic Task Group made up of the Mayor and the leaders of each of the groups on the council. The Civic Task Group would be chaired by the Leader of the Council.

Qualification Criteria

5. The following criteria should be applied when considering nominations for an individual to be made an Honorary Alderman:
 - Significant contribution to public life
 - Rendered eminent service to the Council
 - A former Member should have and served a minimum of 16 years' service on the Council, which does not have to be consecutive.
 - Is no longer seeking election to the Council
6. No person who meets the above qualification criteria will automatically become an Honorary Alderman. A nomination must be submitted for the Civic Task Group to consider the request.

Nomination and Enrolment

7. Each nomination considered by the Civic Task Group shall be made in consultation with the Council's Chief Executive.

8. Upon determination of any nomination for Honorary Alderman the Civic Task Group shall ask the Chief Executive to convene an Extraordinary Council meeting to formally agree the appointment and hold a formal conferment ceremony.
9. The Extraordinary Council meeting and conferment ceremony will be a formal Civic occasion.

Rights of an Honorary Alderman

10. An Honorary Alderman shall be entitled to the following privileges:
 - a) To enjoy the courtesy title of Honorary Alderman and to be addressed as such;
 - b) To receive a certificate and badge of office to wear on civic and ceremonial occasions;
 - c) To be named as an Honorary Alderman on a roll of honour at the Civic Centre and on the Council's website;
 - d) To attend, as an observer, meetings of the Council for which a seat will be reserved;
 - e) To attend civic and Mayoral events by invitation and to which Members of the Council are invited, and at the discretion of the Council; and
 - f) To walk in civic processions, as invited by the Council, in precedence and length of service on the Council
11. There is no entitlement to any allowances as an Honorary Alderman.
12. Honorary Aldermen shall not have the right to influence meetings of the Council or its Committees nor have any voting rights whatsoever.

Withdrawal of the Title

13. The title of Honorary Alderman may be removed and privileges may be withdrawn at any time if the behaviour of an individual may affect the reputation of the Council.
14. The removal must be agreed by two thirds of the Council on the recommendation of the Chief Executive. It is not necessary to convene an Extraordinary Council meeting for withdrawal of the title.

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Report of	Meeting	Date
Chief Executive (Introduced by Leader of the Council and Cabinet Member (Strategy and Reform))	Council	Wednesday, 17 May 2023

Changes to director structure

Is this report confidential?	No
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Is this decision key?	Not applicable
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Purpose of the Report

1. To present proposals for changes to the director structure to ensure it remains fit for purpose.

Recommendations to Council

2. To approve the proposed changes to the director structure for consultation in line with the council's Change Policy.

Reasons for recommendations

3. The changes proposed will ensure that the director structure remains fit for purpose.

Other options considered and rejected

4. To leave the director structure unchanged, which would not reflect the increased capacity at Head of Service tier nor provide a more streamlined director structure.

Corporate priorities

5. The report relates to the following corporate priorities:

An exemplary council	Thriving communities
A fair local economy that works for everyone	Good homes, green spaces, healthy places

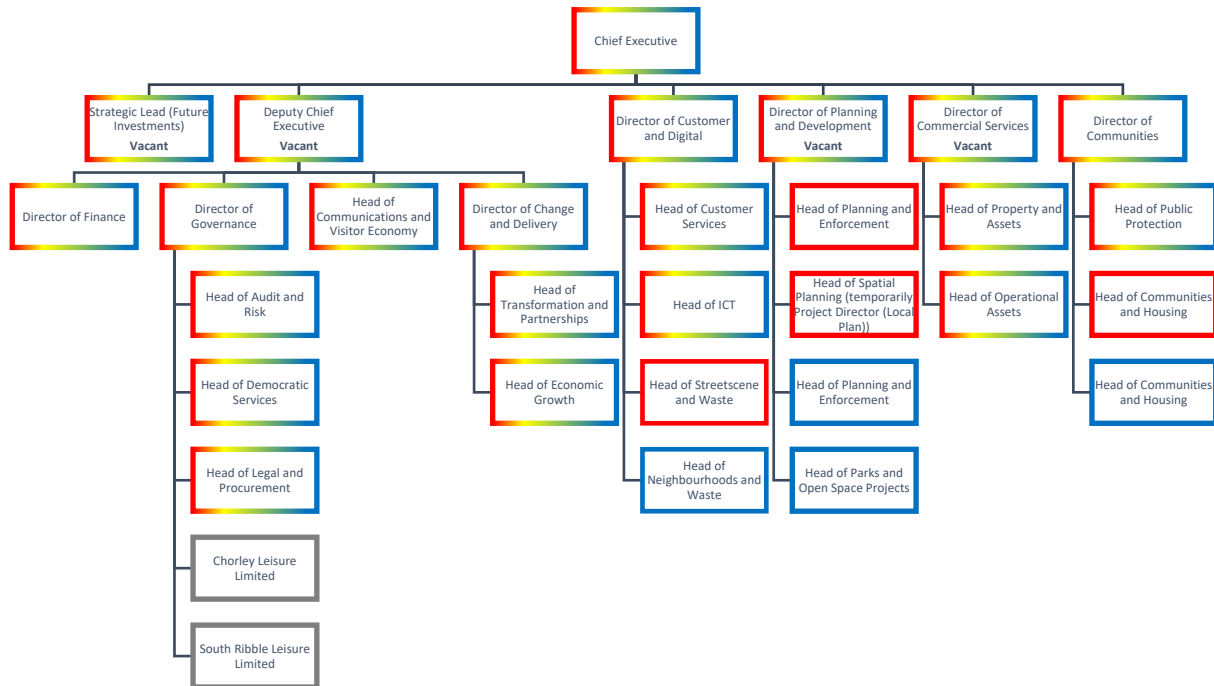
Background to the report

6. A review of management capacity was undertaken last year. That review focused on ensuring there was consistent structure of Heads of Service that supports the delivery

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of the council's priorities and services. The posts created in that structure have now been filled and new postholders have commenced in post over recent months.

7. The director structure has vacancies, with temporary arrangements in place to manage services including the use of interim posts. It is an appropriate time to review those vacant posts and consider how they should be replaced or filled.
8. The current Leadership Team is set out below.



9. Including vacant posts, there are:
 - 1 x Chief Executive (shared)
 - 1 x Deputy Chief Executive (shared)
 - 1 x Strategic Lead (shared)
 - 7 x Directors (Shared)
 - 19 x Heads of Service (11 x shared, 4 x Chorley, 4 x South Ribble)
10. The following posts are vacant:
 - Deputy Chief Executive
 - Strategic Lead (Future Investments)
 - Director (Commercial Services)
 - Director (Planning and Development)

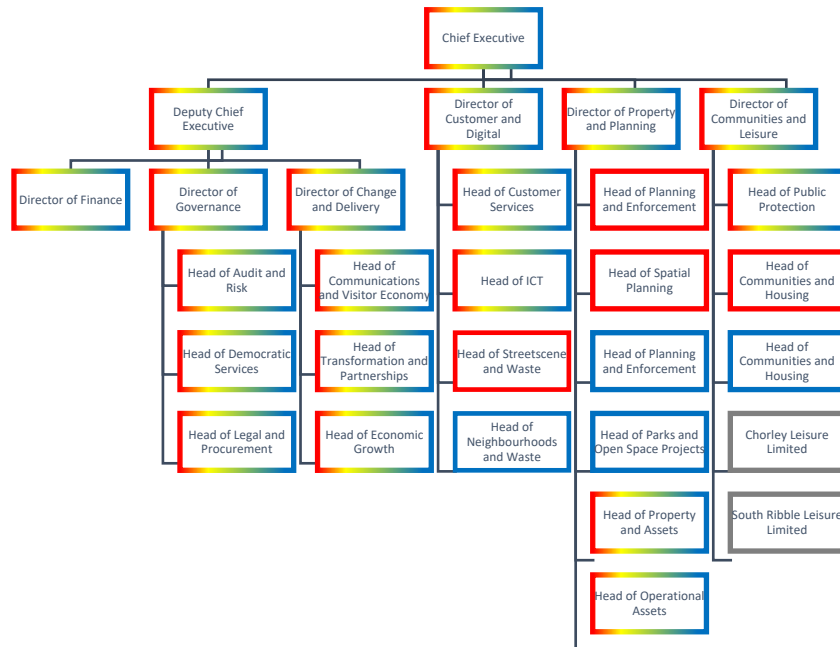
Proposed changes

11. In considering potential changes to the director management structure, the following considerations have been made:
 - As most of the Leadership Team is shared, the two councils have invested in increasing management capacity over the past year, particularly with the creation of additional heads of service.
 - The council is projecting a budget gap within the Medium Term Financial Strategy and so should consider the potential to secure savings, while also ensuring there is sufficient capacity to manage the organisation and deliver the council's priorities

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- There has been significant change in the officer management structure in the last year, with a change of Chief Executive and a number of senior managers leaving, and so options should consider a balance between gaining stability and benefits of change

12. The proposed structure is set out below:



13. The following posts would be deleted:

- Director of Planning and Development (post vacant)
- Director of Commercial Services (post vacant)
- Strategic Lead (Future Investments) (post vacant)

14. The following posts will be created:

- Director of Property and Planning

15. There would also be some changes to the service responsibilities for some of the existing director posts. The Director of Change and Delivery would take up responsibility for Communications and Visitor Economy and the Director of Communities would be redesignated as the Director of Communities and Leisure and take up responsibility for the wholly-owned leisure company.

16. The Deputy Chief Executive position is currently vacant. To secure additional senior capacity as quickly as possible while the new director post is filled and the new heads of service become embedded, that post will be filled on an interim basis.

Considerations

Salaries

17. The current salaries of the directors are inconsistent. The salary of the Director posts will be £83,275 with two exceptions where there are market supplements in place. The total salary (including market supplement) for the Director of Finance is £85,050 and £93,275 for the Director of Customer and Digital.

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Wholly Owned Leisure Company

18. The Director of Communities and Leisure will be the Managing Director for the wholly owned leisure company. On a day to day basis, this change should better align the services that work towards improvement health and wellbeing of residents. However, consideration needs to be given around the separation of roles between the council and the leisure company in managing the leisure company. To ensure this is clear, the Head of Communities and Housing will continue as the client-side officer, supported as needed by the Deputy Chief Executive.

Capacity for major projects

19. Last year, the council established a new post of Strategic Lead for Future Investments. That post became vacant at the beginning of 2023. Since then, arrangements have been made to provide capacity and skills in managing major projects. This is provided through the two new Head of Service posts in Commercial Services, and in a six month contract with a third party supplier to provide support for current and developing major projects. This contract will be reviewed to assess its impact over the coming months with longer term arrangements then put in place.

Budgetary impact

20. Based on the budgeted salary, which include assumptions around pay awards, the saving for the council is £105k.
21. The posts are shared on a 50:50 basis, which will remain unchanged.

Consultation

22. As the posts that are deleted are vacant, there are no redundancies expected as part of the proposed changes. However, as the proposals do make changes to posts and the management structure, the council's Change Policy will be followed.
23. If the proposals in this report are approved, there will be a period of consultation. The feedback received will inform any changes that may be required to the proposed structure. Following consultation, the final structure will be agreed by the Leader.

Climate change and air quality

24. The work noted in this report has an overall neutral impact on the Council's Carbon emissions and the wider Climate Emergency and sustainability targets of the Council.

Equality and diversity

25. An impact assessment has been undertaken on the proposals and no potential adverse impact has been identified. The council's change policy and recruitment policies will be followed through the process.

Risk

26. The risks and considerations associated with making changes to the council's director structure have been set out through the report.

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Comments of the Statutory Finance Officer

27. The overall financial impact of the proposed changes above is a saving of approximately £105,000.

Comments of the Monitoring Officer

28. There are no concerns with the report from a legal point of view. The council's Change Policy will be followed and appropriate consultation will take place.

Background documents

There are no background papers to this report.

Report Author:	Email:	Telephone:	Date:
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