

MINUTE

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**Special Shetland Islands Council
Council Chamber, Town Hall, Lerwick
Tuesday 14 June 2011 at 10.00am**

Present:

J G Simpson	L Angus
L F Baisley	J Budge
A T J Cooper	A T Doull
E L Fullerton	F B Grains
I J Hawkins	R S Henderson
J H Henry	A J Hughson
W H Manson	C H J Miller
R C Nickerson	G Robinson
C L Smith	J W G Wills
A S Wishart	

Apologies:

A J Cluness	A G L Duncan
F A Robertson	

In attendance (Officers):

A Buchan, Chief Executive
D Bell, Human Resources Manager
J Watt, Human Resources Adviser
L Gair, Committee Officer
L Adamson, Committee Officer

Also:

R Docherty, HR Specialist
K Yates, Consultant

Chairperson

In the absence of the Convener, Mr J Simpson, Leader of the Council, presided.

Circular

The circular calling the meeting was held as read.

Declarations of Interest

None

Mr Simpson moved that in order to avoid the disclosure of exempt information, the Council resolve to exclude the public in terms of the relevant legislation during consideration of the following item of business. Mr Smith seconded.

Dr Wills moved as an amendment, that the discussion be held in public. However this did not receive a seconder.

(Representatives of the media left the meeting).

Management Restructuring

A report by the Chief Executive presented the recommendations to reshape the management structure of the Council.

The Chief Executive introduced the report and the appendices.

During a lengthy discussion, clarification was given on a number of points raised by Members.

Mr Angus moved that the Council approve the recommendations in the report. Mr Wishart seconded.

Dr Wills said he was generally in support of the proposals in the report, however he moved as an amendment that:

- In Recommendation 9.8, the recruitment process should include a plain English test,
- The recruitment of Directors should be open to external candidates, but this should not delay the process in anyway,
- Consideration be given to a full-time depute for the Chief Executive, and
- Consideration be given to appoint a Head of Finance

Mr Robinson seconded.

(Mrs Miller, Mrs Fullerton and Mr Nickerson gave notice of further amendments).

In response to a suggestion from Mr Nickerson, officers confirmed that under the new Governance Arrangements the Executive Committee has authority to act as or appoint an Appointments Panel of no more than 9 Members.

(Mr Nickerson withdrew his notice of a further amendment).

After hearing advice from Ms Docherty, Dr Wills advised that he withdrew from his amendment the need to appoint a Head of Finance. This received the consent of his seconder.

After summing up, voting took place by a show of hands and the result was as follows:

Amendment (Dr Wills)	4
Motion (Mr Angus)	15

Mrs Miller moved as an amendment that Recommendation 9.3 be changed to read, "Establish five Director posts and an Executive Manager post reporting directly to myself. The five Directors will become the Strategic Management Team along with the Chief Executive and an external non Executive Director to ensure that the team has wider experience and challenge".

In receiving the consent of his seconder, Mr Angus agreed to include Mrs Miller's amendment into his motion.

Mrs Fullerton moved as an amendment, that the Appointments Panel should include the Leader and the four Chairs of the functional Committees, or the Vice-

Chairs as substitutes, and also two other Members appointed by the Council. She also asked that a plain English test should be part of the appointments process.

This did not receive a seconder.

The Council proceeded to appoint the Members to the Appointments Panel and to determine the dates for the interview process.

DECISION:

The Council RESOLVED that:

- There should be five services: Children's, Community Care, Corporate, Development and Infrastructure and their responsibilities be as set out in the report.
- Senior Management in the Council should be streamlined by moving from the existing arrangement of Executive Directors, Assistant Chief Executive, Heads of Service and Service Managers to just two tiers: Directors and Managers.
- Establish five Director posts and an Executive Manager post reporting directly to the Chief Executive. The 5 Directors will become the Strategic Management team along with the Chief Executive and an external non Executive Director to ensure that the team has wider experience and challenge.
- Agree that the grade for Directors and the Executive Manager will be recommended by the external adviser taking cognisance of benchmarking with other Councils and organisations and that this will be reported to the Appointments Panel.
- Appoint members to include the Leader, to the Appointments Panel for the Director appointments.
- Agree the timetable for the Assessment centre and Appointment Panel interviews. Involve NHS Shetland in the appointment of the Director of Community Care.
- Delegate the process to sign off the structure and content of Manager posts to the Chief Executive in consultation with the Directors when appointed but within the savings identified in the report.
- Request that the HR Manager prepares a proposal for the effective leadership training of all managers taking account of the results of the Assessment Centre and in line with the improvement plan.
- Note the Consultations that have taken place since 17 May and that the comments from 41 managers, councillors and trade unions have helped refine the recommendations in the appended report by Keith Yates.
- Recognise that the Management Structure in itself is just one strand of creating a flexible, collaborative and customer focused organisation and

agree that an early action of the Council should be to adopt a set of values for the Council as corporate organisation.

- Approve the designation of the new North Ness offices as the core headquarters base for the staff of SIC as a whole including the central activities of Children's, Community Care, some parts of Corporate and Chief Executive's Services and to release existing Council premises scattered through Lerwick.
- Commission work with NHS Shetland to develop proposals for the closer integration of Community Care and Community Health Services.

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Chair