



Civic Centre,
Arnot Hill Park,
Arnold,
Nottinghamshire,
NG5 6LU

Agenda

Appointments and Conditions of Service Committee

Date: **Wednesday 23 May 2018**

Time: **4.00 pm**

Place: **Committee Room - Civic Centre**

For any further information please contact:

Alec Dubberley

Service Manager, Democratic Services

0115 9013906

Appointments and Conditions of Service Committee

Membership

Chair Councillor John Clarke

Vice-Chair Councillor Michael Payne

Councillor Michael Adams
Councillor Chris Barnfather
Councillor Bob Collis
Councillor Marje Paling
Councillor Colin Powell

AGENDA

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- 2 To approve, as a correct record, the minutes of the meeting held on 19 December 2017.** 5 - 6
- 3 Declaration of Interests.**
- 4 Commencement of process, post of Chief Executive** 7 - 16

Report of the Chief Executive and Director of Organisational Development and Democratic Services.
- 5 Returning Officer Fee for Local and Parish Elections** 17 - 22

Report of the Service Manager Democratic Services.
- 6 Any other item which the Chair considers urgent.**

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MINUTES APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

Tuesday 19 December 2017

Councillor John Clarke (Chair)

Councillor Michael Payne	Councillor Marje Paling
Councillor Chris Barnfather	Councillor Colin Powell
Councillor Bob Collis	

Apologies for absence: Councillor Michael Adams

Officers in Attendance: D Archer, L Parnell and J Robinson

7 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Adams.

8 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 15 SEPTEMBER 2017.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record.

9 DECLARATION OF INTERESTS.

None.

10 PAY POLICY STATEMENT

The Service Manager, Organisational Development, presented a report, which had been circulated prior to the meeting, seeking approval of the proposed Pay Policy Statement and method of implementation and referral to Council for adoption and publication.

RESOLVED to:

1. Approve the Pay Policy Statement and method of implementation subject the an amendment to paragraph 4.1.2 to read “The pay scale for the Chief Executive was last **formally** reviewed in August 2011”; and
2. Recommend its referral to, and adoption by, Council for subsequent publication on the Council’s website.

11 MECHANISM TO BETTER INFORM POLICY DEVELOPMENT

The Chief Executive presented the report, which had been circulated prior to the meeting, seeking Members' views about establishing a mechanism to enable committee to better inform policy development.

RESOLVED to:

1. Consult the Appointment and Conditions of Service Committee, for in principle agreement, on draft policies prior to consultation at the Joint Consultative and Safety Committee.

12 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

13 EXCLUSION OF THE PRESS AND PUBLIC.

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

14 STAND-BY AND CALL OUT POLICY REVIEW

The Chief Executive presented a report, which had been circulated prior to the meeting, reporting feedback from the Joint Consultative and Safety Committee in order to inform the decisions of this committee in respect to implementation of the change to policy.

RESOLVED to:

1. Adopt the revised Stand-by and Call Out Policy.
2. Confirm the implementation date of these new arrangements to be with immediate effect

The meeting finished at 4.55 pm

Signed by Chair:
Date:



Report to Appointments and Conditions of Service Committee

Subject: Commencement of process, post of Chief Executive
Date: 23 May 2018
Author: Chief Executive
Director of Organisational Development & Democratic Services

1. Purpose of the Report

- 1.1 To set out the process to recruit to the post of Chief Executive and ask committee to approve:
- What recruitment process is to be applied (a full external process or some other means)
 - The supporting documents to be used for selection purposes (the job description and person specification to be applied to the post)
 - The salary range to be applied to the post at advertisement
 - The timetable to be applied and, within the bounds of the Council Constitution, the role of the Committee and of officers in the recruitment and selection process.

2. Background

- 2.1 Members are aware that John Robinson has given notice of resignation from the post of Chief Executive to take up a new position as Chief Executive of Newark & Sherwood District Council. His last day in office will be Sunday 22 July 2018 and last day in work will be Friday 6 July 2018.

3. Proposals

- 3.1 The Standing Orders relating to Staff contained in the Constitution set out the process for the recruitment of the Chief Executive and Head of Paid Service. They require the Council to "...draw up a statement specifying the duties of the officer concerned, any qualifications or qualities to be sought in the person to be appointed... and to make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it..."

- 3.2 The Committee is therefore asked to consider what recruitment process is to be applied (a full external process or some other means). Unless there is good reason not to open a vacant post to external competition, it would be normal practice to advertise any vacant post openly.
- 3.3 There are no particular reasons that officers would draw to Members' attention to indicate why the post should not be openly and externally advertised. It is therefore proposed that the post of Chief Executive is externally advertised and that an external recruitment agency is commissioned to carry out this exercise. The cost of recruitment and selection will be met from vacancy savings against this post.
- 3.4 The Council, through this committee also needs to approve the job description and person specification to be used as "core documents" for the recruitment and selection processes for this post. A copy of these documents is attached at Appendix 1 for comment and approval by the Committee.
- 3.5 The Appointments and Conditions of Service Committee has powers, "To approve any proposals from the Chief Executive for any changes to salary levels (including ranges of salaries) for the Chief Executive and Chief Officers."
- 3.6 The table below shows current or recent pay for local district Chief Executives.
- 3.7 Excluding our own Chief Executive's pay, the median for the districts based on the figures shown is £107,941 and the mean average is £110,032.
- 3.8 Although the market has not been tested by attempted recruitment, Gedling BC Chief Executive's pay is below local market rates.
- 3.9 The options available include retaining pay at its current level and market testing or increasing pay more in line with local market rates.
- 3.10 The difficulty with the former strategy is twofold; firstly that each cycle of recruitment carries a cost in terms of time and money and so if we fail to attract then there will be financial consequence and secondly there will also be reputational issues associated with "getting it wrong" when going to the market.
- 3.11 Adopting the latter strategy carries a risk of over-paying if there are a number of candidates who are looking to progress their career. However, soft market testing would suggest that the national candidate pool for district council Chief Executive jobs may not be strong.
- 3.12 On balance, it is proposed that the Committee should consider increasing the Chief Executive's salary when the post is advertised. As a

suggestion, the Committee is invited to consider applying a salary range comprising three points of £108,000 - £110,000 - £112,000. This grading would seem to be attractive within the local market and would represent an increase of around 9.5% increase at the top of grade.

	Actual data at 30/11/17	Stated or derived data from 2017/18 Pay Policy Statements (* updated figure since issue of statement)					
	Gedling BC	Ashfield DC	Bassetlaw DC	Broxtowe BC	Mansfield DC	Newark & Sh DC	Rushcliffe BC (Old PPS 2016/17)
Chief Exec Salary (exc allowances etc)Top of grade.	£102,316	£106,600*	£103,938	£107,882*	£108,000*	£115,770	£118,000

3.13 The timetable below sets out indicative arrangements for recruitment but may be subject to minor variation as the process unfolds.

- Mid May** ACSC meets to consider the content of this report.
- Late May** External consultancy support engaged.
- End of May** Post advertised.
- End of July** Long list of candidates identified and sifted by consultants to recommend short list.
- Mid August** Short list of candidates recommended by consultants. Leader, Deputy Leader and Leader of the Opposition to determine final shortlist candidates to participate in an assessment process followed by final interview.
- End August** ACSC interviews and make recommendation for appointment to Council.
- September** Council considers recommendation and confirms appointment of successful candidate.
- November** Successful candidate takes up post.

3.14 In addition to the process to recruit to the post of Chief Executive, interim arrangements will need to be in place to ensure the smooth running of the organisation. A report will be presented to Council in due course to

seek approval for appropriate interim arrangements.

4. Recommendation

It is recommended that the Committee:

- 4.1 Agrees that the post of Chief Executive be filled through open and external competitive process.
- 4.2 Confirms the job description and person specification to be used for the purposes of selection.
- 4.3 Reviews the salary of the post of Chief Executive and applies a new three-point incremental scale of £108,000 - £110,000 - £112,000 from the point of selection of a new Chief Executive.
- 4.4 Endorses the indicative timetable of events to be applied to this recruitment and selection process.

5. Appendices

- 5.1 Appendix 1: Draft job description and person specification for the post of Chief Executive.

Job description and person specification for the post of Chief Executive

CHIEF EXECUTIVE

EXE01

SALARY

Local Band

LOCATION

Civic Centre

RESPONSIBLE TO

Full Council

RESPONSIBLE FOR

All employees, as Head of Paid Service

JOB PURPOSE

To lead and manage the Council towards achieving the highest standards of Service and performance.

To enhance the democratic processes, providing appropriate support and resources to enable all Elected Members to effectively carry out their role.

To manage the interface between Elected Members and Senior Officers, maintaining the essential Member/ Officer partnerships and processes, including a positive and respectful relationship between Members and Officers.

To develop and support partnership working at local, regional and national level, securing improvements to services and quality of life to residents of the Borough.

MAIN DUTIES

1. Management

- 1.i To act as the Council's Head of Paid Service.
- 1.ii To secure improvements to services through the performance management framework. Allocating and redirecting resources as necessary to achieve improvements.
- 1.iii To lead and develop effective people management strategies, including learning and development to achieve the Council's vision and priorities.
- 1.iv To manage and guide the members of Senior Leadership Team (SLT), agreeing personal and service targets with them and supporting them through mentoring, training and development.

1.v To ensure that there are systems for, and a culture of effective performance management across the Council.

1.vi To ensure that the Council has in place, and adheres to appropriate governance and regulatory systems and controls that are modern, flexible, fit for purpose and proportionate.

2. Partnership and External Bodies

2.i To identify and provide resources to support partnerships ensuring that benefits are gained within the Borough.

2.ii To promote and represent the interests of the Borough and the Council at external events and meetings, including Civic duties.

2.iii To be the Council's representative in strategic partnerships. Ensuring delivery and review of the Council's elements of contribution to the community plan. Supporting the partnerships in their visions for the Borough and directing council resources where appropriate.

3. Policy Development

3.i To assist and support Elected Members in identifying their vision and priorities for the Borough.

3.ii To lead, develop and guide policy formulation throughout all services, to deliver the vision and priorities.

3.iii To identify and respond to trends and changing needs within the Borough, developing and reviewing policies to address these.

4. Democratic Processes

4.i To act as the Council's Electoral Registration Officer and Returning Officer. Ensuring the effective implementation of any elections as required.

4.ii To advise Political Group Leaders on any matters relevant to the Council's functions.

4.iii To support and develop the roles of all Elected Members including Cabinet, Scrutiny, Standards and other Committees and advise on decision making and policy development in a way consistent with the standards of corporate governance and legal administration.

5. Leadership

- 5.i To lead the Council's Senior Leadership Team, providing clear strategic direction to secure a corporate and co-ordinated approach.
- 5.ii To role model the Council's values and employment standards.
- 5.iii To provide strong visible leadership to support a corporate culture which aims for continuous service improvement and which recognises achievement and good practice.

6. Emergency Planning

- 6.i To lead the Council in the event of an emergency

7. Diversity

- 7.i To value diversity and ensure that the Council provides full and equal access for all people to its services and employment opportunities.

This post is formally designated as politically restricted within the meaning of the Local Government and Housing Act 1989.

The above is not intended to be a full definition of the duties or conditions of service relating to the post and is given only as an indication of the principal duties and conditions relevant at this time.

Revised April 18

PERSON SPECIFICATION FOR POST OF CHIEF EXECUTIVE

DATE: APRIL 2018

QUALIFICATIONS/KNOWLEDGE	MEASUREMENT			
	A	I	T	D
Educated to degree level or equivalent	✓			✓
Sound understanding of local government finance and governance	✓	✓	✓	
Leadership/management qualification	✓			✓
Evidence of continuous professional and leadership development	✓	✓		✓
Comprehensive understanding of the role of local government and public sector reform	✓	✓	✓	
Sophisticated understanding of key equalities issues and how to address these	✓	✓	✓	
EXPERIENCE	MEASUREMENT			
	A	I	T	D
Successful track record as a senior officer in a relevant organisation	✓	✓	✓	
Evidence of the management of a range of substantial services	✓	✓		
Proven track record of leading organisational change	✓	✓	✓	
Able to demonstrate consistent achievement over a number of years and over a range of services, of delivering public service improvements and reduced costs	✓	✓	✓	
Evidence of implementing new models of public service delivery	✓	✓	✓	
Evidence of identifying, developing and delivering opportunities for commercial development	✓	✓	✓	
Ability to lead a broad cross-section of staff and partners at all levels	✓	✓	✓	
Evidence of a personal leadership contribution to creating a more commercial and entrepreneurial culture within a public sector organisation	✓	✓	✓	

Strong track record of building excellent working relationships across the public, private and voluntary sectors		✓	✓	✓	
SKILLS AND PERSONAL ATTRIBUTES		MEASUREMENT			
		A	I	T	D
• Commands confidence and credibility at the highest levels			✓	✓	
• Ability to empower and motivate individuals and multi-disciplinary teams		✓	✓	✓	
• A corporate player; role models loyalty, integrity and a collaborative approach		✓	✓	✓	
• Able to solve complex and sensitive problems and produce practical and imaginative solutions		✓	✓	✓	
• Politically astute and highly skilled in managing relationships with elected members		✓	✓	✓	
• Demonstrable ability to work within a challenging and complex environment		✓	✓	✓	
• Excellent communicator, including strong negotiation and influencing skills		✓	✓	✓	
• Skilled at initiating, developing and maintaining partnerships/networks		✓	✓	✓	
• Proven skills of effective conflict management		✓	✓	✓	
• Performance focused, able to plan and co-ordinate resources to meet deadlines and objectives		✓	✓	✓	
• Ability to think strategically and to produce and deliver strategies and action plans		✓	✓	✓	
• Meets the standards of the Gedling Employee, Manager and Leader			✓	✓	
• Ability and willingness to travel inside and outside the Council area as required		✓			
• Ability and willingness to work evenings and weekends		✓			
A – Application	I – Interview	T – Test	D – Documentary Evidence		

Revised April 18



Report to Appointments and Conditions of Service Committee

Subject: Returning Officer Fee for Local and Parish Elections

Date: 17 May 2018

Author: Service Manager Democratic Services

1. Purpose of the Report

To set the level of fee for the position of Returning Officer for local and parish elections.

2. Background

The Returning Officer is a separate statutory function from that of the Head of Paid Service and is a different legal entity from that of the Council. The same person does not necessarily undertake both the roles. Gedling Borough Council has appointed the Chief Executive to the role of Returning Officer.

In respect of parliamentary elections and other national polls the fees are set by Government while fees for local elections are set locally by Councils responsible for the election.

Under the Council's scheme of delegation, although the Chief Executive has delegated authority for a wide range of matters under the Representation of People Acts for electoral functions, the delegation does not refer to the specific section of the 1983 Act for approving fees for the role of Returning Officer. The Act does, however, make clear that the Returning Officer has power to set the level of payments for staff he employs to assist on the discharge of his function for example poll clerks and presiding officers for polling stations and any deputies he may wish to appoint.

3. Proposal

In February 2018 Election Managers from across Nottinghamshire met to review the fees as this had not been done since August 2012 (although a small increase

to the rate of pay for poll clerks was agreed in 2017 to recognise changes to the minimum wage).

The meeting agreed that it was not appropriate to impose blanket increases to fees due to continuing pressures on public finances. A targeted approach was therefore agreed to recognise the increasing complexity associated with some job roles (particularly postal vote opening procedures) and to recognise that some rates of pay had fallen out of step with the minimum wage.

The changes agreed are:

- Increase the Poll Clerk fee to £128 (£8 per hour) from £115
- Increase the Presiding Officer fee to £208 (£13 per hour) from £195
- Increase the Poll Station Inspector fee to £208 (£13 per hour) from £195
- Increase the Postal Vote Opening Assistant fee to £9.05 per hour from £7.90 per hour
- Increase the Postal Vote Opening Supervisor fee to £11.60 per hour from £10.50 per hour

For simplicity all Nottinghamshire councils are in the process of agreeing a scale of fees for all job roles associated with delivery of local elections. This ensures a consistent approach to staffing arrangements and avoids staff choosing to work for alternative districts that may offer a more attractive rate of pay rather than the one closest to them. The new scale of fees is attached at Appendix One. Appendix two contains the agreed fees for Parish Council elections. It is recommended that Gedling Borough Council adopts the Nottinghamshire schemes.

4. Resource Implications

There are no direct resource implications arising from this report as payments to the Returning Officer are managed from existing budgets. The Council does have a statutory duty to resource the post of Returning Officer and must provide sufficient resources for him to fulfil his duties.

5. Recommendation

The Appointments and Conditions of Service Committee is asked to

- 1) Approve the level of fees associated with the post of Returning Officer for local elections and parish elections as detailed in Appendix One;
- 2) Note the scale of fees for all roles other than that of Returning Officer; and
- 3) Note that the Returning Officer's fees for parliamentary elections and other national polls are set nationally.

Nottinghamshire Scale of Elections Fees for Local Elections

Nottinghamshire Election Officers Group – February 2018

This new scale of fees updates and clarifies existing fees agreed in February 2018, these fees are effective from 1st May 2018.

Polling Station Staff Fees

Fee	Scale
Presiding Officer Add 20% for 1 st additional combined election and 10% for each combination thereafter	£208*
Poll Clerk Add 20% for 1 st additional combined election and 10% for each combination thereafter	£128*
Polling Station Inspector	£208*
Training fee	£40*
Delivery of training, fee per session	£150

*These fees do not include travelling expenses, which are at the discretion of the Returning Officer. Councils may use casual user mileage rates as laid down by the N.J.C. 45 pence per mile (private vehicle) and 24 pence per mile (motor cycle) or 20 pence per mile (bicycle).

Count Staff Fees

Fee	Scale Daytime	Scale Evening/Overnight
Deputy Returning Officer, for conducting the count and preparing or declaring the result, per hour	£25*	
Count Supervisor per hour	£15*	£22.50*
Count Assistant per hour	£12.50*	£18.75*

Payment of additional fees for working overnight, to reflect unsociable hours, is at the discretion of the Returning Officer.

*These fees do not include travelling expenses, which are at the discretion of the Returning Officer. Councils may use casual user mileage rates as laid down by the N.J.C. 45 pence per mile (private vehicle) and 24 pence per mile (motor cycle) or 20 pence per mile (bicycle).

Postal Voting Staff Fees

Fees for issue or receipt of Postal Votes	Scale
Postal Voting Supervisor per hour	£11.60
Postal Voting Assistant per hour	£9.05

Returning Officer Fees

Fee	Scale
Returning Officers Fee for the 1 st 1000 local electors within each ward for which an election is held	£102
Returning Officers Fee for each additional 1000 electors or part thereof per ward	£34
Returning Officers Fee for an uncontested Election	£41.50
Returning Officers Clerical Fee per 1000 electors	£8.40
Returning Officers Fee for Postal Voting (Issue and Receipt)	£165

Deputy Returning Officer and other Fees

Fee	Scale
Deputy Returning Officers Fee or Acting Deputy Returning Officer's Fee (excluding count)	£160
General Clerical Staffing per 100 electors	£8.10
Poll Card Hand Delivery per poll card	15p

Notes

Additional fees may be paid to cover the actual and necessary costs incurred by the Returning Officer for all purposes including clerical assistance, in connection with the Election not already included in this scale.

Payment for use of personal mobiles phones to any staff member is at the discretion of the Returning Officer.

Nottinghamshire Scale of Elections Fees for Parish Elections

Nottinghamshire Election Officers Group – February 2018

This new scale of fees updates and clarifies existing fees agreed in February 2018, these fees are effective from 1st May 2018.

Polling Station Staff Fees

Fee	Scale
Presiding Officer Add 20% for 1 st additional combined election and 10% for each combination thereafter	£208*
Poll Clerk Add 20% for 1 st additional combined election and 10% for each combination thereafter	£128*
Polling Station Inspector	£208*
Training fee	£40*
Delivery of training, fee per session	£150

*These fees do not include travelling expenses, which are at the discretion of the Returning Officer. Councils may use casual user mileage rates as laid down by the N.J.C. 45 pence per mile (private vehicle) and 24 pence per mile (motor cycle) or 20 pence per mile (bicycle).

Count Staff Fees

Fee	Scale Day	Scale Evening/Overnight
Deputy Returning Officer, for conducting the count and preparing or declaring the result, per hour	£25*	
Count Supervisor per hour	£15*	£22.50*
Count Assistant per hour	£12.50*	£18.75*

Payment of additional fees for working overnight, to reflect unsociable hours, is at the discretion of the Returning Officer.

*These fees do not include travelling expenses, which are at the discretion of the Returning Officer. Councils may use casual user mileage rates as laid down by the N.J.C. 45 pence per mile (private vehicle) and 24 pence per mile (motor cycle) or 20 pence per mile (bicycle).

Postal Voting Staff Fees

Fees for issue or receipt of Postal Votes	Scale
Postal Voting Supervisor per hour	£11.60
Postal Voting Assistant per hour	£9.05

Returning Officer Fees

Fee	Scale
Where the election is for Parish Councillors only	
For one Parish	£125.23
For each additional Parish up to 10	£87.52
For each additional Parish over 10	£62.09
Additional payment where a Parish is divided into wards, payment per ward	£20.80
Where the election is a combined Borough/Parish Election	
For one Parish	£99.81
For each additional Parish up to 10	£83.73
For each additional Parish over 10	£50.43
Additional payment where a Parish is divided into wards, payment per ward	£12.39
Uncontested Elections	
For each Parish up to 10	£24.90
For each additional Parish	£12.29
Additional payment where a Parish is divided into wards, payment per ward	£12.39
Other Returning Officer Fees	
Returning Officers Clerical Fee per 1000 electors	£8.40
Returning Officers Fee for Postal Voting (Issue and Receipt)	£165

Deputy Returning Officer and other Fees

Fee	Scale
Deputy Returning Officers Fee (excluding count)	£160
General Clerical Staffing per 100 electors	£8.10
Poll Card Hand Delivery per poll card	15p

Notes

Additional fees may be paid to cover the actual and necessary costs incurred by the Returning Officer for all purposes including clerical assistance, in connection with the Election not already included in this scale.

Payment for use of personal mobiles phones to any staff member is at the discretion of the Returning Officer.