

Agenda

Appointments and Conditions of Service Committee

Date: **Wednesday 6 October 2021**

Time: **10.00 am**

Place: **Chappell Room**

For any further information please contact:

Alec Dubberley

Democratic Services Manager

0115 9013906

Appointments and Conditions of Service Committee

Membership

Chair	Councillor John Clarke
Vice-Chair	Councillor Michael Payne
	Councillor Michael Adams
	Councillor Sandra Barnes
	Councillor Bob Collis
	Councillor Marje Paling
	Councillor Sam Smith

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AGENDA

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- 2 To approve, as a correct record, the minutes of the meeting held on 1 April 2021** 5 - 6
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Report of the Chief Executive.
- 5 Any other item which the Chair considers urgent.**

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MINUTES APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

Thursday 1 April 2021

Councillor John Clarke (Chair)

Councillor Michael Payne
Councillor Michael Adams
Councillor Sandra Barnes

Councillor Bob Collis
Councillor Marje Paling
Councillor Sam Smith

Officers in Attendance: D Archer, M Hill and A Snodin

50 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

None received.

51 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 17 MARCH 2021

RESOLVED:

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

52 DECLARATION OF INTERESTS.

None.

53 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

54 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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 report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12a of the Local Government Act 1972.

55 APPOINTMENT TO POST OF CORPORATE DIRECTOR

Consideration was given to a report of the Chief Executive concerning the appointment of the post of Corporate Director for Environment Communities and Leisure.

After the interview process it was

RESOLVED:

- 1) To select Alice Davey as the preferred candidate for the post of Environment Communities and Leisure; and
- 2) That subject to there being no substantial objections received from the Executive, to authorise the Head of HR to make an unconditional offer of employment to the preferred candidate.

The meeting finished at 12.00 pm

Signed by Chair:

Date:



Report to: Appointments and Conditions of Service Committee

Subject: Commencement of recruitment to the post of Corporate Director of Communities, Environment and Leisure

Date: 6 October 2021

Author: Chief Executive

1. PURPOSE OF REPORT

Firstly to notify the Appointments and Conditions of Service Committee (ACSC) of the departure at the end of November of the current Corporate Director of Communities, Environment and Leisure and secondly to seek approval for decisions that will enable the commencement of recruitment to the post.

2. RECOMMENDATIONS

The Appointments and Conditions of Service Committee is recommended to:

- 2.1 Note the departure of the current Corporate Director of Communities, Environment and Leisure.
- 2.2 Support the proposal to begin an external recruitment exercise
- 2.3 Establish a sub-group of the committee comprising Councillors John Clarke and Michael Payne as the Chair and Vice-Chair of the Committee to manage the operational aspects of the process on behalf of the full committee in respect to:
 - 2.3.1 Drafting and placing of a job advert
 - 2.3.2 Shortlisting of candidates to attend interview
 - 2.3.3 Determining a format for interview and testing
 - 2.3.4 Setting of interview questions
- 2.4 Agree the indicative timescale for the process
- 2.5 Note that the final interview and selection decision will be taken by the full ACSC

3. BACKGROUND

- 3.1 The current post holder was employed on 10 May this year and will leave the council by the end of November.

- 3.2 The structure of Senior Leadership Team has been recently reviewed and is fit for purpose. It delivers its role within current budgetary constraints. There are no proposals to review the structure again at this point in time.
- 3.3 The post is responsible for both the Communities & Leisure and Environmental Service areas of the organisation.

4. PROPOSALS

- 4.1 It is proposed to commence an external recruitment exercise to fill the post with immediate effect.
- 4.2 It is also proposed that a sub-group of the committee comprising Councillors Clarke and Payne as the Chair and Vice-Chair of the committee is established in order to manage the operational aspects of the process on behalf of the full committee in respect to:
- 4.2.1 Drafting and placing of a job advert
 - 4.2.2 Shortlisting of candidates to attend interview
 - 4.2.3 Determining a format for interview and testing
 - 4.2.4 Setting of interview questions
- 4.3 The following indicative timetable is proposed. Minor variations may be applied to recognise operational need.

Action	Committee/ officer	Date	Notes
Report to SLT to confirm management support to fill the post	Chief Executive/ SLT	20 September	
Report to ACSC to establish sub-group	ACSC	06 October	
Seek approval from sub-group for advert text	Sub-group/Chief Executive/ Head of HR	w/c 11 October	email or virtual meeting
Design adverts and seek approval from sub-group	Sub-group/ Comms/ Chief Executive/ Head of HR	w/c 18 October	
Place job adverts into press and other media	Comms/ Head of HR	w/c 25 October	
Closing date		c. 21 November	
Produce recommended longlist and shortlist for consideration by sub-group. Produce draft interview questions	Chief Executive/ Head of HR	w/c 22 November	

Present recommended longlist and shortlist to sub-group. Sub-group to determine shortlist, selection methods and agree interview questions.	Sub-group/ Comms/ Chief Executive/ Head of HR	w/c 29 November	Sub-group meeting either physical or virtual
Interview/ test. Offer post (subject to process and support of The Executive)	Full ACSC/ Comms/ Chief Executive/ Head of HR	w/c 6 December	May be later if more complex methodolog y used other than interview/ presentation
Commencement of new post holder		c. February	Dependent on speed of return for medicals/ references etc

5. ALTERNATIVE OPTIONS

The alternative option identified is to not recruit to the vacant post. Although this would undoubtedly produce short-term financial savings, the absence of a post holder in this team and of this seniority would place substantial strain on other officers and managers and would lead to the organisation almost certainly being unable to deliver against a range of Member priorities.

6. FINANCIAL IMPLICATIONS

The proposals will lead to costs arising from the placement of advertisements. The cost of these can be met from existing budgets and in particular the savings that will be made from salary in the period during which the post is not filled.

7. LEGAL IMPLICATIONS

- 7.1 The Appointments and Conditions of Service Committee is responsible for conducting the process of appointment or dismissal in respect of Chief Officers.
- 7.2 The process for the appointment and dismissal of Chief Officers is set out in the Standing Orders relating to Staff which is included in the Constitution.
- 7.3 Any recommended decision to appoint a Chief Officer made by the Appointments and Conditions of Service Committee will need to be put to

The Executive by the Monitoring Officer. Only on confirmation that there are no material objections can the appointment be confirmed.

8. STAFFING IMPLICATIONS

The process proposed is in accordance with normal process and with the requirements of The Constitution.

9. EQUALITIES IMPLICATIONS

There are no adverse equalities implications identified. The process to be employed is transparent and will be applied consistently and with appropriate modification for applicants should they have particular needs relating to a protected characteristic.

10. CARBON REDUCTION/ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

Although there are no direct environmental sustainability implications arising from this report, the post being recruited into does hold responsibility for the service in which our work in terms of carbon reduction and environmental improvements is mainly focused. As such, efficient recruitment into the post is imperative.

11. APPENDICES

Appendix 1 – Job description and person specification

12. BACKGROUND PAPERS

There are no background papers.

Statutory Officer approval

Approved by:

Chief Financial Officer

Date:

16 September 21

Approved by:

Deputy Monitoring Officer

Date:

16 September 21

Corporate Director (Environment, Communities and Leisure)

DATE: July 2020

SALARY: Local performance-related Directors' pay scale

LOCATION: Civic Centre, Arnot Hill Park, Arnold

RESPONSIBLE TO: Chief Executive

RESPONSIBLE FOR:

Service delivery and all staff within service areas determined by the Chief Executive. Currently the service areas that this post is responsible for are:

- Environment
- Communities and Leisure

JOB PURPOSE:

Directors are responsible for providing leadership within the Council and with key partners. They are accountable for ensuring that the Council achieves its corporate objectives and lives out its values. Corporate Directors will champion the customer within the organisation and change, innovation and continuous improvement will be their focus.

A Director's role has two discrete elements. Firstly, as a member of the Senior Leadership Team (SLT), providing direction and strategic management across the organisation as a whole and in its relationships with partners. Secondly, providing leadership to a portfolio of services and strategic priorities which may change over time.

KEY RESPONSIBILITIES:

1. Lead, develop and deliver the Council's vision, values and strategic priorities, providing a clear sense of direction, ambition and purpose at corporate and service levels.
2. Develop the strategic direction and priorities of the Council and secure their implementation through collaborative working with Councillors, partners, staff and other members of the Senior Leadership Team.
3. Build and maintain effective arrangements with the Council's partners and lead working with them to identify and deliver creative and innovative ways of tackling local issues.

4. Lead and take ownership for cross-cutting corporate projects and change management initiatives that deliver service and organisational improvements. Lead also on specific key corporate areas of activity, themes and geographic areas, as allocated from time to time.
5. Support the work of elected members through the provision of high quality advice and information.
6. Establish and develop a culture of continuous improvement and organisational development, encouraging colleagues to seek out best practice and to strive for excellence.
7. Through personal example, open commitment and clear action, ensure equality of access in employment and service delivery by ensuring that services meets the needs of, and are accessible to, all service users.
8. Create a positive working environment to enable colleagues to improve their contribution to the Council, through effective communication, coaching, and performance management.
9. Ensure that all budgets and other resources allocated to the services and projects which the Corporate Director has responsibility for are managed within the Financial Regulations of the Council, monitored effectively and represent value for money.
10. Develop and foster effective relationships with government, professional bodies and other organisations to represent and promote the Council's interests and influence.
11. Provide leadership to, and accountability for, a portfolio of services, and deliver a performance-driven culture ensuring that effective people, service and financial management arrangements are in place.
12. Develop and promote positive support for collaborative internal working that optimises the collective skills, resources and knowledge of the Council.
13. Develop and build a positive reputation for Gedling and the Council, demonstrating ambition, innovation and imagination.
14. Provide encouragement, support, challenge and guidance to staff and colleagues.
15. Deputise for the Chief Executive as and when required.

16. Ensure the effective operation of decision-making and scrutiny processes and that all activity complies with statutory requirements, Standing Orders and Financial Regulations.

The post works within the national conditions of service governed by the JNC for Chief Officers.

Working week and hours of work will be flexible according to the needs of the service, but will be based on a minimum of 37 hours per week, Monday to Friday, during normal office hours. Attendance at work outside normal working times and for more than 37 hours per week will be required as necessary or appropriate, for which no additional remuneration or overtime shall be payable. The Council's Flexitime Policy does not apply to this post.

It is recognised that the full duties of the post will not always be completed within the minimum stated contractual hours for the post. Salary is inclusive of the requirement to undertake work in addition to the number of minimum contracted hours and outside normal working times and working days. Although the council's flexitime scheme does not apply to this post, Chief Officers manage their own time to allow for a reasonable accommodation between the needs of the business and personal commitments.

The post is formally designated as Politically Restricted within the meaning of the Local Government and Housing Act 1989. Your Terms of Appointment and Conditions of Employment therefore incorporate the terms and conditions as to political activity set out in the Act and any regulations made from time to time there under.

During the period of employment the post holder shall not, without the prior written consent of the Council (which may be given subject to conditions) directly or indirectly be engaged in any outside employment, occupation or office.

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

CAR ALLOWANCE

The post carries a Casual User Car Allowance.

PERSON SPECIFICATION FOR CORPORATE DIRECTOR (ENVIRONMENT, COMMUNITIES AND LEISURE) DIR02

DATE: JULY 2020 (original creation date)

JOB REQUIREMENTS; all are essential requirements	MEASUREMENT			
	A	I	T	D
• Ability to develop and communicate vision and direction	✓	✓	✓	
• Strong track record of ability to secure “buy-in” to corporate priorities	✓	✓		
• Experience of successfully initiating, leading and managing change, at a senior and strategic level	✓	✓		
• Proven track record of leading a range of different services to achieve improvements in customer satisfaction and value for money	✓	✓		
• Evidence of ability to lead the development of new ways of working at an organisational and service level	✓	✓		
• Experience of creating a customer-focused and performance driven culture	✓	✓		
• Experience of leading high profile and strategically significant projects to a successful outcome	✓	✓		
• Evidence of ability to build consensus and to manage conflict effectively	✓	✓	✓	
• Excellent communication skills, including the ability to present complex information effectively to a wide range of audiences	✓	✓	✓	
• Ability to operate effectively and make good judgements in sensitive, high pressure situations	✓	✓	✓	
• Evidence of ability to initiate and develop purposeful joint working or partnership arrangements	✓	✓		
• High degree of political awareness and sensitivity	✓	✓	✓	
• Proven ability to work collaboratively and effectively with elected members at a strategic and operational level.	✓	✓		
• Substantial senior management experience of working corporately within a public sector organisation	✓			
• In-depth understanding of the role of local government and emerging issues and developments		✓	✓	

<ul style="list-style-type: none"> Sophisticated understanding of equality issues and local government's contribution to these 		✓	✓	
PERSONAL REQUIREMENTS				
<ul style="list-style-type: none"> Educated to degree level or equivalent 	✓			✓
<ul style="list-style-type: none"> Evidence of continuous professional and leadership development 	✓	✓		✓
<ul style="list-style-type: none"> Honesty and integrity 	✓	✓		
<ul style="list-style-type: none"> Ability and willingness to travel inside and outside the Council area as required 	✓	✓		

A – Application	I – Interview	T – Test	D – Documentary Evidence
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