

# Agenda

## **Appointments and Conditions of Service Committee**

Date: **Wednesday 2 August 2023**

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Time: **10.00 am**

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Place: **Council Chamber**

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# Appointments and Conditions of Service Committee

## Membership

**Chair** Councillor John Clarke

**Vice-Chair** Councillor Michael Payne

Councillor Michael Adams  
Councillor Paul Hughes  
Councillor Jenny Hollingsworth  
Councillor Marje Paling  
Councillor Viv McCrossen

### **WEBCASTING NOTICE**

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# **AGENDA**

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- 1 Apologies for Absence and Substitutions.**
- 2 To approve, as a correct record, the minutes of the meeting held on 21 June 2023.** 5 - 6
- 3 Declaration of Interests.**
- 4 Commencement of recruitment process- Head of Finance and ICT** 7 - 19  
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**

**Wednesday 21 June 2023**

Councillor John Clarke (Chair)

Councillor Michael Adams  
Councillor Paul Hughes

Councillor Marje Paling  
Councillor Viv McCrossen

Absent:

Officers in Attendance: D Archer and C McCleary

### **1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

No apologies were received.

### **2 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 15 MARCH 2023**

#### **RESOLVED:**

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

### **3 DECLARATION OF INTERESTS**

None.

### **4 RECRUITMENT AND SELECTION TRAINING**

The Head of HR, Performance and Service Planning introduced a report, which had been circulated in advance of the meeting, informing Members of a summary training briefing in respect to recruitment and selection and recommending attendance at a more detailed interactive training session at the end of the meeting.

#### **RESOLVED to:**

- 1) Note the previously issued summary training/guidance paper at Annex 1; and
- 2) Attend the recruitment and selection training session being delivered at the close of the formal committee meeting.

### **5 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT**

None.

**6 EXCLUSION OF THE 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 consideration of the ensuing reports on the grounds that the reports involve the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12a of the Local Government Act 1972.

**7 REVIEW OF GIFTS AND HOSPITALITY CODE OF PRACTICE FOR MEMBERS AND OFFICERS**

Consideration was given to a report of the Monitoring Officer, which had been circulated in advance of the meeting, seeking approval to commence consultation with Trade Unions on the proposed changes to the Gifts and Hospitality Policy and Code of Practice for Members and Officers.

**RESOLVED:**

To approve the draft Gifts and Hospitality Policy and Code of Practice at Appendix 1, to be circulated for consultation as detailed in the report, subject to additional wording in reference to obtaining details of the approximate value of a gift or hospitality invitation from the provider, wherever there is uncertainty.

The meeting finished at 10.30 am

Signed by Chair:  
Date:



**Report to:** Appointments and Conditions of Service Committee

**Subject:** Commencement of process; recruitment and selection to the post of Head of Finance and ICT

**Date:** 2 August 2023

**Author:** Chief Executive

## **1. PURPOSE OF REPORT**

To set out the process to recruit to the post of Head of Finance and ICT and to seek authority from Committee to progress with the recruitment and selection to the post.

## **2. RECOMMENDATIONS**

The Appointments and Conditions of Service Committee is recommended to:

- 1.1 Approve the filling of the vacant post of Head of Finance and ICT
- 1.2 Approve the recruitment and selection process to be applied and as identified in the proposal including the delegation of operational tasks to the Chief Executive to:
  - Determine the placement of advertising
  - Determine the selection processes to be applied
  - Set questions/ tests to be used at interview by Committee
  - Shortlist candidates to be interviewed
- 1.3 Approve the supporting documents to be used for recruitment and selection purposes (the advert wording and the job description and person specification to be applied to the post)
- 1.4 Approve the wording of the job advertisement
- 1.5 Approve the timetable to be applied and, within the bounds of the Council Constitution, the role of the Committee and of officers in the selection process.
- 1.6 Note that the selection interview will be undertaken by the full Appointments and Conditions of Service Committee which will then be responsible for the appointment decision.

### **3. BACKGROUND**

The post of Head of Finance and ICT was vacated at the start of March this year.

Although initially held as a vacancy to determine if the post might be used as part of a structure review of senior leadership, the view now is that the post is key and there is a pressing need to recruit.

Not only is there a need to have an officer in post to ensure that the core finance functions are properly administered and delivered including monitoring and closing of accounts but also the post will be responsible for the management of a team that will work to formulate an ICT Strategy that will take the organisation forward in a coherent way in respect to the application of technology.

It may be the case at a later date that the mix of services that the post is responsible for, currently Finance, ICT, Revenues and procurement, are reviewed and realigned as may be the case periodically with any Head of Service or Director post.

The current job description and person specification for the post is shown at Appendix 1. These are the documents that were used when the post was last recruited to and are considered to be fit for purpose and no revisions or amendments are proposed.

Appendix 2 shows the proposed advert wording to be used for the recruitment exercise to attract candidates.

### **4. PROPOSALS**

It is proposed that:

- 4.1 The post of Head of Finance and ICT now be filled
- 4.2 The post should be advertised openly and externally.
- 4.3 The Chief Executive should undertake the following operational tasks in order to progress the recruitment process:
  - 4.3.1 Determine the external placement of the job advertisements
  - 4.3.2 Determine the selection process to be applied (this could comprise some or all of the following; interview questions, testing, presentation, psychometric testing)
  - 4.3.3 Set questions and tests appropriate to the post to be used at interview
  - 4.3.4 Determine the shortlist of candidates to go forward to selection interview
- 4.4 Committee approves the job description and person specification proposed at Appendix 1.
- 4.5 Committee approves the job advertisement wording proposed at Appendix 2.



4.6 The following timetable for the selection process be implemented as a guide:

Activity	Date
Appointments and Conditions of Service Committee; commencement of process	2 August
Advertisement placed	c. 4 August
Closing date and shortlisting	w/c 21 August
Appointments and Conditions of Service Committee; selection interviews and decision	w/c 28 August or w/c 4 September tbc

## 5. ALTERNATIVE OPTIONS

The alternative options identified are:

- 5.1 To not undertake to fill the vacant post of Head of Finance and ICT at the present time.

The consequence of this option would be to sustain the instability of the current senior management arrangements and to continue to under-resource critical parts of the business. The period over which the post has been vacant has demonstrated that there are both operational and managerial imperatives for filling the post.

The delaying of appointment is not then recommended as a preferred option.

## **6. FINANCIAL IMPLICATIONS**

There are no direct financial implications arising from the proposal to appoint to the already established post of Head of Finance and ICT. The only costs arising are from advertising which will be met from the savings made through vacancy lapse.

## **7. LEGAL IMPLICATIONS**

In relation to the appointment of the Head of Finance and ICT the council's Constitution sets out the roles of committees and officers and identifies formal process that authorises appointment. It is the Appointment and Conditions of Service Committee that is responsible for the selection decision for appointment to this post. The report reflects these Constitutional requirements.

## **8. EQUALITIES IMPLICATIONS**

There are no adverse equalities implications identified.

## **9. CARBON REDUCTION/ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

There are no environmental sustainability implications arising from this report.

## **10. APPENDICES**

10.1 Appendix 1; Job description and person specification for the post of Head of Finance and ICT.

10.2 Appendix 2; Proposed wording for job advert

## **11. BACKGROUND PAPERS**

There are no background papers

### **Statutory Officer approval**

**Approved by:** Deputy S151 Officer  
**Date:** 25 July 2023  
**On behalf of the Chief Financial Officer**

**Approved by:** Monitoring Officer  
**Date:** 25 July 2023

**Job description and person specification**

## Head of Service – Finance and ICT

HSF01

**Date:** July 2023

**Salary:** Service Manager Band 4 (+ local allowance as Deputy S.151 Officer)  
JNC Chief Officer Conditions of Service

**Service Areas:**

Financial Services

Revenues

Information and Communications Technology

**Location:**

Civic Centre, Arnot Hill Park, Arnold

**Responsible To:**

Director of Corporate Resources and Section 151 Officer

**Responsible For:**

All staff within:

Financial Services

Revenues

Information and Communications Technology

**Job Purpose:**

Heads of Service are the Council's principal advisors on all professional and technical matters relating to their allocated service areas. They are responsible for ensuring that their service areas operate efficiently and effectively to a high level of customer satisfaction. Responsibilities fall into two main categories. A generic set of responsibilities that apply to all Heads of Service and a separate set of responsibilities that reflect the specific requirements of each Head of Service.

**GENERIC RESPONSIBILITIES:**

1. To be the Council's principal advisor on all technical and professional matters relating to the functions for which the post has responsibility providing high quality advice to the Senior Leadership Team, Elected Members, and partners and both internal and external service users.
2. Manage the performance and continuous development of the service with a focus on improving customer satisfaction and value for money.
3. Manage directly, or through team managers, all staffing issues of the service including recruitment, training and development, effective communication, health and safety, conduct and performance.
4. Develop, implement and monitor service and financial plans, preparing objectives, targets and actions that reflect the Council's priorities and values.
5. Promote a positive culture of empowerment, creativity and innovation that challenges existing ways of working, promotes change and recognises and

rewards success.

6. Accountable for the planning and use of all resources, ensuring that effective financial controls are in place, opportunities are maximised to lever in additional income and the service continuously strives to reduce waste and inefficiency.
7. Effectively manage, empower, appraise and develop direct reports, and ensure that the same happens at all levels within the service.
8. Seek out and build positive internal and external relationships that support the service to meet customer needs and improve value for money.
9. Develop, produce and embed, either directly or through staff, relevant policy and procedures that reflect good practice and current/future legislation.
10. Produce reports, returns, and data enquiries either directly or through team managers, for internal and external audiences.
11. Represent the views of the service and the Council at internal and external meetings, as and when required.
12. Consult, communicate and encourage regular feedback from customers.
13. To contribute towards, and on occasions lead and manage corporate and cross-cutting programmes, projects or initiatives.
14. To contribute to the Council's work within the community and acting as lead contact for a specific "patch" if required.
15. Ensure that administrative systems are properly managed and maintained across the service.
16. To establish and maintain appropriate arrangements to support partnership working and delivery of agreed services to external agencies.
17. To ensure that appropriate health and safety controls are applied within the service to ensure a safe working environment
18. To ensure that the principles enshrined in legislation and local policy in respect to equality an diversity are applied both within the management of the service and in the delivery of services

## **SERVICE SPECIFIC RESPONSIBILITIES**

1. Ensure the provision of a comprehensive service consistent with high professional standards.
2. Undertake both the operational and strategic lead in the processes required to ensure setting of an appropriate General Fund Estimate, working directly with

the Portfolio Holder for Finance, Leader of the Council, Senior Leadership Team, Heads of Service and the Council's Section 151 Officer (Director of Corporate Resources) as appropriate.

3. Provide advice at the appropriate level to Council and its committees, Officers, individual Members and to Controlling Group and Opposition Groups.
4. Support the processes required to ensure that an unqualified Statement of Accounts be presented to the authority in line with the requirements of the Code of Practice.
5. Advise on the financial impact of legislative changes and offer advice and guidance on implementation where applicable.
6. Develop and maintain an up-to-date knowledge of finance-related legislation and ensure key elements are effectively communicated across the council.
7. Undertake the management and control of Treasury management activities, ensuring that adequate Treasury Management Strategies are in place and are reviewed regularly.
8. Maintain an accurate and comprehensive Medium Term Financial Plan, reviewing regularly and taking into account appropriate risk profiling.
9. Develop arrangements to ensure that Council officers across the Council are appropriately trained in Financial Matters as appropriate to individual job roles.
10. Provide and present appropriate reports in a timely manner on financial performance and standing to the Council and its committees and to the Senior Leadership Team.
11. Manage and develop the Payroll and Creditor payments processes of the council, including the provision of joint arrangements with other Local Authorities and Companies.
12. To act as the formal deputy to the Council's Section 151 Officer in order for the Council to comply with statutory requirements.
13. To act as the Senior Information Risk Officer for all information security including that governed by Data Protection and Freedom of Information legislation.
14. Maintain records to professional accounting standards ensuring compliance with both legislative and constitutional requirements.
15. Ensure the timely and appropriate development, production, review and monitoring of Service Plans, the Gedling Plan, and any other relevant corporate performance documents as it relates to this service area.

16. Ensure appropriate financial sign off of all relevant reports produced by Senior Leadership Team members and by Heads of Service ensuring compliance with financial regulations, relevant due diligence and good financial and managerial practise.
17. Ensure appropriate statutory and non-statutory financial returns to government and other agencies are completed accurately and on time
18. Ensure arrangements are in place to maximise the tax planning arrangements of the Council.
19. To undertake the management, monitoring and procurement of the Council's banking services. Including the development of internal systems and procedures to deliver an effective service.
20. To be the system owner for the development, monitoring and management of the councils key corporate Financial Management, Payroll, and Creditors' Payments systems.
21. To assist in the production and management of grant applications to outside bodies from all departments within the Council. Where grant applications are successful to ensure proper accounting practices and returns are made in line with grant conditions.
22. To lead and develop all aspects of ICT Strategy
23. To establish and maintain appropriate arrangements to support the technical and operational delivery of ICT to the Council and to other organisations where there is a commercial agreement.
24. To establish and maintain appropriate arrangements to meet the local and national ICT security agendas
25. To establish and maintain appropriate ICT arrangements to support the Council's business continuity arrangements
26. To establish and maintain appropriate arrangements for the development and ongoing maintenance of ICT systems including systems' security
27. To ensure that technical support is available to maintain and develop the Council's intranet and external website.
28. To establish and maintain appropriate ongoing arrangements to deliver core ICT-related training and lead the Council to fully exploit ICT systems
29. Maximise collection of Council Tax and Business Rates, ensuring that processes for collection are both efficient and customer focused
30. Establish and maintain appropriate arrangements for the timely completion of Government performance and finance returns and play a leading role in setting of the Council's tax base and year end closedown.

31. Lead officer for the management of the internal audit service and lead liaison with the external audit service
32. Assist and support the S151 Officer in the production of anti-fraud and corruption strategies and the operational aspects of prevention work
33. Ensure maintenance of the Council's Risk Register and proper reporting of risk to relevant officers, Members and committees.
34. Management of the Council's Procurement function.

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 POST OF HEAD OF SERVICE, FINANCE AND ICT**

**FUNCTIONS : FINANCE, ICT, REVENUES**

**DATE: JULY 2023**

<b>GENERIC REQUIREMENTS (Applicable to all Heads of Service)</b>	<b>MEASUREMENT</b>			
	<b>A</b>	<b>I</b>	<b>T</b>	<b>D</b>
<ul style="list-style-type: none"> <li>• Successful track record of managing teams to develop services and improve value for money</li> </ul>	✓	✓		
<ul style="list-style-type: none"> <li>• Experience of effectively managing the performance of individuals, teams and services through use of performance management systems</li> </ul>	✓	✓		
<ul style="list-style-type: none"> <li>• Ability to initiate, communicate and implement change</li> </ul>	✓	✓	✓	
<ul style="list-style-type: none"> <li>• Evidence of ability to critically review and analyse services and to formulate plans that drive performance</li> </ul>	✓	✓		✓
<ul style="list-style-type: none"> <li>• Experience of successfully managing a range of complex projects</li> </ul>	✓	✓		
<ul style="list-style-type: none"> <li>• Ability to think creatively and to generate innovative and practical solutions</li> </ul>	✓	✓	✓	
<ul style="list-style-type: none"> <li>• Evidence of effective financial management and ability to be creative in the use of resources</li> </ul>	✓	✓		
<ul style="list-style-type: none"> <li>• Political nous and an ability to work effectively within a political environment</li> </ul>	✓	✓	✓	
<ul style="list-style-type: none"> <li>• Proven ability to motivate, influence and develop others</li> </ul>	✓	✓	✓	
<ul style="list-style-type: none"> <li>• Ability to build and maintain positive relationships with a range of stakeholders</li> </ul>	✓	✓	✓	
<ul style="list-style-type: none"> <li>• Highly developed oral, written and presentation skills</li> </ul>	✓	✓	✓	
<ul style="list-style-type: none"> <li>• Meets the standards of the Gedling Employee and Gedling Manager</li> </ul>		✓	✓	
<b>WORK RELATED CIRCUMSTANCES (Applicable to all Heads of Service)</b>				
<ul style="list-style-type: none"> <li>• Honesty and Integrity</li> </ul>	✓	✓	✓	
<ul style="list-style-type: none"> <li>• Evidence of a commitment to continuous personal development</li> </ul>		✓		✓
<ul style="list-style-type: none"> <li>• Ability to work outside normal office hours</li> </ul>	✓	✓		
<ul style="list-style-type: none"> <li>• Ability and willingness to travel both inside and outside the Council area as required</li> </ul>	✓	✓		

SERVICE SPECIFIC REQUIREMENTS	MEASUREMENT			
	A	I	T	D
<ul style="list-style-type: none"> <li>Full relevant professional financial qualification (CIPFA or equivalent)</li> </ul>	✓			✓
<ul style="list-style-type: none"> <li>Substantial experience of successfully managing the re-engineering of front line business processes</li> </ul>	✓	✓		
<ul style="list-style-type: none"> <li>Thorough and up to date knowledge of current and relevant legislation and best practice across the range of functions managed</li> </ul>	✓	✓		
<ul style="list-style-type: none"> <li>Excellent understanding of the key drivers of performance improvement and efficiency</li> </ul>	✓	✓		
<ul style="list-style-type: none"> <li>Experience of successfully delivering performance improvement and efficiency programmes</li> </ul>	✓	✓		
<ul style="list-style-type: none"> <li>Ability to manage the provision of a range of services (including ICT and Revenues) through the delivery by specialist lead officers</li> </ul>	✓	✓		

<b>A – Application</b>	<b>I – Interview</b>	<b>T – Test</b>	<b>D – Documentary Evidence</b>
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**HEAD OF FINANCE & ICT – REF: HSF01  
CIVIC CENTRE, ARNOLD, NOTTINGHAM**

**£69, 831 to £74,079 Per Annum (37 hours)  
(+ £500 pa. local allowance as Deputy S.151 Officer)  
JNC Chief Officer Conditions of Service**

We are looking for an ambitious professional eager to find a new challenge and keen to use their experience and knowledge of successfully managing the provision of a range of services including Finance, ICT and Revenues.

In this role you will provide financial, commercial and strategic support to the Council's Directors. You will have thorough and up to date knowledge of current and relevant legislation and best practice across the range of functions that you will manage.

You will hold a professional financial qualification CIPFA or equivalent. You will be able to build strong and productive relationships with Heads of Services and within Financial Services.

The Borough of Gedling comprises the towns of Arnold and Carlton and surrounding parishes, bordering Sherwood Forest to the north, the river Trent to the south east and the city of Nottingham to the southwest. The Borough has a lot to offer residents and visitors from heritage to modern community facilities. The Council offices are situated in an award-winning park located in Arnold, a suburb of the city of Nottingham.

**A casual user car allowance attaches to the post giving access to free onsite parking and you will have access to the Local Government Pension scheme.**

**Gedling Borough Council embraces flexible ways of working to ensure that we can attract the best talent and get the most from our employees so we are happy to discuss your options, should you wish to apply for a job with us.**

For an informal discussion about this role and the opportunities that it offers, please contact the Chief Executive on 0115 9013990.

Closing date for applications tbc

To apply please visit our website at <https://gedling.gov.uk/jobs/>

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