

APPOINTMENT AND EMPLOYMENT PANEL FOR STATUTORY OFFICERS

WEDNESDAY, 3RD JANUARY, 2018, 4.00 PM

CROSS ROOM, CIVIC CENTRE, WEST PADDOCK, LEYLAND PR25
1DH

AGENDA

1 Apologies for Absence

2 Minutes of the Last Meeting

(Pages 3 - 4)

Minutes of the meeting held on Tuesday 7 February 217, to be signed as a correct record.

3 Declarations of Interest

Members are requested to indicate at this stage in the proceedings any items on the agenda in which they intend to declare an interest. Members are reminded that if the interest is a Disclosable Pecuniary Interest (as defined in the Members' Code of Conduct) they must leave the room for the whole of that item. If the interest is not a Disclosable Pecuniary Interest, but is such that a member of the public could reasonably regard it as being so significant that it is likely that it would prejudice their judgment of the public interest (as explained in the Code of Conduct) then they may make representations, but then must leave the meeting for the remainder of the item.

4 Appointment of Deputy Chief Executive (Regeneration & Growth)

(Pages 5 - 12)

Report of the Chief Executive attached.

Heather McManus
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Appointment and Employment Panel for Statutory Officers Councillors Peter Mullineaux (Chair), Paul Foster (Vice-Chair), Colin Clark, David Howarth, Susan Snape and Michael Titherington

The minutes of this meeting will be available on the internet at www.southribble.gov.uk

Forthcoming Meetings
Time Not Specified Date Not Specified -

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SOUTH RIBBLE BOROUGH COUNCIL

Appointment and Employment Panel for Statutory Officers

Meeting held at 5.30pm on Tuesday 7 February in Cross Room, Civic Centre, West Paddock, Leyland PR25 1DH

Present:-

Councillors Foster, Howarth, Hughes, Mullineaux, Snape and Titherington

In Attendance:-

Jean Hunter (Interim Chief Executive) and Andy Houlker (Senior Democratic Services Officer)

Public Attendance: - 0

Other Members and Officers: - 0

Minute No.	Description/Resolution
1	Appointment of Chairman RESOLVED (unanimously) that: Councillor Mullineaux be appointed chairman for the remainder of the municipal year 2016/17. Councillor Mullineaux took the chair.
2	Appointment of Vice-chairman RESOLVED (unanimously) that: Councillor Foster be appointed vice-chairman for the remainder of the municipal year 2016/17.
3	Apologies for Absence There were no apologies for absence as all members of the committee were present.
4	Declarations of Interest There were no declarations of interest.
5	Exclusion of Press and Public RESOLVED (unanimously): that the press and public be excluded from the meeting during the consideration of the following item of business as they involves the discussion of information which is defined as exempt from publication under paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information) of Part I of Schedule 12A of the Local Government Act 1972 and in which case the public interest in maintaining the exemption outweighs the public interest in disclosing it.
6	Appointment of a Permanent Chief Executive The committee considered a report initiating the process for the council's recruitment of a permanent Chief Executive and the current position regarding the role of the Section 151 Officer and of Head of Paid Service together with other relevant matters. The committee's discussion included the possibility of appointing a shared Chief Executive. However, it felt that in the current circumstances it was appropriate for the council to recruit a permanent dedicated Chief Executive. The committee considered the different approaches to the recruitment process. It was also felt that members were better placed concentrating on the selection process from applicants for the post of permanent dedicated Chief Executive rather than that of the executive search agencies. Therefore it was felt appropriate to delegate

	<p>the invitation of and the subsequent of an executive search agency to the Interim Chief Executive.</p> <p>RESOLVED (unanimously): that</p> <ol style="list-style-type: none">1. it was the intention to proceed with the recruitment of a permanent dedicated Chief Executive and Head of Paid Service, with other arrangements to be made for a Section 151 Officer; and2. delegated authority be given to the Interim Chief Executive to invite executive search agencies to bid and then select the successful agency for the recruitment of a permanent dedicated Chief Executive.
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..... Chairman

The meeting finished at 6.10pm

Agenda Item 4

REPORT TO	DATE OF MEETING
APPPOINTMENT AND EMPLOYMENT COMMITTEE	3 January 2018



SUBJECT	PORTFOLIO	AUTHOR
APPOINTMENT OF DEPUTY CHIEF EXECUTIVE (REGENERATION AND GROWTH)	LEADER	H MCMANUS

1. SUMMARY AND LINK TO CORPORATE PRIORITIES

This report initiates the appointment process to recruit a permanent Deputy Chief Executive. The report reflects the outcome of a Council decision to implement a new management structure at South Ribble.

2. RECOMMENDATIONS

Committee is asked to-

1. Confirm the intention to proceed to recruit a permanent, dedicated Deputy Chief Executive.
2. To approve the recruitment timetable.
3. Nominate three members to work with the Chief Executive, and expert external advisors (Veredus) to oversee the process and report the outcome to Council.
4. Receive the draft recruitment documentation that is the advert, job description and person specification

3. DETAILS AND REASONING

3.1 Appointment of Deputy Chief Executive

Following the successful appointment of a permanent Chief Executive, Council, at their meeting of the 22nd November 2017, approved a new Leadership Structure for South Ribble.

The Chief Executive has been working with all affected managers and members to develop the leadership model for South Ribble in a programme of meaningful consultation. We wish to move forward with both our internal and external recruitment campaigns, culminating in interviews late February/ early March.

The post of Deputy Chief Executive, is a significant position required to support lead the Council's challenging growth and transformation agenda here at South Ribble. This is a Chief Officer post and as such. Members must be involved in shaping and developing the requirements of the role, and agree both the process and appointment.

Provision has been made in the Council's budgets to support the move to a new leadership structure. It should also be noted that there has been significant development of the shared service agenda with Chorley, with a further report being presented to Full Council in January 2018.

In order to progress with the implementation of a new Leadership model, the panel has asked to approve a external recruitment timetable for the Deputy Chief Executive post as outlined in the appendix.

FINANCIAL	The recruitment of a new Deputy Chief Executive post has been budgeted within the Council MTFS. It is anticipated that the post will range from £80-85k.
LEGAL	<p>With regard to the appointment of a Chief Officer role, the Constitution states:-</p> <p>"An appointment panel of the Council shall appoint chief officers. That panel must include at least one member of the Cabinet.</p> <p>An offer of employment as a chief officer shall only be made where no well-founded objection from any member of the Cabinet has been received.</p>
RISK	It is important to ensure that there is a smooth transition from the current interim leadership to a permanent arrangement as quickly as possible and with minimum delays. This will enable the successful candidate to be involved in taking forward the improvement plan, the outcomes of the peer review and a new senior leadership structure.
THE IMPACT ON EQUALITY	No adverse impact for equality issues arising from this report.

Job Advert

Deputy Chief Executive – Regeneration & Growth

South Ribble Borough Council

Leyland, Lancashire

Salary to £85,000 p.a. + relocation package

Situated in the heart of the North West, both the Council and the Borough are uniquely positioned to maximise the economic growth and regeneration opportunities provided by the £430m Preston, South Ribble & Lancashire City Deal.

We are moving at pace under a transformative new Chief Executive and ambitious Elected Members to become an organisation focused on customer need and outcomes. We are striving towards embedding a culture where everyone understands their role in this new approach to doing business, driven by inspirational Chief Officers.

This is where you come in. We need someone in this new post to work closely with the Chief Executive as lead professional advisor on our regeneration and growth agenda as well as contribute to our transformation journey. This will mean an equal focus on strategic leadership and advising Elected Members and the delivery of specific projects around transforming our services, developing and delivering innovative projects around health, leisure and housing using Council assets as a driver for growth .

South Ribble is a great place to be. We consistently rank as one of the best places to live and work in the country taking into account ONS statistics on jobs, affordable housing, transport, culture and open spaces. With excellent schools and colleges, award-winning parks, a rich history, and friendly communities, quality of life in South Ribble is exceptionally high.

This appointment comes at a pivotal moment for us in our development. A chance to inject pace into our change programme as well as act as lead Officer for the City Deal, South Ribble Partnerships and community services.

Whether from a planning, surveying, housing or asset management background in either public service or a private sector contractor in the sector, you will have a track record of change leadership at a strategic level and demonstrate a strong One Team approach and collaborative leadership style.

For more information and details of how to apply, please visit www.veredus.com or speak in confidence to Nick Cole, Director, Head of Local Executive Search at Veredus on 07736 491804.

Closing date for applications is **xxx**. Final interviews will take place week commencing **xxx**.

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SOUTH RIBBLE BOROUGH COUNCIL

JOB DESCRIPTION

POST: Deputy Chief Executive – Regeneration & Growth

GRADE: Chief Officer

ACCOUNTABLE TO: Chief Executive

DIRECT REPORTS: Director of Neighbourhoods & Development
Director of Planning & Property

PURPOSE OF JOB:

- To work closely with the Chief Executive Officer to provide strategic leadership to the organisation.
- To act as principal strategic advisor to the Council on the regeneration and growth agenda.
- To work with the wider Council leadership team including Elected Members to formulate and deliver long term strategy; ensuring fit with wider Council objectives.
- To optimise resources to ensure effective delivery that demonstrates our Council values and behaviours.
- To find insightful solutions to existing and emerging issues coupled with an ability to provide inspiring leadership across a large and complex delivery team.

PRINCIPAL ACCOUNTABILITIES:

1. To act as the Council's principal advisor and head of profession for regeneration and growth.
2. To be the Council's designated Lead Officer for safeguarding (children's and adults), the Preston, South Ribble & Lancashire City Deal, South Ribble Partnerships, Community Safety Partnerships and Public Health.
3. To deliver specific projects around transforming Council services, developing and delivering innovative projects around health, leisure and housing using Council assets as a driver for growth.
4. To provide transformational leadership and strategic direction to the Council as part of the Senior Management Team.
5. To deliver the Council's strategic vision for regeneration and growth, ensuring all Elected Members, staff and partners embrace this vision.

6. To lead on the development and sustainability of growth partnerships working with all key stakeholders.
7. To develop a culture which is customer focused and outcome orientated, which empowers and involves, which creates a positive working and learning environment that which delivers results.
8. To ensure effective management of the political interface of the Council both on matters relating to both regeneration and growth and broader organisational strategy and plans, ensuring all Members receive support, advice and information to perform their roles effectively.
9. To lead, develop, promote and manage all services within the job remit to ensure that the Council's priorities are delivered within corporate frameworks, that all statutory requirements (particular health & safety) are met and that performance / customer and growth targets are achieved.
10. To attend all relevant Council Meetings, Working Groups and other relevant panels and bodies, providing senior level and professional regeneration and growth advice.
11. Represent the Council at a local, regional and national level with key stakeholders, including government organisations, strategic partners and other relevant organisations.
12. To undertake any other duties commensurate with the position as required.

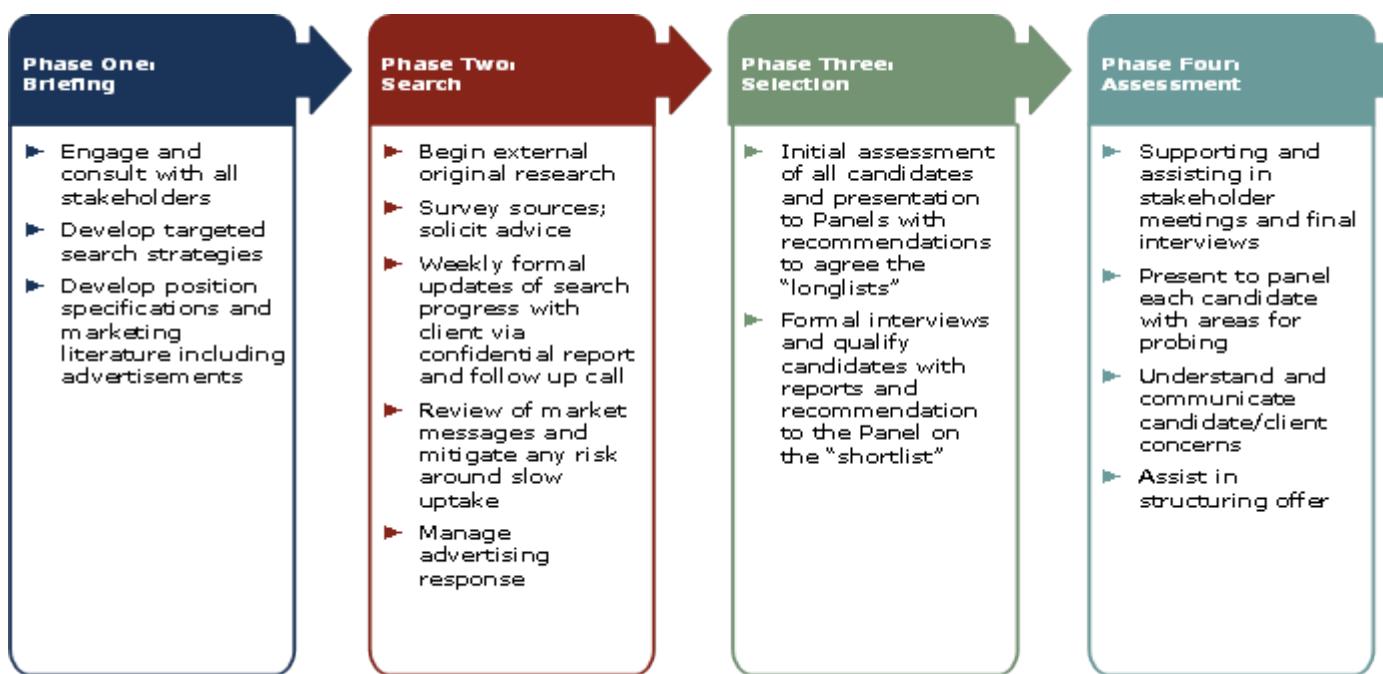
PERSON SPECIFICATION

QUALIFICATIONS: Relevant professional qualification and / or membership of professional body and / or professional experience in matters required of the portfolio such as housing, planning, surveying, asset management or facilities management.

EXPERIENCE:

1. Significant leadership experience in a public or private sector organisation of comparable scale and complexity with responsibility for regeneration and growth.
2. A track record of delivering regeneration and growth projects in line with ambitious corporate plans and targets.
3. Experience of contributing to organisational transformation programmes, corporate strategy and plans at a senior management level.
4. Experience of working with external partners to jointly deliver major growth schemes.
5. Knowledge of local government governance and the role of Elected Members in the decision-making process.

Issued December 2017



Activity	Week Commencing
Phase One: Briefing	8 th January 2018
Phase Two: Search	15 th January 2018
Phase Three: Selection	12 th February 2018
Phase Four: Assessment	26 th February 2018
Phase Five: Follow-Up	5 th March 2018

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