

Joint Staffing Committee: Appointments Panel

Monday, 26 March 2018 at 1.00 pm

**Room 6, South Bucks District Council, Capswood, Oxford Road, Denham
UB9 4LH**

A G E N D A

Item

- 1 Evacuation Procedure
- 2 Election of Chairman
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 Exclusion of the Public

That under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

- 6 Appointment of Head of Planning and Economic Development (*Pages 3 - 6*)

Appendix A: Job Description (Pages 7 - 12)

Appendix B: Candidate Papers (Pages 13 - 20)

Appendix C: Candidate Papers (Pages 21 - 32)

Appendix D: Candidate Papers (Pages 33 - 42)

Note: All reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

Membership: Joint Staffing Committee Appointments Panel

Councillors: R Bagge
P Jones
P Martin
N Naylor
D Phillips
J Read

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| SUBJECT: | <i>Appointment of the Head of Planning and Economic Development</i> |
| REPORT OF: | <i>Bob Smith, Chief Executive</i> |
| RESPONSIBLE OFFICER | <i>Louise Cole, HR Manager</i> |
| REPORT AUTHOR | <i>Louise Cole, HR Manager, louise.cole@southbucks.gov.uk, 01494 732015</i> |
| WARD/S AFFECTED | <i>Not applicable</i> |

1. Purpose of Report

To enable the Joint Staffing Committee Appointments Panel to agree an offer of appointment for the Head of Planning and Economic Development post following completion of the candidate assessment process and subject to the respective Cabinets not raising objections.

For Decision

- 1) **To agree an offer of appointment for the post of Head of Planning and Economic Development and notify the respective Cabinets in accordance with the Local Authorities (Standing Order) Regulations 2001.**
- 2) **Subject to no objections from the Cabinets to authorise the Chief Executive in consultation with the HR Manager to agree a start date and make the formal offer of appointment.**

2. Reasons for Recommendations

To fill the vacancy for a Head of Planning and Economic Development.

3. Content of Report

3.1 The procedure for making appointments to the shared senior management team and Heads of Service has been delegated to the Joint Staffing Committee.

3.2 Interviews will take place at this meeting. The appointments panel would consist of two Joint Staffing Committee members from each Council; the two portfolio holders for Planning and Economic Development and the Director of Services.

3.3 The next steps are:-

- a meeting of the Joint Staffing Committee Appointments Panel is held to interview candidates and agree an offer of appointment;
- in accordance with the Local Authorities (Standing Orders) Regulations 2001 the respective Cabinets are notified of the proposed appointee and each member has the opportunity to object. The Cabinets are notified of:-
 - the name of the person to whom an offer is proposed;

- any other particulars relevant to the appointment which have been notified to the Chief Executive;
 - the period within which any objection can be made;
 - objections should be raised with the respective Leaders.
- any objections are made through the respective Leaders;
- if no objection has been made or if an objection is not material or well-founded the Chief Executive, in consultation with the HR Manager, make the offer of appointment and agree a start date.

3.4 Background to the recruitment process undertaken to this date:-

- The post of Head of Planning and Economic Development became vacant on 31st October when the current post holder left the employment of the Councils'. An interim appointment was made on 1st November 2017.
- Following a procurement process, Solace were appointed to provide an Executive Search function and to lead the recruitment process for this role.
- An initial advertising campaign and pro-active search was undertaken, candidates were longlisted by the Director of Services and were invited to attend a technical interview during December 2017 with our Director of Services and a representative of Solace. Further to these interviews it was decided not to take any candidates forward.
- A subsequent advertising campaign and pro-active search was undertaken during February 2018, following which seven candidates were longlisted by the Director of Services and were invited to attend a technical interview. Of these, three candidates withdrew their applications following the announcement of the 'minded to' decision of the Secretary of State to create a unitary council in Buckinghamshire.
- Further to these interviews it was decided to take three candidates forward to an assessment centre. Candidates who successfully complete psychometric tests, a scenarios exercise and a fact finding exercise in the morning will be invited to stay on for the afternoon in order to attend this meeting of the Joint Staffing Committee Appointments Panel.

The Joint Staffing Committee Appointments panel will be asked to observe a presentation and interview each candidate, to score candidates against the competencies, and then agree which candidate to make the offer to.

Interview questions and a programme for the appointments will be circulated prior to the interviews.

4. Consultation

Not applicable

5. Options

It is for the Committee to decide how to proceed with the offer of this post in line with the recommendations of this report.

6. Corporate Implications

Financial - The cost of the recruitment process will be met from within existing budgets. The salary for this post and associated costs are included in the Councils' agreed establishment list and budget. If an internal applicant is appointed, consideration should be given to amending the establishment list and budget to enable applicants to remain with their existing employing authority.

Legal – The requirement of the Local Authorities (Standing Orders) Regulations 2001 are referred to in paragraph 4 above.

7. Links to Council Policy Objectives

The appointment of Head of Planning and Economic Development is in line with the Councils' Corporate Plan.

8. Next Steps

A formal offer of appointment will be made.

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| Background Papers: | None except as referred to in this report |
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Job Description

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| Post Title | Head of Planning and Economic Development | | |
| Post Number | TBC | Grade | Head of Service |
| Directorate | Services | Salary | £67, 259 - £78, 818 |
| Service/Divisions | Planning and Economic Development | | |
| Section | N/A | Main Office Base | Amersham |

Purpose and Key Objectives

1. To deliver excellent planning and economic development services to the residents and businesses of South Bucks District Council and Chiltern District Council.
2. To provide effective leadership, management and strategic direction for the service. To lead on the transformational change programme to ensure that all services across Development Management, Planning Support, Enforcement, Building Control and Planning Policy deliver on service and strategic objectives.
3. To work with Leaders of the Council, Portfolio Holders, Cabinet Members and other elected Members on the development and delivery of strategic priorities and objectives and in relation to maintaining, monitoring and improving the performance of the services.
4. As a member of the Councils' joint senior management team to contribute to the development and implementation of the Stronger in Partnership programme and the Councils' vision, values and strategic priorities.

Principal Duties and Responsibilities

1. To lead on the transformational change programme of the service responding to complex and changing situations by use of creative problem solving and bringing new thinking, delivery mechanisms and solutions to the organisation.
2. To create teams where a culture of excellent customer service is a key focus for all job activities.

3. To be responsible for budgetary control across the service, financial awareness and the identification of business opportunities for the organisation to maximise income.
4. As part of the Senior Management Team, contribute to the development and delivery of the corporate vision, values and priorities of the Council.
5. Establish and maintain a culture of performance management and continuous improvement focused on delivery, improvement, efficiency, generating and maximising income and constantly open to alternative delivery methods.
6. Champion customer focus, listen to and communicate effectively with residents, customers and key stakeholders including Government departments, senior Officers from District and Unitary Planning Authorities, Buckinghamshire County Council, Town/Parish Councils and local organisations.
7. Act as a specialist advisor to the Council and Corporate Management Team on the services within area of responsibility.
8. Represent and deputise for the Director of Services as required.
9. Act as an advocate for Chiltern and South Bucks Councils', develop partnerships and external relationships which improve the reputation and performance of the Councils'.
10. Ensure compliance with all relevant statutory obligations and best practice within individual service areas.
11. Attain optimum performance in service delivery through the effective recruitment, development, retention and motivation of employees.
12. To promote the Council's Equality and Diversity Policy to ensure service provision and employment practices are non-discriminatory.

Special Conditions

1. This post is politically restricted within the meaning of the Local Government and Housing Act 1989.
2. You will be required to attend evening meetings, work all reasonable hours to ensure deadlines are met.
3. Fundamental to the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever changing pressures which local authorities face, adopting professional techniques and good practice at all times.

4. The Health and Safety at Work Act and other associated legislation places responsibilities for Health and Safety for all employees. Therefore, it is the post-holder's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and other employees in accordance with legislation and the Council's Health and Safety Policy. Specific duties are outlined in the Policy.

You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.

You must work to any standards imposed by the Council in maintaining and improving its status under Investors in People (IIP)

This job description is a guide to the duties the post-holder will be expected to undertake. It is neither exhaustive nor exclusive and will be changed as working requirements dictate.

Experience

- Significant experience and evidence of successful leadership and management of a diverse service through a period of transformation change (preferably with experience within the public sector and local government including working with Members on policy and strategy).
- Experience of managing and developing staff, including the establishment of a positive performance culture that has delivered effective performance and continuous service improvement.
- Evidence of successful participation in corporate management and the development of corporate objectives, policies and strategies.
- Evidence of successful implementation of strategies, policies and practices that deliver high quality, customer focused services and translate organisational and service ambitions into real achievements.

Ability, skills & knowledge

- Ability to think, plan and act strategically and corporately, with a creative approach to problem solving and delivery in demanding circumstances and with competing priorities.
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- Ability to develop, communicate, persuade and gain ownership for a new clear vision and direction for the service area.
- Ability to lead, inspire, motivate and challenge others to achieve high performance.
- Ability to build positive relations, to influence and persuade others.
- Ability to build partnerships and productive working relationships with others (internal and external).
- Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences.
- A clear understanding and knowledge of service responsibilities.
- A clear understanding and knowledge of local government including its legal, financial, social and political context.

Personal Attributes

- Willingness to demonstrate values and act collaboratively.
- Personal and professional credibility which will command respect and confidence.
- A strategic thinker with a creative and innovative approach.
- A strong and effective manager who leads by example and is an effective communicator, determined, positive and approachable.
- A robust individual, resilient enough to cope with the demands of the role.

Qualifications

- Professional level qualification equivalent to MRTPI
- Post graduate management qualification

- Evidence of continued professional development.

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
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