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DEMOCRATIC AND ELECTORAL SERVICES

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|----------------|---------------------|--------------|---------------------------------------|
| Dealt with by: | Democratic Services | Switchboard: | 01895 837200 |
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| Date: | 10 October 2017 | Direct Line: | 01895 837319/01494 732143 |

Dear Councillor

JOINT STAFFING COMMITTEE

The next meeting of the Joint Staffing Committee will be held as follows:

DATE: **WEDNESDAY, 18TH OCTOBER, 2017**

TIME: **1.00 PM**

VENUE: **ROOMS 8 & 9, SOUTH BUCKS DISTRICT COUNCIL,
CAPSWOOD, OXFORD ROAD, DENHAM UB9 4LH**

Only apologies for absence received prior to the meeting will be recorded.

Yours faithfully

Jim Burness

Director of Resources

Membership: (Joint Staffing Sub Committee – Appointments Panel)

Councillors: R Bagge (SBDC)
P Jones (CDC)
P Martin (CDC Portfolio Holder for Sustainable Development)
N Naylor (SBDC Portfolio Holder for Sustainable Development)
D Phillips (CDC)
J Read (SBDC)

Audio/Visual Recording of Meetings

Please note: This meeting might be filmed, photographed, audio-recorded or reported by a party other than South Bucks District Council for subsequent broadcast or publication.

If you intend to film, photograph or audio record the proceedings or if you have any questions please contact the Democratic Services Officer (members of the press please contact the Communications Officer).

Declarations of Interest

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

A G E N D A

(Pages)

1. **Apologies for Absence**

2. **Declarations of Interest**

3. **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 involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

4. **Interim Appointment of the Head of Sustainable Development.**

(3 - 6)

Appendix A: Job Description

(7 - 12)

Appendix B: Candidate Papers

(13 - 18)

Appendix C: Candidate Papers

(19 - 22)

Appendix D: Candidate Papers

(23 - 26)

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|----------------------------|--|
| SUBJECT: | <i>Appointment of the Interim Head of Sustainable 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 interim appointment for the Head of Sustainable 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 interim appointment for the post of Head of Sustainable 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 interim appointment.**

2. Reasons for Recommendations

To fill the vacancy for an Interim Head of Sustainable 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 three Joint Staffing Committee members from each Council; the two portfolio holders for Sustainable 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 interim 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 interim Head of Sustainable Development became vacant on 31st October when the current post holder left the employment of the Councils'. It is proposed that the successful applicant for the interim appointment will commence on 1st November 2017.
- Five recruitment agencies were invited to submit candidates and 20 CV's were received.
- The job description for the post is attached at Appendix A.
- The Director of Services, Chief Executive, HR Manager and Principal HR Adviser undertook a shortlisting process. Three candidates were shortlisted and these are attached at Appendix B, Appendix C, Appendix D.

The Joint Staffing Committee Appointments panel will be asked to interview each candidate and score against the interview questions and 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 Interim Head of Sustainable Development is in line with the Councils' Corporate Plan.

8. Next Steps

A formal offer of appointment will be made.

| | |
|---------------------------|---|
| Background Papers: | None except as referred to in this report |
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Chiltern
District Council



South Bucks
District Council

**South Bucks District Council and Chiltern District
Council Joint Management Team**

May 2012

Job Description:

- 1. Job Title: Head of Sustainable Development**
- 2. Reports to: Director Services**
- 3. Grade and Salary: To be evaluated**

4. Context:

The establishment of a joint senior management team provides the opportunity to create shared arrangements across South Bucks and Chiltern District Councils. Following from the appointment of a joint Chief Executive and Directors the emphasis will continue to be on leading change and transition. The new team will concentrate on delivering highly cost effective, customer focussed services. This role, one of eight Heads of Service, will be subject to a range of challenges that demand a strong outcome focus, where improved performance will be achieved through highly effective relationship management.

5. Job Purpose:

To play a proactive role in enabling the senior management team to be effective and achieve its goals.

To provide effective management of one of the joint groups of services
To act as principal advisor to the Council for the functions of the group

6. Principal Duties and Responsibilities:

- Actively contribute and support the senior management team in the delivery of the key objectives of the Councils
- Actively participate in cross cutting initiatives to ensure modern, efficient, and effective service delivery to the community
- In conjunction with the Chief Executive and Directors build and maintain effective working relationships with members and external partners .

- Support the Joint management team and members by providing any necessary assistance and professional advice
- Ensure the motivation and well being of the workforce in accordance with the values and policies of the Councils
- Ensure that all performance targets are met and help to drive both Councils' shared values and vision
- Keep abreast of the changing landscape for public services and actively challenge the way services are delivered to ensure continuous improvement
- Actively support internal and external communications
- Prepare timely budgets in accordance with the corporate framework to deliver priorities and contribute to the business planning process
- Monitor performance and budgets, and ensure compliance with financial regulations.
- Identify and manage risks related to the services under the posts direction.
- Be prepared to quickly and flexibly react to the needs of the Councils , their customers and partners
- Develop, implement and maintain policies within the remit of the group to ensure compliance with regulations and national standards

7. Specific Responsibilities:

As Head of Sustainable Development

You will lead the teams across the following service areas:

- **Planning Policy**
- **Development Control/Management**
- **Conservation, Trees**
- **Enforcement**
- **Building Control**
- **Economic Development**
- **Strategic Transport Issues**
- **Landscape Advice**

8 Additional Information:

- **You are required to adhere to both councils' health and safety, data protection and equalities policies.**
- **The list of duties is not to be regarded as an exhaustive list and you should be aware of the need for absolute flexibility in the interest of the organisation and its customers.**

Attached: Person Specification: generic across all eight Head of Service posts

Person Specification - Head of Service

The Head of Service roles have been developed to provide senior management and leadership across the two authorities.

All candidates will need to demonstrate the key competencies, skills and experience set out below.

1. Competencies

- Collaborate and work well with others in a pressured environment
- Ability to engage with the community and stake holders
- Ability to deliver customer focused services
- Evidence political sensitivity and understanding of the needs and motivation of elected members
- Able to develop talent
- Encourage diversity and equality
- Ability to manage innovative change within a tight timescale
- Ability to manage performance of teams
- Strategically focused
- Good communication and negotiation skills
- Ability to manage a job successfully
- A proven record of leadership skills
- Able to demonstrate flexibility and a “can do “ approach
- Ability to clearly demonstrate a understanding of joint council working

2. Experience, Knowledge, skills and qualifications

- Management experience
- Track record of budget and business planning, including risk management
- Experience and successful track record in at least one of the functions within the group

3. Other Requirements

The geography of the Joint Council arrangements requires travel between a number of bases

Summary of Terms and Conditions for the Joint Management Team

| Terms and Conditions | Recommendation |
|-----------------------------------|---|
| National Conditions of Service | JNC for Chief Officers for HOS |
| Pay | HOS: £64,000 - £75,000 Spot salary to be agreed with incremental progression through performance measures. Annual pay reviews will be determined locally in April each year |
| Special responsibility allowances | Grading of the posts will be inclusive |
| Professional subscriptions | Reimbursement of one relevant professional membership subscription |
| Mileage allowances | HMRC rate- currently 45p per mile tax free up to 10,000 miles. Commuting will not be reimbursed. |
| Annual leave | 30 days per annum, plus bank holidays and 1 fixed floating day over Christmas/New Year |
| Pay dates | Determined by "Employer" |
| Sick pay entitlement | National Local Government scheme |
| Appraisal | An annual appraisal will take place with the Joint senior team . Full scheme details to be developed |
| Induction | Shared induction programme will be in place for Senior Managers |
| Probation | 6 months probation period for new employees. |
| Political restriction | Politically restricted |
| Notice | The minimum notice to terminate the contract of employment is three months on both sides |
| Pension provision | Local Government Pension Scheme |
| Telephone/email | Mobile technology will be provided as appropriate |
| Hours of work | 37 hours per week. The nature of the HOS role demands flexibility to meet service demands and will involve out of standard office hours presence. Time off at a convenient time by prior arrangement. |

