

**ASHFIELD DISTRICT COUNCIL**



Council Offices,  
Urban Road,  
Kirkby in Ashfield  
Nottingham  
NG17 8DA

## Agenda

### **Chief Officers' Employment Committee**

Date: **Monday, 13th January, 2020**

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Time: **3.30 pm**

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Venue: **Committee Room, Council Offices, Urban Road,  
Kirkby-in-Ashfield**

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For any further information please contact:

**Lynn Cain**

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01623 457317

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# CHIEF OFFICERS' EMPLOYMENT COMMITTEE

## Membership

**Chairman:** Councillor Jason Zadrozny

**Councillors:**

Chris Baron

Tom Hollis

John Smallridge

Kier Barsby

Dave Shaw

Helen-Ann Smith

## FILMING/AUDIO RECORDING NOTICE

This meeting may be subject to filming or audio recording. If you have any queries regarding this, please contact Members' Services on 01623 457317.

## SUMMONS

You are hereby requested to attend a meeting of the Chief Officers' Employment Committee to be held at the time/place and on the date mentioned above for the purpose of transacting the business set out below.



**Carol Cooper-Smith**  
**Chief Executive**

## **AGENDA**

**Page**

1. To receive apologies for absence, if any.
2. **Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests.**
3. To receive and approve as a correct record the minutes of the meeting of the Committee held on 13th August, 2019. 5 - 6
4. **Arrangements and Timeline for the Recruitment of the Chief Executive.** 7 - 16

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## CHIEF OFFICERS' EMPLOYMENT COMMITTEE

Meeting held in the Committee Room, Council Offices, Urban Road, Kirkby-in-Ashfield,

on Tuesday, 13th August, 2019 at 7.00 pm

**Present:** Councillor Jason Zadrozny in the Chair;

Councillors Kier Barsby, Dave Shaw,  
John Smallridge, Helen-Ann Smith and  
Daniel Williamson (as substitute for Tom Hollis).

**Apologies for Absence:** Councillors Chris Baron and Tom Hollis.

**Officers Present:** Karen Barke, Lynn Cain and Ruth Dennis.

### **CO.16 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests.**

No declarations of interest were made.

### **CO.17 Minutes**

RESOLVED

that the minutes of the meeting of the Committee held on 28<sup>th</sup> June, 2019, be received and approved as a correct record.

### **CO.18 Options and Processes for Appointing to the Position of Head of Paid Service/Chief Executive, including Interim Arrangements**

Members were requested to consider the options for appointing to the position of the Head of Paid Service/Chief Executive Officer (CEO) and to consider the process for such an appointment including any interim arrangements.

RESOLVED that

- a) Option 2, an external recruitment process for a Head of Paid Service/CEO, be confirmed as the preferred option by the Committee;
- b) the HR Manager be instructed to carry out a review of the Job Description and Person Specification for the role of Head of Paid Service/CEO to present to a future meeting of the Committee for approval;
- c) the HR Manager be also instructed, in conjunction with East Midlands Councils, to carry out a salary benchmarking exercise to present to a future meeting of the Committee for approval;

- d) the HR Manager be authorised to produce a specification for the services required from the recruitment agency and to instruct the Procurement Unit to seek quotations;
- e) delegated authority be granted to the Leader of the Council, in consultation with the Monitoring Officer, to appoint the successful recruitment agency;
- f) the outline timeline set out in the report with a formal recruitment process, commencing in January 2020, be approved;
- g) approval be given for the appointment of Carol Cooper-Smith as the Interim Chief Executive from 16 September 2019 for up to 10 months;
- h) Council be recommended to approve the appointment of Carol Cooper-Smith as Head of Paid Service from 23 September 2019.

The meeting closed at 7.10 pm

Chairman.

<b>Report To:</b>	<b>CHIEF OFFICERS' EMPLOYMENT COMMITTEE</b>	<b>Date:</b>	<b>13 JANUARY 2020</b>
<b>Heading:</b>	<b>ARRANGEMENTS AND TIMELINE FOR THE RECRUITMENT OF THE CHIEF EXECUTIVE</b>		
<b>Portfolio Holder:</b>	<b>LEADER</b>		
<b>Ward/s:</b>			
<b>Key Decision:</b>	<b>NO</b>		
<b>Subject to Call-In:</b>	<b>NO</b>		

## Purpose of Report

To inform the Committee of the process for the recruitment of a new Chief Executive and to agree the Job Description and Person Specification for the role, the salary range, recruitment specialist and timeline.

## Recommendation(s)

In relation to the recruitment of a new Chief Executive/Head of Paid Service, the Committee is recommended:

- 1 to agree the Job Description and Person Specification for the role of Chief Executive/Head of Paid Service;
- 2 to agree the salary range for the role of Chief Executive/Head of Paid Service;
- 3 to note the appointment of an executive recruitment consultancy Gatenby Sanderson, which will provide a specialist headhunting service;
- 4 to agree to the timeline for recruitment and the recruitment methodology;
- 5 to authorise HR and the Interim Chief Executive to commence the recruitment process.

## Reasons for Recommendation(s)

The recommendations are to address the statutory requirement for a permanent Head of Paid Service.

## Alternative Options Considered

*(with reasons why not adopted)*

There are no alternative options in terms of a permanent recruitment process. Adjustments can be made by the Committee to the Job Description, Person Specification, salary and timeline. The Council is required to have a Head of Paid Service and there are therefore no other practical alternative options. An Interim Chief Executive is currently in place.

### **Detailed Information**

- 1 In accordance with the Constitution, the Chief Officers' Employment Committee is responsible for the appointment of Chief Officers and Statutory Officers. The Committee is required to:
  - a. decide whether to appoint a Chief Officer/Statutory Officer from an internal pool of candidates or by external advertisement;
  - b. approve a job description and person specification for the role;
  - c. agree the salary range;
  - d. interview shortlisted candidates in accordance with the Council's Recruitment and Selection Policy and the advice of an HR adviser;
  - e. recommend appointments.
- 2 At its meeting on 13 August 2019, the Committee decided to proceed with a permanent external appointment and to put in place an Interim Chief Executive, with a view to commencing permanent recruitment in the New Year 2020.
- 3 The Job Description and Person Specification for a Head of Paid Service is attached at Annex 1 and has been updated in the light of new corporate priorities and also behavioural competencies.
- 4 The salary range is proposed as £111,690 - £117,810. As agreed by the 13 August 2019 Committee, HR undertook benchmarking in the autumn of 2019 in conjunction with East Midlands Councils. This proposed salary range is in line with the salaries of the other Heads of Paid Service in the Nottinghamshire Districts. The terms and conditions of service for the post of Chief Executive are governed by the "Joint National Councils (JNC) for Chief Executives" and it has been the practice of the Authority for the JNC protocols to be applied to the Chief Executive's employment. The Council's employment policies are also applicable.
- 5 In November 2019, HR undertook a tender process for specialist headhunting services. Three market leaders in executive recruitment (Gatenby Sanderson, Penna and Tile Hill) were asked to provide quotations and all three submitted proposals. In the 13 August Committee meeting, the decision about the appointment was delegated to the Leader and Ruth Dennis. HR has provided support in undertaking a more detailed analysis of the 3 proposals and Gatenby Sanderson have been selected to provide expert advice to the Council and to promote the position to the wider job market. Detailed discussions will take place with them regarding the more detailed timeline and the content for the recruitment of a Head of Paid Service/Chief Executive.
- 6 Draft timeline is proposed to be as follows:
  - a. 13 January Approval by Chief Officers' Employment Committee (COEC); Briefing meetings to take place with Gatenby;
  - b. By end January Advertisement in the relevant publication(s); 3 week search period;



- c. By late February Closing date for applications;
- d. Early March Longlisting;
- e. Mid-March Longlisting interviews
- f. By end March Final interviews (COEC);
- g. April/May Ratification by Full Council.

By way of further explanation; specialist skills which exist within HR mean that we do not require the full range of services to be provided by a Recruitment Agency. We require specialist headhunting skills and the direction of potentially suitable candidates to our microsite. HR staff also have skills in psychometric testing and it is proposed to use personality profiling and managerial judgement challenges as part of the final shortlisting process.

As part of the final interview process, it is proposed that an assessment centre approach is taken, whereby the candidates meet a panel of partners before being interviewed by the COEC. It is for the COEC to decide whether they require an informal social meeting before the final more formal interviews take place.

### **Implications**

#### **Corporate Plan:**

The use of fair and transparent policies are central to the Corporate Plan

#### **Legal:**

Section 4 of the Local Government and Housing Act 1989 requires the Council to appoint one of its officers as the Head of Paid Service.

#### **Finance:**

The salary of the Chief Executive is included within the Revenue Budget for 2020/21 and beyond.

<b>Budget Area</b>	<b>Implication</b>
General Fund – Revenue Budget	None
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	None
Housing Revenue Account – Capital Programme	None

#### **Risk:**

<b>Risk</b>	<b>Mitigation</b>
Longer timescale needed to recruit a suitable candidate.	Interim measures are in place.

A suitable candidate cannot be identified.	Interim measures are in place. As well as this, it is intended to appoint a specialist recruitment consultant to undertake headhunting so that suitable candidates can be approached and directed to a microsite.
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**Human Resources:**

The process which will be utilised reflects a transparent and equitable approach to recruitment.

**Equalities:**

Recruitment will be open and transparent and will take place according to HR procedures.

**Other Implications:**

None.

**Reason(s) for Urgency**

Not applicable

**Reason(s) for Exemption**

Not applicable

**Background Papers**

*(if applicable)*

Job Description and Person Specification

**Report Author and Contact Officer**

Carol Cooper-Smith

Interim Chief Executive

01623 457588

[c.cooper-smith@ashfield.gov.uk](mailto:c.cooper-smith@ashfield.gov.uk)

## ***Job Description***

<b>Post title</b>	Chief Executive	<b>Grade</b>	CEO 1-3
<b>Department</b>	Corporate Leadership	<b>Post ref</b>	CX0000

### **Overall job purpose**

As the Head of Paid Service, the Chief Executive is responsible for the effective leadership and management of the Authority, providing advice and guidance on major policy options and for the effective implementation of policy. This includes responsibility for the development and delivery of excellent services to residents in accordance with Council policy, budgetary and statutory requirements and to ensure its overall strategic objectives are met.

The Chief Executive works with elected Members to provide vision and strategic leadership and direction for the Council.

The Chief Executive acts as an advocate for the Council at local, regional and national levels and leads and develops strategic partnerships to ensure the development of shared commitment and capacity to improve public services and outcomes for the community.

### **Reporting relationships**

**Reports to:** Leader

**Responsible for:** Directors

### **Key tasks and responsibilities – post specific**

Undertake all activities which are within the remit of and expected of the Head of Paid Service, including those responsibilities contained within the Council's Constitution.

To act as the Council's Returning Officer as appropriate.

Uphold the culture and values of the Council by putting the customer first.

Act as the principal policy adviser to elected Members, providing a clear sense of direction and purpose assisting them in the process of policy and strategy formulation.

Develop, deliver and performance manage the Council's Corporate Plan.

Provide leadership and direction within the Council to ensure the provision of high quality, cost effective services to the community.

Ensure that appropriate arrangements are made to meet all governance requirements of the Authority as a statutory body.

Lead the Corporate Leadership Team in order that it provides clear strategic direction to achieve a corporate and integrated approach to service delivery.

Ensure the efficient and effective deployment of the Council's resources to implement the Council's programmes and policies across all services.

Determine and implement appropriate performance management processes to monitor and review the overall effectiveness of the Authority.

Manage the interface between elected Members and senior officers, maintaining the essential Member/Officer partnerships and establishing appropriate systems and processes.

Act for the Council with all national, regional and local strategic partnerships, dealing with the development of the district as a Place, so as to maximise influence and external funding.

Ensure that all investments, bids, programmes and resources to promote the sustainable development of the local economy, are aligned to corporate objectives and ensure that the needs of the community are met.
Have a co-ordinating and directional function in relation to emergency planning and emergencies to ensure the Council can respond effectively in the event of an emergency.
Value diversity and ensure equality of opportunity within the Council and in all areas of service provision.
Represent, negotiate and develop relationships and partnerships on behalf of the Council at local, regional, national and international levels and with key stakeholders.
Advise on the plans and actions of central Government and other external agencies to determine the impact on local policies and priorities.
Develop and promote strong and valued working arrangements with other public sector bodies, residents, local businesses and the voluntary community sectors to bring about improvements in quality of life for communities.
Develop and promote a positive culture of achievement within the organisation to support the values of the Council.
Promote, develop and maintain good relationships with the media and public and ensure an effective communication strategy both internal and external to the organisation.
All duties and responsibilities should be carried out in accordance with the Council's policies and procedures, particularly those relating to equality and diversity, health and safety, environmental sustainability and financial management.
Undertake any other related duties and responsibilities as they arise.

### **Key tasks and responsibilities – corporate**

Operate according to the Council's corporate values and codes of behaviour.
Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.
Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.

**Employee signature**

*This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.*

**Employee signature:****Date:****Person Specification****Competencies**

*Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.*

**Competency framework relevant to the post:****Leadership Level 1****Assessment**

Seeing the big picture	Assessment Centre
Changing and improving	Assessment Centre
Making effective decisions	Assessment Centre
Leading and communicating	Assessment Centre
Collaborating and partnering	Assessment Centre
Building capability for all	Assessment Centre
Achieving commercial outcomes	Assessment Centre
Delivering value for money	Assessment Centre
Managing a quality service	Assessment Centre
Delivering at pace	Assessment Centre

<b>Skills</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
The ability to utilise inspiring and motivational leadership techniques.	Essential	Assessment Centre
To innovate, design and implement strategies and policies across the authority.	Essential	Application
Ability to establish and develop key partnerships and relationships with stakeholders and partners to achieve positive results or outcomes	Essential	Assessment Centre
To be financially astute in order to operate in a challenging financial environment	Essential	Application/Assessment Centre
Ability to handle conflict and manage sensitive issues both internally and externally to the organisation.	Essential	Assessment Centre
Ability to create an environment of trust, fairness and openness.	Essential	Application

<b>Knowledge</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Record of continuous management and personal development.	Essential	Application

Thorough understanding of the issues, challenges and implications facing local government.	Essential	Application/Assessment Centre
Political awareness including the political framework and processes including any relevant legislation.	Essential	Application
Knowledge and ability to respond to diverse issues and challenges of the district.	Essential	Assessment Centre
Knowledge of key issues and challenges and the ability to reflect and adhere to good practice.	Essential	Assessment Centre

<b>Experience</b>	<b>Essential / Desirable</b>	<b>Assessment</b>
Consistent achievement in a high level leadership / managerial role in a complex, diverse, multi-discipline organisation.	Essential	Application
Significant experience of leading and motivating a team of senior professional managerial staff to a high level of achievement.	Essential	Application/Assessment Centre
Significant experience in the management and control of large complex budgets.	Essential	Application
A proven track record of achieving and managing cultural and organisational change.	Essential	Application
A record of improving performance, delivering results and establishing a strong performance culture.	Essential	Application/Assessment Centre
Evidence of developing cross sector partnerships, working both as a contributor and in a leadership role.	Essential	Application/Assessment Centre
Successful track record of building effective and productive working relationships with senior managers, partners, members and politicians.	Essential	Application/Assessment Centre
Successful delivery of complex policies and/or programmes	Essential	Application
Strong experience of working within a political environment.	Essential	Application
Experience of contributing to a wider local government or public sector initiative.	Essential	Application/Assessment Centre

<b>Qualifications</b>	<b>Essential / Desirable</b>	<b>Evidence</b>
Degree or equivalent education.	Essential	Application form/certificates
Professional Management qualification or equivalent or Membership of a Professional Body.	Essential	Application form/certificates

<b>Additional information / other requirements of the post</b>
<ul style="list-style-type: none"> <li>• This post is politically restricted under the Local Government and Housing Act 1989</li> <li>• The postholder is eligible for casual car user allowance in order to travel around the District, County and wider area representing the Council.</li> </ul>

- The employee will be required to work out of normal working hours / attend evening meetings / work weekends and / or bank holidays as part of their role.
- The employee will be required to work as part of an 'emergency call out' rota as part of their role.

<b>Date produced / last amended</b>
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October 2019
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### **Equality Act 2010**

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.

If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.

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