

**ASHFIELD DISTRICT COUNCIL**



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

## **Agenda**

# **Chief Officers' Employment Committee**

Date: **Tuesday, 21st March, 2023**

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Time: **9.00 am**

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

For any further information please contact:

**Lynn Cain**

[lynn.cain@ashfield.gov.uk](mailto:lynn.cain@ashfield.gov.uk)

01623 457317

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# Chief Officers' Employment Committee

## Membership

**Chairman:** Councillor Jason Zadrozny

**Councillors:**

Chris Baron

Tom Hollis

Nicholas Parvin

Samantha Deakin

Rachel Madden

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.



**Theresa Hodgkinson**  
**Chief Executive**

## **AGENDA**

**Page**

1. To receive apologies for absence, if any.
2. **Declarations of Disclosable Pecuniary or Personal Interests and/or Non-Registrable Interests.**
3. To receive and approve as a correct record the minutes of the meeting of the Committee held on 1 September 2022. 5 - 6
4. **Arrangements for the Appointment of the Executive Director - Place.** 7 - 18

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# Agenda Item 3

## CHIEF OFFICERS' EMPLOYMENT COMMITTEE

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

on Thursday, 1st September, 2022 at 10.00 am

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

Councillors Jamie Bell (as substitute for Tom Hollis), Rachel Madden, John Smallridge (as substitute for Helen-Ann Smith) and Daniel Williamson (as substitute for Samantha Deakin).

**Apologies for Absence:** Councillors Chris Baron, Samantha Deakin, Tom Hollis and Helen-Ann Smith.

**Officers Present:** Karen Barke, Lynn Cain and Theresa Hodgkinson.

### **CO.1 Appointment of Chairman**

RESOLVED

that Councillor Jason Zadrozny be appointed as Chairman for the duration of the meeting.

### **CO.2 Declarations of Disclosable Pecuniary or Personal Interests and/or Non-Registrable Interests**

The Chairman, on behalf of all present at the meeting, declared a general Non-Registrable Interest in respect of agenda item 7, to acknowledge that the Chief Executive was known to them.

### **CO.3 Minutes**

RESOLVED

that the minutes of the meeting of the Committee held on 3 March 2022, as now submitted, be received and approved.

### **CO.4 Proposed Corporate Leadership Restructure**

Committee were given an overview of the proposed Corporate Leadership Restructure and approval was sought to enter into consultation and delegate authority to the Chief Executive, in consultation with the Leader.

RESOLVED that

- a) the Chief Executive be authorised, in consultation with the Leader, to undertake consultation for the restructure of the Corporate Leadership Team and thereafter to implement the restructure in accordance with the timeline set out in the report;

- b) the request for authority to be delegated to the Chief Executive as Head of Paid Service, in consultation with the Leader, to set revised bands for the structure within current budgets and in line with current policies be declined and no increases to salary bands be implemented as part of this restructure process.

**CO.5 Section 100A Local Government Act 1972;  
Exclusion of the Press and Public.**

RESOLVED

that having considered the notification in relation to possible exclusion of the press and public during the following item of business, it be agreed to consider the matter in open session.

**CO.6 Chief Executive's Appraisal**

Committee undertook an annual appraisal of the Chief Executive's performance, as required. A presentation was given by the Chief Executive and Members then considered performance and priorities for the forthcoming year.

RESOLVED that

- a) the Chief Executive's performance to date be noted; and
- b) the new and revised targets for the next six months be agreed, with progress in relation to these targets to be reviewed at a further meeting of the Chief Officers' Employment Committee in six months' time.

The meeting closed at 12.23 pm

Chairman.



<b>Report To:</b>	<b>CHIEF OFFICERS' EMPLOYMENT COMMITTEE</b>
<b>Date:</b>	<b>21 MARCH 2023</b>
<b>Heading:</b>	<b>ARRANGEMENT FOR THE APPOINTMENT OF THE EXECUTIVE DIRECTOR - PLACE</b>
<b>Executive Lead Member:</b>	<b>NOT APPLICABLE</b>
<b>Ward/s:</b>	<b>NOT APPLICABLE</b>
<b>Key Decision:</b>	<b>NO</b>
<b>Subject to Call-In:</b>	<b>NO</b>

### Purpose of Report

- a) For the Committee to approve the arrangements for the appointment of the Executive Director – Place including:
  - to agree the Job Description and Person Specification for the role
  - to agree to the process for appointing a recruitment specialist
  - to consider an indicative timeline.
- b) To confirm the salary band of Executive Directors
- c) To consider interim arrangements for the position of Executive Director - Place

### Recommendation(s)

Committee is asked to:

1. Authorise the Chief Executive to commence an external recruitment process for the appointment of a permanent Executive Director – Place.
2. Confirm agreement of the Job Description and Person Specification for the role of Executive Director – Place as attached to the report at Appendix 1.
3. Authorise the HR Manager to produce a specification for the services required from a recruitment agency to assist in the recruitment process and to seek quotations for these services.
4. Delegate authority to the Chief Executive (in consultation with the Leader) to appoint the successful recruitment agency.
5. Approve the indicative timeline set out in the report.
6. Confirm the salary band of Executive Directors as set out in the report.
7. Delegate authority to the Chief Executive to seek interim arrangements for the position of Executive Director – Place.

## **Reasons for Recommendation(s)**

The recommendations are in line with the remit of the Committee as set out in the Council's Constitution and detailed below.

The recommendations ensure the recruitment process is commenced as soon as possible.

The authority for the Chief Executive to seek interim arrangements for the position of Executive Director – Place is prudent to ensure strategic leadership, management and delivery of the functions for which this role is responsible.

## **Alternative Options Considered**

The recruitment process could be delayed. This is not recommended as it would not be prudent to delay the recruitment to this role due to the crucial role this post plays in strategically leading, managing and delivering the functions for which the role is responsible.

The Committee could recommend that interim arrangements are not put in place but this would not be prudent as without the strategic leadership and management of the functions for which this role is responsible, service delivery may be adversely affected.

## **Detailed Information**

### **The Role of the Chief Officers' Employment Committee**

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:

- approve the arrangements for recruiting to Chief Officer/Statutory Officer roles (as defined in the Constitution);
- approve a job description and person specification for the role;
- interview shortlisted candidates in accordance with the Council's Recruitment and Selection Policy;
- consider interim arrangements;
- recommend appointments (including interim appointments) of statutory officers to Council for approval

It is also expected that the Committee will approve further details of the recruitment process such as advertising arrangements, the use of a recruitment agency or other advisers to the Committee and the timeline for recruitment.

The Executive Director – Place will be leaving the Authority for pastures new on 21 May 2023. As such, the Committee is asked to Authorise the Chief Executive to commence an external recruitment process for the appointment of a permanent Executive Director – Place.

### **Job Description and Person Specification**

Committee will recall a report was presented to it by the Chief Executive at its meeting on 1 September 2022 regarding the review of the roles and structure of the Corporate Leadership Team in light of the Decision-Making Accountability Review (DMA) undertaken by the Local Government Association (LGA).



Committee will recall that DMA is a methodology which supports organisational design. Adopted as an Organisational Design tool by the LGA, it is used to identify efficient and cost-effective organisational structures for the future. It is a robust, proven framework to help diagnose and design healthy management hierarchies. The Council's 5-year Strategic Direction has recently been approved, this coupled with Devolution, Climate Change, Physical Regeneration projects such as UKSPF, Towns Fund and Levelling Up and changes to Housing Regulations highlights the emerging challenges the Council is facing. The LGA-Recovery & Renewal and DMA reports also highlighted the importance of a Retention Strategy to ensure the Council maximises its resilience and ability to deliver these ambitious projects. In addition, it also represented an opportunity to align functions and to improve synergy between service areas.

The Committee authorised the Chief Executive, in consultation with the Leader, *"to undertake consultation for the restructure of the Corporate Leadership Team and thereafter to implement the restructure"* (Committee Minute CO.4 refers). Revised job roles and structures were subsequently consulted upon and a decision was taken to implement the changes from 20 February 2023 by the Chief Executive in consultation with the Leader.

The new structure aims to:

- Nurture the right environment to get the best for our employees, residents, businesses, Councillors and the environment
- Continue to positively challenge the status quo
- Embeds the Core Values and Behaviours of the Council
- Enables a stronger, balanced and clearer leadership
- Enables clear decision making and accountability
- Empowers all employees
- Facilitates collaboration and consistency across services
- Enables the Authority to adapt to a changing environment
- Promotes the 'One Council' ethos

The roles and job descriptions for CLT were reviewed as part of this restructure process. The revised Job Description and Person Specification for the role of Executive Director – Place is attached as Appendix 1. The job description includes technical and specialist knowledge based on the specifics of the role together with wider leadership competencies expected of an Executive Director and the expectation that all Executive Directors will work as a team across the Council, leading on corporate projects alongside their functional responsibilities. All Executive Director roles include a requirement to deputise for the Chief Executive in their absence. As the Job Description has only recently been reviewed, there are no recommended changes to be made.

### Terms and Conditions of Employment

In order to ensure the salary and terms and conditions for all the new Executive Director roles are in line with those of similar positions a benchmarking exercise has been undertaken as part of the recent review. It is crucial for roles to be benchmarked to both ensure retention of existing employees and also to encourage the largest pool and best candidates in the field apply for vacancies.

As a result of the benchmarking exercise, the Committee is recommended to approve the Executive Director salary band as follows:

- £92,000

The terms and conditions of service for the Executive Director posts are governed by the “Joint National Councils (JNC) for Chief Officers”. The Council’s employment policies are also applicable.

### Recruitment Agency

It would be advisable for the Council to use a specialist recruitment agency as part of the process to assist with an Executive Director search. In order to comply with Contract Procedure Rules, the Council will be required to seek a minimum of 3 written quotations before appointing a recruitment agency.

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 employment microsite. HR staff also have skills in psychometric testing.

Committee is asked to:

- a) Authorise the HR Manager to produce a specification for the services required from the recruitment agency and to seek quotations; and
- b) Delegate authority to the Chief Executive (in consultation with the Leader) to appoint the successful recruitment agency.

### Indicative Timeline and Process

It is proposed that the formal external recruitment will commence as soon as the Recruitment Agency has been appointed. Committee is asked to approve the outline timeline set out below:

- a) Approval by Chief Officers’ Employment Committee – 21 March 2023
- b) Seek quotations from Recruitment Agencies – 23 March 2023
- c) Appointment of Recruitment Agency – 5 April 2023
- d) Briefing meetings to take place with the selected Recruitment Agency – w/c11 April 2023
- e) Advertisement in the relevant publication(s); 3 week search period – w/c 24 April 2023
- f) Closing date for applications – 21 May 2023
- g) Longlisting – w/c 22 May 2023
- h) Longlisting interviews and testing – w/c 5 June 2023
- i) Final interviews (COEC) – June 2023

### Interim Appointment

As set out above, the current Executive Director - Place will leave the Authority on 21 May 2023. Bearing in mind the indicative timeline above, the District Election period and subsequent induction process followed by the successful candidate needing to give notice for their current employment, it will not be possible for the post to be filled prior to the current Executive Director’s departure. In light of this, the Committee is asked to authorise the Chief Executive to seek interim arrangements for the position of Executive Director – Place.

### Implications

#### **Corporate Plan:**

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

## Legal:

The Scheme of Delegation within the Council's Constitution delegates all employment matters to the Head of Paid Service (CEO) save for those specified in the Employment Rules in accordance with legislation (Local Government and Housing Act 1989, Section 4).

Where staffing relates to Chief Officers, the Head of Paid Service is required to report to the COEC the manner in which she intends for the Council's functions to be co-ordinated, the number and grades of staff required by the authority for the discharge of their function, the organisation of the authority's staff and the appointment and proper management of the authority's staff.

Part 3, Section 1.8 (Committee Terms of Reference) and Part 4 (Employment Procedure Rules) of the Constitution set out the remit of the Chief Officers Employment Committee in relation to the appointment of Chief Officers, the job descriptions for those roles and for recommending appointment of the Statutory Officers to Council for approval. [RLD 06/03/2023]

## Finance:

The salary of the Executive Directors is included within the Revenue Budget for 2022/2023 and 2023/2024.

Costs of recruitment – These are estimated to be approximately £20k

Any additional costs associated with the recruitment and interim cover will in the first instance be contained within the overall Place Directorate budget for 2023/24 and if this is not possible, the costs will be funded from the General Reserve. [PH 09/03/2023].

Budget Area	Implication
General Fund – Revenue Budget	See above
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

## Risk:

Risk	Mitigation
A suitable candidate cannot be identified.	This will be mitigated by the Committee proceeding as recommended. It is intended to appoint a specialist recruitment agency to undertake headhunting so that suitable candidates can be approached and directed to a microsite. The salary band recommended will also ensure suitable calibre of candidates are attracted to apply for the role.

Successful candidate needing to serve a notice period.

This will be mitigated by the Committee proceeding as recommended to authorise the Chief Executive to seek interim arrangements for the vacancy.

## **Human Resources:**

Recruitment will be open and transparent and will take place according to HR procedures. [KB 10/03/2023]

## **Environmental/Sustainability**

There are no environmental/sustainability issues associated with this report.

## **Equalities:**

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

## **Other Implications:**

None.

## **Reason(s) for Urgency**

Not applicable.

## **Reason(s) for Exemption**

Not applicable.

## **Background Papers**

Not applicable.

## **Report Author and Contact Officer**

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## **JOB DESCRIPTION**

### **POST DETAILS**

<b>Job Title:</b>	<b>Executive Director -Place</b>	<b>Grade:</b>	JNC
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<b>Accountable to:</b>	<b>Chief Executive</b>
<b>Responsible for:</b>	<b>Place Directorate</b>

This post is politically restricted under the Local Government and Housing Act 1989.

### **OVERALL JOB PURPOSE**

1. To think and plan strategically contributing to the overall leadership and management of the Authority.
2. Lead, motivate and develop the Council's Place a Directorate ensuring that strategically its activities align with the Council's vision, objectives, Constitution, Standing Orders, Financial Regulations and other corporate policies.
3. Lead, manage and deliver the services within the Directorate, ensuring rigorous performance, risk and financial management.
4. Continually review the range of services in the directorate, bringing forward proposals to increase their efficiency, reduce their net cost and/or increase income on an ongoing basis.
5. To work collaboratively across Council services and with external partners
6. Act as principal advisor to the Council for the functions of the Directorate.

### **KEY TASKS AND RESPONSIBILITIES CORPORATE**

1. To provide a strong vision and delivery ethos for the Directorate's areas of responsibility, bringing innovation, creativity and forward thinking approaches, whilst ensuring that strategies are well evidenced and evaluated.

2. To lead, motivate and develop a multi-disciplinary team of officers (including those in Shared Service agreements) to deliver Corporate Plan priorities and Service targets.
3. To work closely with the Chief Executive, Corporate Leadership Team, Leader, relevant Cabinet Executive Leads and other Elected Members, to provide and develop the services of the Directorate within the overall policy framework of the Council.
4. Ensure that the work of the Directorate is of a high quality and achieves its objectives by effective planning, performance, risk and financial management.
5. To identify key areas in which the Directorate can contribute to the Corporate Plan, and put in place strategies, programmes and management structures to ensure that the Directorate's services carry this out effectively.
6. To ensure that appropriate capital and revenue budgets relating to the activities of the Directorate are managed, monitored and reviewed in accordance with corporate guidance and timetables, working closely with the Finance and Performance teams, as well as Service budget holders.
7. To ensure performance targets for services in the Directorate are set, monitored and reviewed and information on performance is provided in accordance with corporate governance structures and timescales.
8. To attend meetings of the Cabinet, Council, Overview and Scrutiny Committees and other corporate committees and working groups, providing necessary briefing as required.
9. As part of the Ashfield Strategic Leadership Team, contribute to the corporate management and leadership of the organisation, including leading strategic cross cutting initiatives and/or groups when required.
10. To chair a monthly Directorate Management Team meetings and facilitate other briefing events for employees of the Directorate.
11. To represent the Council at meetings with partners and other public and private sector agencies, voluntary groups and individuals at a local, regional and national level as required, helping to influence policies and strategies relevant to Ashfield and the Service.
12. To increase the Councils influence with key external partners and improve their focus and support for our aims and objectives
13. To if nominated act as a Director of a Council owned company as required balancing the role of company director with the role of director at the Council
14. To act as Chief Executive Officer and/or Head of Paid Service when delegated by the Chief Executive.
15. To promote effective marketing of the Directorate's activities in all respects, across the district and to a regional, national or international audience as necessary.

16. To ensure that all activities undertaken by the Directorate are in accordance with health and safety policy protocols and practices.
17. To participate in Civil Contingency planning and development as specified and provide senior management cover out of hours as required.
18. To promote equal opportunities and equality of opportunity across the range of services delivered by the Directorate.
19. To undertake any other duties which may for time to time be reasonably directed by the Chief Executive and Corporate Leadership Team.

#### **KEY TASKS AND RESPONSIBILITIES SERVICE SPECIFIC**

1. To ensure that the Council has a sound strategic approach to planning, strategic housing and economic growth
2. To ensure that the Council has a clear strategy for regeneration
3. To create customer focused services and partnerships that reduce crime and disorder and promote resilient communities
4. To work with partners on the health and wellbeing agenda

*Post Holder:*

*Date:*

Ashfield District Council is an Equal Opportunities employer and welcomes applications from all sections of the Community.

## **PERSON SPECIFICATION**

**Post:** Executive Director Place

**Directorate:** Place

**Base:** Council Offices, Kirkby-in-Ashfield or any other location within Ashfield

### **JOB CRITERIA**

		<i><b>Essential</b></i>
<b>Competencies</b>	<i>Please refer to the CLT competency framework for more information of the behaviour descriptors for each competency</i>	
	<ul style="list-style-type: none"> <li>• Seeing the Big Picture</li> <li>• Changing &amp; Improving</li> <li>• Making Effective Decisions</li> <li>• Leading &amp; Communicating</li> <li>• Collaborating &amp; Partnering</li> <li>• Building Capacity for All</li> <li>• Achieving Commercial Outcomes</li> <li>• Delivering Value for Money</li> <li>• Managing a Quality Service</li> <li>• Delivering at Pace</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Report writing</li> <li>• Awareness of the political environment</li> <li>• High level interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge and experience of one or more of the functional areas of the Directorate -                      Planning &amp; Economic Growth including Regulatory Services                      Place and Wellbeing including Leisure and Community Safety                      Strategic Housing</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>



<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience of senior management and leadership experience in a large and complex organisation</li> </ul>	✓
	<ul style="list-style-type: none"> <li>• Programme and project management and delivery including implementing and monitoring of external funding</li> </ul>	✓
	<ul style="list-style-type: none"> <li>• Experience of significant revenue and capital budget management</li> </ul>	✓

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree (or equivalent) in a relevant discipline</li> </ul>	✓
	<ul style="list-style-type: none"> <li>• Continual professional development</li> </ul>	✓

<b>Other Requirements of the Job</b>	<ul style="list-style-type: none"> <li>• A full driving licence. This post is designated a casual car user. Adaptations may be made should the successful candidate suffer from a disability which prevents driving</li> </ul>	✓
	<ul style="list-style-type: none"> <li>• Requirement to work out of hours</li> </ul>	✓
	<ul style="list-style-type: none"> <li>• Work on emergency rota</li> </ul>	✓

**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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