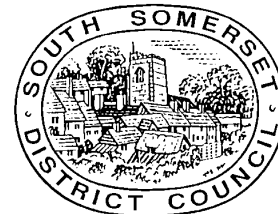


South Somerset District Council

Notice of Meeting



Appointments Committee

Making a difference where it counts

Tuesday 26th July 2016

2.00 pm (or at the conclusion of candidate interviews – whichever is the later)

**Yeovil Innovation Centre
Barracks Close
Copse Road
Yeovil
Somerset BA22 8RN**

Disabled access is available at this meeting venue.



Members listed on the following page are requested to attend the meeting.

If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, **Angela Cox. 01935 462148**,
website: www.southsomerset.gov.uk

This Agenda was issued on Monday 18 July 2016.

A handwritten signature in black ink, which appears to read "Ian Clarke".

Ian Clarke, Assistant Director (Legal & Corporate Services)

Appointments Committee Membership

Chairman: Ric Pallister
Vice-chairman: Jo Roundell Greene

Mike Beech
Tim Inglefield

Mike Lewis
Sylvia Seal

Angie Singleton
Andrew Turpin

South Somerset District Council – Council Aims

South Somerset will be a confident, resilient and flexible organisation, protecting and improving core services, delivering public priorities and acting in the best long-term interests of the district. We will:

- Protect core services to the public by reducing costs and seeking income generation.
- Increase the focus on Jobs and Economic Development.
- Protect and enhance the quality of our environment.
- Enable housing to meet all needs.
- Improve health and reduce health inequalities.

Members Questions on Reports prior to the Meeting

Members of the Committee are requested to contact report authors on points of clarification prior to the Committee meeting.

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Appointments Committee

Tuesday 26 July 2016

Agenda

1. Minutes

To approve as a correct record the minutes of the previous meeting held on 18 May 2016.

2. Apologies for Absence

3. Declarations of Interest

4. Exclusion of the Public - Closed Session

At this meeting the Committee is asked to consider the selection and appointment of a Chief Executive Officer for South Somerset District Council. It is therefore recommended that from this point onwards the Committee move into closed session for the remainder of its meeting.

Members are requested to pass the following resolution:

That members of the press and public be excluded from the meeting in accordance with the Local Government Act 1972 Schedule 12A paragraphs 1.

- Information relating to any individual.

5. Discussion of Process to Recruit a Chief Executive Officer (Confidential)
(Pages 5 - 8)

The Appointments Committee will consider interview, testing and background information on the candidates selected for final interview for the post of Chief Executive Officer.

Members are requested to make a recommendation to Council on the candidate to be appointed to the post of Chief Executive Officer, or alternatively to decide that no candidate meets the requirements for appointment.

Documents :

Appendix A - Job Description for post of Chief Executive Officer

Appendix B - Candidate Specification for Chief Executive Officer

Individual Candidate Information (To be supplied on the day).

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Agenda Item 5

SOUTH SOMERSET DISTRICT COUNCIL

Appendix A

JOB DESCRIPTION

Job Title:	Chief Executive Officer
Place of Work:	As assigned
Hours of work	Full time
Responsible to:	Leader, District Executive and Full Council
Responsible for:	Head of Paid Service role, Senior Management Team and strategic leadership of all Council's services
Key Relationships:	Members, Scrutiny Committee, Local leaders in external bodies, private and public sector organisations.
Scale:	Chief Executive as agreed by Council

Main purpose of the Job

As Head of Paid service the Chief Executive is responsible for the effective management of the Authority and will:

- Provide direction, advice and guidance on major policy issues.
- Support the delivery of the Council Plan
- To deliver the 'Future Model'
- Ensure that budgetary and statutory requirements are met and income generation is maximised
- Lead on organisational development including Transformation Project to ensure the development and delivery of effective and efficient services
- To be a lead for the Council at local, regional and national levels and be an advocate for improving public services and quality of life in South Somerset
- To be an expert adviser to the Full Council, Leader and Members in all relevant matters.

Roles, Responsibilities and Duties

1. To be responsible as the Council's Head of Paid Service in accordance with the provisions of the Local Government and Housing act 1989 and the Council's Constitution.
2. To act as principal policy adviser to the Council, and District Executive and Leader in the formulation and delivery of the Council's aims and objectives including advising on strategic risk management for the organisation.
3. Ensure that arrangements are in place to meet all governance requirements of the Authority and that all statutory and regulatory obligations are met.
4. Advise on the plans and actions of central Government and other external agencies and partners to determine the implications and impact on local policies, priorities and strategy.

5. Provide effective service and improvement plans within the Council and to monitor the performance of the teams and services in the delivery of those plans, ensuring performance management information is available to deliver improvements. To take such developmental or remedial actions as are necessary following whole service review.
6. Ensure the Council's financial resources provide the necessary capacity to achieve planned objectives. Establishing appropriate financial planning and governance to allow the Council to conduct its financial affairs effectively and manage future financial risks.
7. To take a lead role in promoting and developing new areas of income generation for the Council.
8. To positively motivate and lead the Council workforce and encourage new thinking and innovation. To ensure that the workforce has the skills and capacity to deliver the stated aims and objectives of the Council.
9. To manage the interface between Members and officers.
10. To lead the organisation through transformation to improve the capacity of the Council by ensuring the most effective and flexible use of available resources and to ensure that all resource sources are properly researched and utilised.
11. To promote and develop good relationships with the community of South Somerset, being an effective communicator and ensuring an effective communication strategy.
12. To ensure that staff are aware of and maintain appropriate professional standards at all times.
13. To act as an ambassador for the Council attending civic events as appropriate and ensuring that the council is fully engaged in productive partnerships
14. Ensure that the Council's approach to equalities and diversity is firmly embedded within the service area both from an employment and service delivery point of view.
15. Promote diversity and ensure equality of opportunity within the Council and all areas of service provision
16. To be responsible for the health, safety and welfare of all employees.
17. Any other reasonable duties as requested by Council, Leader or District Executive. The Council reserves the right to vary duties and responsibilities to meet the changing needs of the Council.

Working Environment

Office based. Travel between all principal offices will be required. Travel both locally and nationally as required to carry out function.

Health and Safety At Work

South Somerset District Council's Policy Organisation and Arrangement Document and all relevant Health & Safety at Work instructions are to be considered as part of this job description.

Data Protection Act 1998

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of both the Data Protection Act 1998 and the Council's Data Protection Policy.

April 2016

CANDIDATE SPECIFICATION
(Essential Criteria)

Appendix B

Chief Executive Officer

	Assessment Method
<p>Experience / Knowledge</p> <ul style="list-style-type: none"> • Experience of delivering major organisational change • Experience of delivering income generation projects • Experience of entrepreneurial and commercial environments • Understanding of Future Model approach • Evidence of building excellent external relationships and partnerships with the private, public and voluntary sectors • Achievement in a senior level leadership / managerial role in a complex organisation • Experience of employee relations in a complex organisation • High level strategic policy formulation • Experience of operating in a senior management team in a complex organisation • Leading organisational and cultural change within a complex organisation • Record of delivering results and organisational improvement • Awareness of the local government environment • Awareness of organisational health and safety 	<p>Application Interview Assessment</p>
<p>Skills and abilities</p> <ul style="list-style-type: none"> • High level of financial literacy • Strategic thinking • Awareness of governance and risk management issues • Politically aware and able to positively manage in a political environment • Highly developed influencing, negotiating and advocacy skills • Highly organised • Analytical and creative problem solving – can think laterally • Negotiation and persuasive skills • Ability to manage and deliver complex projects • Effective and excellent communication skills – both verbally and in writing; be able to communicate a wide range of complex and contentious information with a variety of audiences • Ability to build effective working relationships • Ability to manage organisational change effectively • Entrepreneurial 	<p>Application Interview Assessment References</p>

<ul style="list-style-type: none"> • Innovator 	
<p>Education</p> <p>Evidence of intellectual capacity through one or more of the following:</p> <ul style="list-style-type: none"> • Graduate (or equivalent)/ Professional qualification • Member of an appropriate professional body • High level professional or management development (CPD) 	<p>Application Evidence Interview</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Open, honest with integrity • Able to manage high volumes of work, effectively prioritise and deliver to tight time scales • Ability to keep things moving forward • Decisive - able to make 'difficult' decisions when required • Has empathy with others • Able to take balanced and reasoned decisions • Ability to assimilate and successfully interpret high volumes of complex information quickly and effectively • Proactive – able to foresee consequences of decisions and action and implement risk minimisation • High levels of personal commitment and drive • Personable 	<p>Interview Whole Process Background Check</p>
<p>Leadership Skills</p> <ul style="list-style-type: none"> • Ability to lead, motivate and inspire colleagues from a diverse range of professional disciplines • Lead and build a cohesive senior management team • Effective mentor and coach to other managers • Effective delegator 	<p>Application Interview</p>
<p>Flexibility/Working Practices</p> <ul style="list-style-type: none"> • Able to work some evenings and weekends as required • Able to travel as necessary both within and outside the district • Flexible and adaptable in approach 	