

30 October 2019 at 9.00 am

Conference Room, Argyle Road, Sevenoaks
Despatched: 22.10.19



Appointments Committee

Membership:

Cllrs. Bayley, Dickins, Dyball, Fleming, Hunter, Maskell, McArthur, Piper, Purves and Thornton

Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. Appointment of Chairman		
2. Appointment of Vice Chairman		
3. Declarations of interest Any interests not already registered		
EXEMPT INFORMATION		
Recommendation: That, under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting when considering agenda item 3, on the grounds that likely disclosure of exempt information is involved as defined by Schedule 12A paragraph 1 (information relating to any individual).		
4. Interview procedure for appointment of Chief Officer, People & Places	(Pages 1 - 56)	Dr. Pav Ramewal Tel: 01732 227298
5. Chief Officer People & Places - Presentations	(Pages 57 - 58)	Dr. Pav Ramewal Tel: 01732 227298

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk.

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**INTERVIEW PROCEDURE FOR THE APPOINTMENT OF THE CHIEF OFFICER
PEOPLE & PLACES**

Appointments Committee - 30 October 2019

Report of Chief Executive

Status For Decision

Key Decision No

Contact Officers Pav Ramewal, Ext. 7298

Graeme Taylor, Ext. 7169

Recommendations to Appointments Committee that

- (a) a Working Group of three members of the Appointments Committee and the Chief Executive is appointed to undertake detailed interviews of each candidate and to feedback the outcome of their assessment of the candidates to the Committee;
- (b) authority is delegated to the Chief Executive to assess each candidate on their suitability for the role in relation to working effectively with partners and officers and to feedback the outcome of those assessments of the candidates to the Committee; and
- (c) the job description, person specification and candidate information at Appendices B to E are noted.

Reason for recommendation: To ensure members of the Appointments Committee are appropriately informed on the candidates attending interview and select and approve the working group for the detailed interview.

Introduction and Background

- 1 At the meeting of Council on 23 July Members approved the restructure of the Council's Strategic Management Team. In approving this restructure the post of Chief Officer People & Places was created.
- 2 The advertisement of the new post started on 2 September and applications for the post closed on the morning of Monday 7 October.
- 3 A total of 36 applications were received. With a view to ensuring the four strongest candidates were shortlisted for the Appointments Committee each application was evaluated against the criteria for the post. This identified

Agenda Item 4

nine candidates that met the threshold score, and as a result an initial long-list assessment was undertaken.

- 4 Following that assessment, the four strongest candidates will be interviewed by the Appointments Committee.

Interview process & working group

- 5 The interview process for the Chief Officer People & Places will take place on Wednesday 30 October. The Appointments Committee will receive a presentation from each candidate. The presentation would last for approximately 15 minutes. At the close of the presentation a further 30 minutes would be allowed for Members to ask questions of the candidate. The Chief Executive will be present and the HR Manager would be available to provide professional advice and provide support to ensure that each candidate is assessed consistently against agreed criteria.
- 6 To ensure each of the candidates are assessed thoroughly for the role of Chief Officer People & Places, Members are recommended to approve a working group to undertake a detailed interview of each candidate that will feedback to the Appointments Committee to enable them to make a decision on the appointment of the candidate.
- 7 It is proposed that a working group of three Members is created to undertake a detailed interview of each candidate. The detailed interview is proposed to last no longer than one hour. The Chief Executive would join the working group and the HR Manager would attend to provide professional advice and take notes to enable each candidate to be assessed consistently against agreed criteria. Members of the detailed interview working group would feedback their findings to the Appointments Committee to inform the decision on the appointment of a candidate.
- 8 The Appointments Committee is also recommended to delegate authority to the Chief Executive to arrange for each candidate to be tested on their suitability for the role in relation to working effectively with partners and officers. In delegating this authority it would be a requirement of the Chief Executive to report back to the Appointments Committee on the assessment of the candidates to help inform Member's decision on the appointment.

Candidates

- 9 The Appointments Committee will assess four candidates for the role of Chief Officer People & Places.
- 10 Provided at Appendix A to this report is a copy of the job description and person specification for this role.
- 11 Provided at Appendices B to E are copies of the applications and CV's of each of the candidates. Members will note that this information is confidential and exempt.

Other Options Considered and/or Rejected

- 12 None. It is a requirement of the Constitution for Members to interview and appoint to the post of Chief Officer.

Key Implications

Financial

- 13 None. The costs for the post of Chief Officer People & Places will be met from within existing budgets.

Legal Implications and Risk Assessment Statement

- 14 It is a requirement of the Constitution for Members to interview and appoint to the post of Chief Officer.

Equality Assessment

- 15 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Conclusions

- 16 It is a requirement of the Constitution for members of this Committee to interview and appoint to the role of Chief Officer, and this report sets out the details of candidates and the interview process that is proposed to be adopted for the role of Chief Officer People & Places.
- 17 Members are recommended to approve the interview process, note the details provided of each candidate and the job role and approve a Member working group and a delegation to the Chief Executive to provide support with the interview process.

Appendices

- Appendix A - Job Description & Person Specification
Appendix B - Exempt - Candidate 1 - Application and CV
Appendix C - Exempt - Candidate 2 - Application and CV
Appendix D - Exempt - Candidate 3 - Application and CV
Appendix E - Exempt - Candidate 4 - Application and CV

Background Papers

None.

**Dr Pav Ramewal
Chief Executive**

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Job Description

Job Title: Chief Officer People and Places
Department: People and Places
Reports to: Chief Executive
Manages: Head of Health and Housing, Community Planning and Projects
Band: Officer, Community Safety Manager
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Purpose:

To contribute with elected Members, the Chief Executive and the Strategic Management Team to the development and implementation of the Council's strategic policies.

Manage and co-ordinate the Council's People and Places, as well as supporting the wider Council services.

Main duties:

As a Member of the Strategic Management Team:-

- (a) to develop policies which reflect the Council's corporate priorities and strategic objectives;
 - (b) to ensure that effective strategies are developed in support of those policies;
 - (c) to work constructively and in co-operation with the Cabinet, Portfolio Holders, the Chief Executive and the Strategic Management Team in providing first class public services.
 - [d] to develop opportunities for innovation; income generation and staff development.
- To have responsibility for co-ordinating the Council's budget and budgetary process and to help all Heads of Service/Service Managers acquire the knowledge and skills to manage their individual budgets effectively.
 - To ensure that all the services within the People and Places Department are able to contribute effectively to the Council's corporate objectives and service delivery, working pro-actively with the other Service Departments, partners, other stakeholders and the wider community.
 - To provide to elected members high quality, cost effective and timely advice on the implications of Government legislation, guidance, strategies and policies.
 - To be responsible for the implementation and management of a number of key corporate projects as required by the Chief Executive.
 - To lead and co-ordinate Council-wide initiatives as required.
 - To ensure that all aspects of service delivery are of the highest quality, value for money, deliver top performance, maximize customer satisfaction and shape a positive perception of the Council.

- To be the Council's proper officer for relevant service areas and to exercise all the functions of the Council for relevant service areas including the authorization of legal proceedings.
- Delegated Authority for relevant service areas.
- To resolve complex complaints and escalated enquiries.
- To attend Council, Cabinet and other Council meetings.
- To assist both within and outside the Council in communicating the Council's objectives.
- To undertake such other duties as may be assigned by the Chief Executive from time to time.
- To deputise for the Chief Executive.
- To lead on multi-disciplinary, interdepartmental and cross organizational working.
- To participate in any relevant training to achieve the key objectives of the Council

General responsibilities:

- Embrace the values and behaviours of the Council.
- Comply with the Council's Safeguarding Policy.
- Comply with the Council's Equal Opportunities Policy, and to actively promote equality of opportunity wherever possible.
- Comply with the Council's Health & Safety Policy.
- Participate in any relevant training for the duties of this post and to achieve the key objectives of the Council.
- Participate fully in the Council's staff appraisal scheme.
- Carry out any other related duties which may be directed by the Chief Executive.

Person Specification

Job Title: Chief Officer

	Essential
Qualifications	<ul style="list-style-type: none"> ▪ Educated to degree level or equivalent and have a relevant professional and management qualifications
Knowledge, skills & experience	<ul style="list-style-type: none"> ▪ A proven track record of successful management, ideally within the public sector, at a senior level ▪ Demonstrate experience, motivation and commitment in the management a range of professional services ▪ Show a proven ability to initiate and manage improvement and innovation.
Approach	<ul style="list-style-type: none"> ▪ Clear strategic thinking and planning ▪ Exceptional management skills ▪ Excellent financial management ability ▪ Effective communication skills both verbal and written ▪ Ability work co-operatively as a Team Member ▪ Exceptional interpersonal skills ▪ Political awareness ▪ Commitment to and experience of public service delivery and involving the community in service development ▪ Commitment to the development of staff ▪ Experience of working in partnerships
Other	<ul style="list-style-type: none"> ▪ This post is politically restricted within the provisions of the Local Government and Housing Act 1989 ▪ Willingness to undertake any relevant training ▪ Driving license and access to a vehicle

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CHIEF OFFICER PEOPLE & PLACES - PRESENTATIONS

Appointments Committee - 30 October 2019

Report of Chief Executive

Status For Decision

Key Decision No

Contact Officer Pav Ramewal, Ext. 7298
 Graeme Taylor, Ext. 7169

Recommendations to Appointments Committee that

The contents of the presentation and the responses to questions from each candidate are noted, assessed and used to inform the decision on the appointment of the Chief Officer People & Places.

Reason for recommendation: Members of the Appointments Committee will receive a presentation from each candidate for the role of Chief Officer People & Places. This will be assessed by the Committee and used to inform the decision on appointment to the role.

Introduction and Background

- 1 It is a requirement of the Constitution for Members to interview and appoint to the post of Chief Officer. The interview process agreed for the role of Chief Officer People & Places includes a presentation to the Appointments Committee from each of the candidates.

Presentation

- 2 Each candidate will be asked to present to the Committee for approximately 15 minutes. At the close of the presentation a further 30 minutes would be allowed for Members to ask questions of the candidate. The Chief Executive will be present and the HR Manager would be available to provide professional advice and provide support to ensure that each candidate is assessed consistently against agreed criteria.
- 3 The presentation subject and guidance on assessing the candidate will be provided in advance of the meeting.

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Assessment

- 4 Once all of the presentations have been completed time will be allowed for the Committee to discuss their assessment of the candidates. The outcome of the assessment of all four candidates will inform the appointment decision which will also incorporate feedback from the detail interview and the activities delegated to the Chief Executive.

Other Options Considered and/or Rejected

- 5 None. It is a requirement of the Constitution for Members to interview and appoint to the post of Chief Officer.

Key Implications

Financial

- 6 None. The costs for the post of Chief Officer People & Places will be met from within existing budgets.

Legal Implications and Risk Assessment Statement

- 7 It is a requirement of the Constitution for Members to interview and appoint to the post of Chief Officer.

Equality Assessment

- 8 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Conclusions

- 9 It is a requirement of the Constitution for members of this Committee to interview and appoint to the role of Chief Officer, and this report sets out the process that will be followed for the presentations to be given by each of the candidates.

Appendices None.

Background Papers None.

Dr Pav Ramewal
Chief Executive