

Chief Officer Employment Panel

Tuesday, 19th June, 2018
at 9.00 am

PLEASE NOTE TIME OF MEETING

West Wing Conference Room - Civic
Centre

This meeting is open to the public

Members

Councillor Hammond (Chair)
Councillor Fitzhenry
Councillor Galton
Councillor Hannides
Councillor Jordan
Councillor Dr Paffey
Councillor Rayment

Contacts

Senior Democratic Support Officer
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Service Director, Legal and Governance
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PUBLIC INFORMATION

Role of the Chief Officer Employment Panel

The appointment of Chief Officers in accordance with the Council's Officer Employment Procedure Rules.

Public Representations

At the discretion of the Chair, members of the public may address the meeting about any report on the agenda for the meeting in which they have a relevant interest.

Smoking policy – the Council operates a no-smoking policy in all civic buildings.

Mobile Telephones

Please switch your mobile telephones to silent whilst in the meeting.

Use of Social Media

The Council supports the video or audio recording of meetings open to the public, for either live or subsequent broadcast. However, if, in the Chair's opinion, a person filming or recording a meeting or taking photographs is interrupting proceedings or causing a disturbance, under the Council's Standing Orders the person can be ordered to stop their activity, or to leave the meeting.

By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and or/training purposes. The meeting may be recorded by the press or members of the public.

Any person or organisation filming, recording or broadcasting any meeting of the Council is responsible for any claims or other liability resulting from them doing so.

Details of the Council's Guidance on the recording of meetings is available on the Council's website.

Southampton City Council's Priorities

- Jobs for local people
- Prevention and early intervention
- Protecting vulnerable people
- Affordable housing
- Services for all
- City pride
- A sustainable Council

Fire Procedure – in the event of a fire or other emergency a continuous alarm will sound and you will be advised by Council officers what action to take.

Access – access is available for the disabled. Please contact the Democratic Support Officer who will help to make any necessary arrangements.

Dates of Meetings: Municipal Year 2018/19

Meetings of the Panel are convened as and when required.

CONDUCT OF MEETING

TERMS OF REFERENCE

The terms of reference of the Cabinet, and its Executive Members, are set out in Part 3 of the Council's Constitution.

RULES OF PROCEDURE

The meeting is governed by the Executive Procedure Rules as set out in Part 4 of the Council's Constitution.

BUSINESS TO BE DISCUSSED

Only those items listed on the attached agenda may be considered at this meeting.

QUORUM

The minimum number of appointed Members required to be in attendance to hold the meeting is 3.

DISCLOSURE OF INTERESTS

Members are required to disclose, in accordance with the Members' Code of Conduct, **both** the existence **and** nature of any "Disclosable Pecuniary Interest" or "Other Interest" they may have in relation to matters for consideration on this Agenda.

DISCLOSABLE PECUNIARY INTERESTS

A Member must regard himself or herself as having a Disclosable Pecuniary Interest in any matter that they or their spouse, partner, a person they are living with as husband or wife, or a person with whom they are living as if they were a civil partner in relation to:

(i) Any employment, office, trade, profession or vocation carried on for profit or gain.

(ii) Sponsorship:

Any payment or provision of any other financial benefit (other than from Southampton City Council) made or provided within the relevant period in respect of any expense incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

(iii) Any contract which is made between you / your spouse etc (or a body in which the you / your spouse etc has a beneficial interest) and Southampton City Council under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.

(iv) Any beneficial interest in land which is within the area of Southampton.

(v) Any license (held alone or jointly with others) to occupy land in the area of Southampton for a month or longer.

(vi) Any tenancy where (to your knowledge) the landlord is Southampton City Council and the tenant is a body in which you / your spouse etc has a beneficial interests.

(vii) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of Southampton, and either:

a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or

b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you / your spouse etc has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.

Other Interests

A Member must regard himself or herself as having an, 'Other Interest' in any membership of, or occupation of a position of general control or management in:

Any body to which they have been appointed or nominated by Southampton City Council

Any public authority or body exercising functions of a public nature

Any body directed to charitable purposes

Any body whose principal purpose includes the influence of public opinion or policy

Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:-

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness, accountability and transparency;
- setting out what options have been considered;
- setting out reasons for the decision; and
- clarity of aims and desired outcomes.

In exercising discretion, the decision maker must:

- understand the law that regulates the decision making power and gives effect to it. The decision-maker must direct itself properly in law;
- take into account all relevant matters (those matters which the law requires the authority as a matter of legal obligation to take into account);
- leave out of account irrelevant considerations;
- act for a proper purpose, exercising its powers for the public good;
- not reach a decision which no authority acting reasonably could reach, (also known as the "rationality" or "taking leave of your senses" principle);
- comply with the rule that local government finance is to be conducted on an annual basis. Save to the extent authorised by Parliament, 'live now, pay later' and forward funding are unlawful; and
- act with procedural propriety in accordance with the rules of fairness.

AGENDA

1 APOLOGIES AND CHANGES IN PANEL MEMBERSHIP (IF ANY)

To note any changes in membership of the Panel made in accordance with Council Procedure Rule 4.3.

2 DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS

In accordance with the Localism Act 2011, and the Council's Code of Conduct, Members to disclose any personal or pecuniary interests in any matter included on the agenda for this meeting.

NOTE: Members are reminded that, where applicable, they must complete the appropriate form recording details of any such interests and hand it to the Democratic Support Officer.

3 STATEMENT FROM THE CHAIR

4 MINUTES OF THE PREVIOUS MEETINGS (INCLUDING MATTERS ARISING) (Pages 1 - 2)

To approve and sign as a correct record the Minutes of the meeting held on 13th March 2018 and to deal with any matters arising, attached.

5 EXCLUSION OF PRESS AND PUBLIC

Chair to move that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of Confidential Appendix 2 to item 6 based on Categories 1, 2 and 3 of paragraph 10.4 of the Access to Information Procedure Rules.

The information contained therein is potentially exempt as it relates to individual personal details and information held under the Data Protection Act 1998. Having applied the public interest test it is not appropriate to disclose this information as the individuals' legal expectation of privacy outweighs the public interest in the exempt information.

6 APPOINTMENT OF INTERIM DEPUTY CHIEF EXECUTIVE (Pages 3 - 12)

Report of Service Director Human Resources and Organisation Development regarding the Appointment of Interim Deputy Chief Executive, attached.

Monday, 11 June 2018

Service Director, Legal and Governance

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SOUTHAMPTON CITY COUNCIL
CHIEF OFFICER EMPLOYMENT PANEL
MINUTES OF THE MEETING HELD ON 13 MARCH 2018

Present: Councillors Letts (Chair), Moulton, Rayment, Fitzhenry, Hannides and Payne

14. **MINUTES OF THE PREVIOUS MEETINGS (INCLUDING MATTERS ARISING)**

RESOLVED: that the minutes of the Chief Officer Employment Panel meeting held on 19th February 2018 be approved and signed as a correct record.

15. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of the appendix to the following item based on Categories 1, 2 and 3 of paragraph 10.4 of the Access to Information Procedure Rules.

The information contained therein is exempt as it relates to individual personal details and information held under the Data Protection Act 1998. Having applied the public interest test it is not appropriate to disclose this information as the individuals' legal expectation of privacy outweighs the public interest in the exempt information.

16. **APPOINTMENT OF CHIEF EXECUTIVE AND HEAD OF PAID SERVICE**

The report of the Service Director HR and OD was considered regarding the Appointment of Chief Executive and Head of Paid Service.

The Panel moved into confidential session to consider the Appendix to the report as it contained information in accordance with Categories 1,2 and 3 of Paragraph 10.4 of the Council's Access to Information Procedure Rules as contained in the Council's Constitution.

RESOLVED: that the decision of the Chief Officer Employment Panel not to appoint to the position of Chief Executive and Head of Paid Service and go back out to advert be noted.

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DECISION-MAKER:	CHIEF OFFICER EMPLOYMENT PANEL		
SUBJECT:	APPOINTMENT TO THE ROLE OF INTERIM DEPUTY CHIEF EXECUTIVE		
DATE OF DECISION:	19 th June 2018		
REPORT OF:	Janet King Service Director HR and OD		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Janet King	Tel: 023 083 2378
	E-mail:	Janet.king@southampton.gov.uk	
Head of Paid Service	Name:	Richard Crouch	Tel: 023 8083 3360
	E-mail:	Richard.crouch@southampton.gov.uk	
STATEMENT OF CONFIDENTIALITY			
Appendix 2 of the report is not for publication by virtue of Categories 1, 2 and 3 (Personal Information) of paragraph 10.4 of the Council's Access to Information Procedure Rules as contained in the Council's Constitution. It is not considered to be in the public interest to disclose this information as the report contains confidential and personal information relating to specific individuals.			
SUMMARY			
<p>Following the resignation and departure of the permanent Chief Executive the Council has an Interim Chief Executive in post whilst we undertake the process for the permanent appointment to the role. The Interim Chief Executive is the Chief Operating Officer. The resignation of the Chief Strategy Officer / Acting Deputy Chief Executive has resulted in a review of the senior structure and agreement to appoint an Interim Deputy Chief Executive until a permanent appointment is made to the Chief Executive and Head of Paid Service role. There are legal requirements which must be observed when appointing a Chief Officer and this falls to the Chief Officer Employment Panel to appoint.</p> <p>Full Council reassigned the designation of Head of Paid Service to the Chief Operations Officer on an interim basis following an internal interview at COEP and the decision to not appoint to the permanent role from the candidates presenting for interview at COEP in March 2018.</p>			

RECOMMENDATIONS:

- i. To appoint to the role of Deputy Chief Executive (Interim) from the list of candidates presenting at interview by the Chief Officer Employment Panel.

REASONS FOR REPORT RECOMMENDATIONS

1. The Chief Strategy Officer position will become vacant on August 8th 2018 following the resignation of Suki Sitaram. The current Chief Operations Officer role is held by Richard Crouch who is also the Interim Chief Executive and Head of Paid Service. This leaves vacant positions at the most senior management level and the need for support to the Interim Chief Executive in delivery of the Council's major priorities and projects and overall management

of the organisation and Council Management Team.

2. The interim arrangements will fulfil the council's responsibilities for a period up to the point at which permanent appointments are made and the people are able to take up the posts.
3. The permanent appointments will ensure the required leadership stability and legal requirements going forward.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

4. To continue the current position of senior vacancies but this will leave a significant capacity gap in the organisation.

DETAIL (Including consultation carried out)

5. The seniority of the role is, by nature, one which carries a 3-6 month notice period and requires a full recruitment process. This being the case an Interim Deputy Chief Executive will be secured from an internal candidates where movement is flexible and suitable candidates brought forward external recruitment consultants.
6. The re-advertisement for a permanent appointment will be reviewed and a revised timeline confirmed as appropriate.
7. In line with COEP requirements the Service Director; HR and OD has worked with external recruitment consultants to help test the wider market for potential applicants and prepare suitable candidates for shortlisting.
8. Following final interview should COEP members not wish to appoint the position will be reviewed.

RESOURCE IMPLICATIONS

Capital/Revenue

9. The costs will be met within existing budgets and as two posts will be covered by one there will be a revenue saving in the short/medium term.

Property/Other

10. Not applicable.

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

11. Local Government Act 2000 and the Local Government (Standing Orders) (England) Regulations 2001 (as amended)

Other Legal Implications:

12. None

POLICY FRAMEWORK IMPLICATIONS

13. None

KEY DECISION? No

WARDS/COMMUNITIES AFFECTED:	None
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SUPPORTING DOCUMENTATION

Appendices

1.	Process for appointment to the Interim role
2.	Written expressions of interest for the permanent role (CVs and supporting statements) EXEMPT

Documents In Members' Rooms

	None
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Equality Impact Assessment

Do the implications/subject of the report require an Equality Safety Impact Assessment (ESIA) to be carried out?	No
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Other Background Documents

Equality Impact Assessment and Other Background documents available for inspection at:

Title of Background Paper(s)

Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)

1.	Job Description and Person Specification	
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Job Specification

Deputy Chief Executive (Interim)

Grade: CO1.1

Date: June 2018

Southampton City Council

The Council Strategy 2016-20 sets out our contribution to the City Strategy vision to make Southampton a city of opportunity where everyone thrives. Delivering this is central to improving outcomes for everyone, bringing in investment to the city and enabling residents to have opportunities to succeed and lead fulfilling, healthy, happy lives. A key contributor has been the leading role played by the council in facilitating economic growth in the city.

While our strategy focuses on what the council can do, we acknowledge that we can't do everything ourselves. Our City Strategy 2015-25 developed Southampton Connect, a strategic partnership of business, public, and community and voluntary sector organisations in the city. With an overarching goal of prosperity for all, the City Strategy focuses on economic growth, skills and employment, and healthier and safer communities. This partnership approach is indicative of the spirit of the city council – we are One Council.

The council agreed its operating model in 2015 which operates a mixed economy of service delivery comprising direct service delivery, shared services and delivery through voluntary sector and commercial partners. Key services are delivered through a joint venture with Capita and through commercial partners such as Balfour Beatty and Active Nation. The council has successfully established integrated commissioning structures with Health as well as innovative joint arrangements for public health with Portsmouth City Council and plays an active role in making whole system changes.

The council requires all staff to take personal responsibility for delivering excellence, to work with others to achieve the best possible outcomes, to embrace change and new opportunities, to make the most of the resources available to us and to think and act in the best interests of our customers – the residents of Southampton.

Job Description

Purpose of Role

The Deputy Chief Executive (Interim) will support the Chief Executive as Head of Paid Service and provide strategic leadership for the council locally, regionally and nationally ensuring the transformation and delivery of the city's and the council's priority outcomes. The post holder is expected to provide excellent leadership to the Service Directors and have high levels of financial and commercial acumen to oversee core services and make the city council a modern, sustainable organisation that delivers high quality services and improved outcomes.

Key Accountabilities

1. To be the Deputy to the Council's Chief Executive and Head of Paid Service.
2. To deliver the council's vision in line with the priorities set by Elected Members and the community that the council serves.
3. To deliver the wider transformation agenda to improve the efficiency and the performance of the council locally, regionally and nationally.
4. To work effectively with Elected Members and Service Directors developing and implementing plans and strategies that meet the city's current and future needs.
5. To provide leadership for the council and work with other key partners to ensure broader city working is focussed on meaningful strategic plans and priorities.

6. To support the Chief Executive in driving forward the strategic and transformational agenda set by Cabinet ensuring the delivery of high quality, value for money, services.
7. To work closely along with the Chief Executive in partnership with the business sector, other local authorities and agencies to ensure that the city fulfils its economic potential makes a full contribution to the Solent LEP and Partnership for Urban South Hampshire (PUSH), similar external partners and a combined authority should it receive government support.
8. To manage council services (Growth, Transactions and Universal Services, Intelligence, Insight and Communications, Digital and Business operations, HR and OD) achieving improvements, cost effectiveness and high quality service delivery for our residents.
9. To act as the focal point along with the Chief Executive in partnership working with the council's recognised trade unions and within the city and surrounding area to broker cross sector working between the council, the third sector and private employers to ensure added value in the work achieved.

Person Specification

Qualifications, knowledge and experience

Essential

1. Significant experience in serving at a senior, executive level in a large complex organisation, preferably within a senior management team of a unitary or similar authority.
2. Educated to at least first degree level and/or an equivalent relevant professional qualification with evidence of continuous professional development.
3. Experience of working with local councillors, MPs, ministers and external partners in the public, private and voluntary sectors.
4. Leading a large complex organisation that delivers excellent and efficient services to customers reflecting the requirement of the community.
5. A proven track record of the effective delivery of major transformation in a challenging environment.
6. Experience of creative and innovative thinking enabling empowerment of others through leadership.
7. Strong understanding of business and financial management with a proven track record of managing complex budgets and strategies around prudent financial management.
8. Experience of building strong partnerships and cross sector working.
9. Successful track record of influencing, negotiating and providing balanced professional advice and guidance to, and working productively with, senior decision makers in a complex political setting.
10. A demonstrable track record in effective people / team leadership with clear related skills of listening, influencing and consulting built into their management style.
11. Experience and knowledge of significant strategic areas of work e.g.
 - Procurement and Project Management
 - Planning and strategic projects
 - Economic Development and growth

12. Ability to work with senior managers to develop innovative solutions whilst maintaining continuity of services through setting clear goals and targets.
13. Evidence of providing the impetus for progressive, continuous improvement across service areas.
14. Experience of leading, inspiring and motivating a range of diverse professional groups of staff to achieve progressively higher standards of service delivery, service improvements and cost reductions within challenging organisational circumstances.

Desirable

16. A higher degree / professional qualification in a related area

Key Competences, Skills and Personal Qualities:

Key Competencies and skills

1. A visionary and inspirational leader, able to lead from the front and focus on the delivery of high quality, effective services.
2. A demonstrably high achiever with high level analytical skills.
3. A demonstrable change leader, successfully engaging management and staff teams, and other stakeholders.
4. Excellent interpersonal skills with a proven ability to motivate, enthuse and inspire others.
5. Excellent and proven financial management and control skills.
6. Excellent communication and presentational skills with the ability to communicate messages to a variety of audiences and under pressure.
7. Be able to demonstrate underpinning personal values, attitudes and behaviour and a proven track record of commitment to local government.
8. Excellent people management skills.
9. A clear strategic thinker, able to manage a complex range of functions and competing priorities to ensure the direction of the council.
10. Able to demonstrate the ability to think laterally, beyond traditional boundaries.
11. To have a personal style that enables the leadership team to develop their skills.

Personal style and behaviour

1. A visible and engaging leader, who works positively with elected Members, staff, local businesses, public, private and voluntary sector partners.
2. A motivated individual committed to the ethos of modern local government, with the drive to define and articulate clear goals and inspire others to achieve.
3. Approachable and able to put people at ease.
4. A credible and charismatic leader with integrity, who is able to gain the confidence of members and staff as well as partner organisations within the city.
5. Able to work in a political lead environment and define clear lines of responsibility and operating within the governance structure of the council.

The post of Deputy Chief Executive is:

- Subject to the terms and conditions of service as prescribed by the Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities except where locally agreed conditions are in place.

- Politically restricted under section 2(1) of the Local Government and Housing Act 1989. Post holders are disqualified from being a member of other local authorities, a Member of Parliament or a Member of the European Parliament. In addition the post holder may not hold office in a political party, canvas at elections or attempt to influence support in any other way for a political party.
- To be undertaken in accordance with the Council’s key values, agreed performance standards and with acute political sensitivity and awareness.
- Required to respond on rota, or otherwise as considered reasonable, to ensure long term resilience in the unlikely event of a Civil or Major Emergency within the City, to afford across organisational support on behalf of the Chief Executive to the Emergency Services in liaison with the Duty Emergency Planning Manager. This is a statutory duty on the authority within the terms of the Civil Contingencies Act 2004 and the Council’s Major Incident Plan.

Other Contractual Post Requirements					
Standby Payment	Yes	<input type="radio"/>	No	<input type="radio"/>	
Fire Marshall	Yes	<input type="radio"/>	No	<input type="radio"/>	
First Aider	Yes	<input type="radio"/>	No	<input type="radio"/>	
Politically Restricted	Yes	<input type="radio"/>	No	<input type="radio"/>	
Tool Allowance	Yes	<input type="radio"/>	No	<input type="radio"/>	
Emergency Planning Allowance	Yes	<input type="radio"/>	No	<input type="radio"/>	
Contractual Car User (see intranet for more information)	Yes	<input type="radio"/>	No	<input type="radio"/>	
DBS (see intranet for more information)	Standard	<input type="radio"/>	Enhanced	<input type="radio"/>	N/a
Basic Disclosure (see intranet for more information)	Yes	<input type="radio"/>	No	<input type="radio"/>	

1. The post holder must have the ability to understand the needs of the city’s diverse and changing population and to implement the council's Equal Opportunities Policy at a level appropriate to the job and must at all times carry out all responsibilities with due regard to that Policy.
2. The post holder is required to be familiar with the council's:
 - a. Health and Safety Policy and be aware of and observe any part of the policy related specifically to the duties and responsibilities of the post, and
 - b. Information Governance policies and be able to apply the principles of Data Protection to their role and duties to ensure that all data is collected, held and managed appropriately.
3. The post holder will be required to carry out their duties and responsibilities in accordance with all relevant council and professional codes of practice, including demonstrating the relevant behaviours as defined in the council’s Organisational and Leadership Behaviours Framework.

