

# FAREHAM

BOROUGH COUNCIL

## AGENDA

### APPOINTMENTS SUB COMMITTEE

**Date:** Tuesday, 7 March 2023

**Time:** 4.00 pm

**Venue:** Collingwood Room - Civic Offices

**Members:**

Councillors     S D Martin  
                      Mrs K K Trott  
                      S D T Woodward

**Deputies:**     Ms C Bainbridge  
                      Mrs C L A Hockley



1. **Appointment of Committee Chairman**
2. **Apologies**
3. **Declarations of Interest**
4. **Selection Process Briefing** (Pages 3 - 4)  
A presentation by the Director of Support Services and Monitoring Officer.
5. **Key Documents for the Recruitment of the Chief Executive Officer** (Pages 5 - 16)  
A report by the Director of Support Services and Monitoring Officer.



P GRIMWOOD  
Chief Executive Officer

Civic Offices  
[www.fareham.gov.uk](http://www.fareham.gov.uk)  
27 February 2023

**For further information please contact:**  
**Democratic Services, Civic Offices, Fareham, PO16 7AZ**  
**Tel:01329 236100**  
**[democraticservices@fareham.gov.uk](mailto:democraticservices@fareham.gov.uk)**

# FAREHAM

## BOROUGH COUNCIL

### **Presentation to Appointments Sub-Committee**

**Date:** 07 March 2023

**Report of:** Director of Support Services and Monitoring Officer

**Subject:** Selection process briefing

#### **SUMMARY**

The Sub-committee will receive a presentation which will brief members on the selection process for the appointment of the Chief Executive Officer.

#### **RECOMMENDATION**

It is recommended that the Appointments Sub-Committee notes the content of the presentation.



# FAREHAM

## BOROUGH COUNCIL

### **Report to Appointment Panel**

**7 March 2023**

*Subject:* **Key Documents for the Recruitment of the Chief Executive Officer**

*Report of:* **Director of Support Services and Monitoring Officer**

#### **SUMMARY**

In accordance with Section 4 of the Local Government and Housing Act 1989, Fareham Borough Council is required to appoint a Head of Paid Service. The Council's Constitution Part 1, Chapter 10 confirms the Chief Executive Officer is designated to carry out this role.

Following the resignation of the current Chief Executive Officer, Peter Grimwood, and the decision by Council to create an Appointments Panel, that Panel is asked to confirm its Terms of Reference, the Job Details and Advert for a Chief Executive Officer.

#### **RECOMMENDATION**

That the Appointment Panel:

- (a) agrees its Terms of Reference as set out in Appendix A;
- (b) agrees the Job Advertisement as set out in Appendix B;
- (c) agrees the Job Description as set out in Appendix C;
- (d) agrees the Person Specification as set out in Appendix D;
- (e) delegates authority to the Director of Support Services to make any further changes to the recruitment documents, listed as Appendices B, C and D; and
- (f) subject to the agreement of the above, notes that the advertisement will be externally published on 9 March 2023.

## **INTRODUCTION**

1. In accordance with Section 4 of the Local Government and Housing Act 1989 ('LGH 1989') the Council must designate one of its officers to hold the statutory office of Head of Paid Service. The responsibilities of the Head of Paid Service are prescribed by the LGH1989 Act and the Local Government Act 2000 ('LGA2000 Act') and are described in the Council's Constitution.
2. Section 4 of the Local Government and Housing Act 1989, requires that the Council designate one of its officers as Head of the Paid Service (usually the Chief Executive) who is responsible for preparing reports on the way the local authority's staff are organised, on the authority's staffing needs and on the co-ordination of the way in which the authority's functions are discharged. Failure to appoint a Head of Paid Service, would put the Council in breach of its statutory obligation.
3. In addition, Section 35 of the Representation of the People Act 1983 requires the Council to appoint an officer of the Council to be the Returning Officer for the election of Councillors. In accordance with the decision of the Council the Chief Executive is also appointed as Returning Officer which is an independent statutory role. The Chief Executive is appointed as the Council's Electoral Registration Officer under Section 8 of the Representation of the People Act 1983.

## **BACKGROUND**

4. The current Chief Executive, Peter Grimwood, has tendered his resignation after a highly successful 40-year career working in Local Government, with the last 27 years at Fareham Borough Council serving as the Chief Executive since April 2009.
5. At its meeting on 24 February 2023, the Council resolved to create sub-committee to act as an Appointment Panel.

## **APPOINTMENT PANEL**

6. The Appointment Panel is a formal sub-committee of Council and is created to:
  - (a) consider the arrangements for the recruitment of a Chief Executive Officer;
  - (b) draw up a statement specifying the duties of the post and any qualifications or qualities to be sought in the person to be appointed;
  - (c) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it;
  - (d) confirm proposed arrangements for interview and selection; and
  - (e) interview shortlisted applicants and make a recommendation to Council for the appointment of the most suitable applicant.
7. The Director of Support Services and Monitoring Officer will provide technical support to Members of the Panel and lead on the recruitment process.

## **TERMS OF REFERENCE**

8. A draft Terms of Reference for the Appointment Panel is shown at Appendix A. The

Appointment Panel is asked to consider the Terms of Reference and to confirm that it is accepted.

## **JOB ADVERTISEMENT, JOB DESCRIPTION AND PERSON SPECIFICATION**

9. When recruiting a Chief Executive Officer, and in accordance with paragraph 4 of Standing Orders with respect to the Appointment, Dismissal and Discipline of Employees, the Council is required to draw up a statement specifying the duties of the post and any qualifications or qualities to be sought in the person to be appointed.
10. As the appointed Sub-Committee of the Council, the Appointment Committee is asked to agree the statement which is presented in the form of the Job Description, as set out in Appendix C, and the Person Specification, as set out in Appendix D.
11. The Appointment Panel is also required to make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it. The Job Advertisement is therefore set out in Appendix B.
12. The advertisement will be published externally via the Council's website, the Municipal Journal online and printed publication and via LinkedIn.

## **RISK ASSESSMENT**

13. The post of Chief Executive Officer is crucial to ensure the Council's effective governance. Failure to appoint would be a breach of legislation, as set out in paragraphs 1 – 3 above.

## **CONCLUSION**

14. The Appointment Panel is asked to confirm:
  - (a) its Terms of Reference as set out in Appendix A;
  - (b) the Job Advertisement as set out in Appendix B;
  - (c) the Job Description as set out in Appendix C;
  - (d) the Person Specification as set out in Appendix D;
  - (e) delegates authority to the Director of Support Services to make any further changes to the recruitment documents, listed as Appendices B, C and D; and
  - (f) subject to the agreement of the above, notes that the advertisement will be externally published on 9 March 2023.

**Appendices:**

Appendix A	Terms of Reference
Appendix B	Job Advertisement
Appendix C	Job Description
Appendix D	Person Specification

**Background Papers:** HR files (Exempt from publication)

**Reference Papers:** Fareham Borough Council Constitution

**Contact:** For further information please contact Leigh Usher (01329 824553)





## **Appointment Panel Terms of Reference:**

The Appointment Panel is a formal sub-committee of Council and is created to:

- (a) consider the arrangements for the recruitment of a Chief Executive Officer;
- (b) draw up a statement specifying the duties of the post and any qualifications or qualities to be sought in the person to be appointed;
- (c) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it;
- (d) confirm proposed arrangements for interview and selection; and
- (e) interview shortlisted applicants and make a recommendation to Council for the appointment of the most suitable applicant.

The Director of Support Services and Monitoring Officer will provide technical support to Members of the Panel and lead on the recruitment process.

The Appointment Panel will consist of three Members, at least one of which must be an Executive Member. In the interest of political balance one Member of the panel will be from the opposition group. A deputy for each political group may also be appointed.

The Appointment Panel will be dissolved when the successful applicant has been offered the role of Chief Executive Officer, has accepted the position, and confirmed it in writing.



# Fareham – a great place to live and work

## Chief Executive Officer

£121,465 – £140,282

Closing date: 28 March 2023

Appendix B



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For more information and to apply please visit:  
[www.fareham.gov.uk/ceorecruitment](http://www.fareham.gov.uk/ceorecruitment)

**FAREHAM**  
BOROUGH COUNCIL



# FAREHAM

## BOROUGH COUNCIL

### Job Description

### Appendix C

Post Title	Chief Executive Officer
Post No.	CX001
Grade	Chief Executive Grade
Responsible to	The Council through the Executive Leader
Responsible for	People – 450 + employees and Budget - £50m Revenue with £13m HRA and £63m, 5 year capital programme (inc HRA)

Specifically the Chief Executive Officer will:

Support the leading Councillors in setting the strategic aims of the organisation by:

- Working in collaboration with the Executive Leader supporting him to lead, with each recognising and respecting the other's position and role and both offering and listening to advice
- Supporting the Executive Leader and Elected Members to develop and shape the Council's vision, values, and priorities.
- Acting as the principal advisor to all Elected Members on matters of general policy; providing impartial advice and guidance.
- Providing proactive support and straightforward and honest advice to all Members; anticipating and identifying issues, providing solutions which meet strategic objectives.
- Enabling, facilitating, and achieving results, finding a way to deliver objectives in line with political wishes and ambitions.
- Promoting, managing and maintaining a constructive, professional working relationship between Elected Members and the Officers of the Council.
- Advising Elected Members of the legislative framework and governance for political decision making.
- Providing advice to the Executive Leader in meetings but not dominating proceedings.

Deliver high quality, efficient and streamlined services which are designed from the point of view of the customer by:

- Driving the continual improvement of services using Vanguard Systems Thinking Principles, achieving a joined up 'whole organisation' approach.
- Trusting employees to do their jobs and do them well, all the while recognising what matters to their customers.
- Ensuring value for money in service delivery.

As Head of Paid Service develop and lead corporate strategy, organisational culture and performance by:

- Leading the organisation through the Chief Executive's Management Team (CXMT) with a creative, inspirational and innovative management style.
- Achieving corporate objectives by developing strategies, policies and practices.
- Anticipating and resolving financial challenges, exploring new avenues for income generation.

- Navigating problems through to successful resolution and managing all risks.
- Providing clear direction to and the development of high performing teams who are motivated, supported and engaged.
- Understanding the impact of change on people and managing with emotional intelligence.
- Supporting a corporate culture which encourages innovation, creates trust and respect throughout the organisation in a safe, open and equitable environment.
- Strategically managing resource allocation across the organisation; ensuring the right people are in the right place, creating opportunities to enhance capability and capacity.
- Leading on emergency planning response, business continuity and contingency planning.

Promote and develop strategic and operational partnerships which benefit Fareham communities, businesses and improve the lives of residents by:

- Maintaining and developing public confidence in the work of the Council and continue to build its strong external image.
- Working with partners to develop sustainable communities, supporting regeneration and encourage economic investment within the borough.
- Promoting the Council's role in community leadership.
- Ensuring that partner relationships are effective, cohesive and deliver excellent services and to the advantage of Fareham.
- Engaging, communicating and consulting with customers and partners, ensuring that the resulting feedback informs service priorities.

To act as guardian of the Council's reputation by:

- Protecting and upholding the Council's reputation; promoting its standing in the region.
- Objectively providing advice and guidance whilst recognising and respecting political standpoints.
- Identifying and anticipating PR, Communications and Social Media matters, providing sound advice and guidance.
- Ensuring that complaints are dealt with fairly and appropriately, providing a high level of Member confidence that a satisfactory resolution is achieved

Be an ambassador for the Council at all levels by:

- Ensuring that Fareham contributes and influences at all levels; taking a positive approach in major local and regional partnerships to achieve maximum benefit for the Borough.
- Representing and negotiating on behalf of the Council on external bodies and networks.
- Providing support to the Mayoralty and fulfilling a civic role as required.

To be the Proper Officer, Returning Officer and Electoral Registration Officer for the Fareham County Constituency and Local Elections by:

- Ensuring the publication of the Electoral Register.
- Taking responsibility for the conduct of elections ensuring that elections meet legislative requirements.

Note: Our policy is to make adaptations for those who have substantial and long term disabilities. If you need an adaptation to carry out any of the above please let us know.

Person Specification – Chief Executive Officer

Qualifications

- Educated to degree level or equivalent qualification with significant post qualification experience
- Evidence of continuing development of professional and managerial leadership skills

Experience

- Significant experience of successful senior managerial leadership in a public body within a complex, demanding and politically sensitive environment
- Understands and is familiar with Vanguard Systems Thinking Principles to drive service improvement
- A record of delivering financial and service objectives in a complex organisation
- Experience of developing successful organisational strategies to achieve the corporate vision and ambitions
- Experience of translating organisation strategy and visions into achievable operational objectives and plans
- Experience of building positive and fruitful partnerships
- Experience of creating and managing high performing teams

Personal Attributes

- A visionary leader with an honest and straightforward style
- Understanding of politics and is sensitive to the political environment
- Shares the value that customers are at the heart of all that we do
- Demonstrates determination, commitment and resilience
- Financially astute and commercially aware
- Strong analytical skills - an excellent and creative problem solver
- Able to create and harness opportunities
- Energy, drive and resilience - able to deliver under pressure
- Charisma and presence
- Integrity and credibility that engages and commands the confidence and respect of others
- Inclusive, supportive and leads by example
- Intuitive, emotionally intelligent and is a good judge of character
- Wise and able to offer wise counsel
- Makes timely and effective decisions
- Relationship builder with highly developed interpersonal and genuine engagement skills
- Even handed and objective
- Tactful and diplomatic, firm but fair
- Ability to create trust and respect amongst colleagues
- Able to negotiate and influence as well as nurture and navigate
- Prepared to make tough decisions
- Knows when to listen and when to talk
- Excellent written, spoken and presentation skills
- Strong, clear communicator, has the ability to make complex technical information simple

