

FAREHAM

BOROUGH COUNCIL

AGENDA

APPOINTMENTS SUB-COMMITTEE

Date: Tuesday, 28 November 2023

Time: 3.00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillors I Bastable
Miss J Burton
Mrs K K Trott
S D T Woodward

Deputies:



1. Appointment of Committee Chairman

2. Apologies

3. Declarations of Interest

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct.

4. Selection Process Briefing (Pages 3 - 4)

A presentation by the Assistant Chief Executive Officer and Monitoring Officer.

5. Key Documents for the Recruitment of a Director of Neighbourhoods (Pages 5 - 16)

A report by the Assistant Chief Executive Officer and Monitoring Officer.

6. Exclusion of Public and Press

To consider whether it is in the public interest to exclude the public and representatives of the press from the remainder of the meeting on the grounds that the matters to be dealt with involve the likely disclosure of exempt information, as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

7. Agreement of the Recruitment Selection and Assessment Criteria

To receive information on the recruitment selection and assessment criteria from the Assistant Chief Executive Officer and Monitoring Officer.



A WANNELL
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
20 November 2023

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

FAREHAM

BOROUGH COUNCIL

Presentation to Appointments Panel

Date: 28 November 2023

Report of: Assistant Chief Executive Officer and Monitoring Officer

Subject: Selection process briefing

SUMMARY

The Appointments Panel will receive a presentation which will brief members on the selection process for the appointment of the Director of Neighbourhoods.

RECOMMENDATION

It is recommended that the Appointments Panel notes the content of the presentation.

FAREHAM

BOROUGH COUNCIL

Report to Appointment Panel

28 November 2023

Subject: **Key Documents for the Recruitment of a Director of Neighbourhoods**

Report of: **Assistant Chief Executive Officer and Monitoring Officer**

SUMMARY

The Council is responsible for appointing persons to posts that are designated as Chief Officer posts as outlined in Part One; Chapter 10, paragraph 10.1 of the Council's Constitution.

Following the vacancy to the post of Director of Neighbourhoods, and the subsequent decision by Council to create an Appointments Panel, the Panel is asked to confirm its Terms of Reference. In addition, the Panel is asked to note the Job Advertisement and the Job Description and Person Specification for the role.

RECOMMENDATION

It is recommended that the Appointments Panel:

- (a) agrees its Terms of Reference as set out in Appendix A to this report;
- (b) notes the Job Advertisement as set out in Appendix B to this report;
- (c) notes the Job Description and Person Specification for the role as set out in Appendix C to this report; and
- (d) notes the process for applicant selection, as outlined in the presentation.

INTRODUCTION

1. In accordance with Chapter 10 of the Council's Constitution, The Council, with the agreement of the Executive, will be responsible for appointing persons to the following posts, who will be designated as Chief Officers:
 - Chief Executive Officer
 - Assistant Chief Executive Officer
 - Director of Planning and Regeneration
 - Director of Neighbourhoods
 - Director of Housing.

BACKGROUND

2. At its meeting on 26 October 2023, the Council resolved to create a sub-committee to act as an Appointment Panel to appoint a Director of Neighbourhoods.

APPOINTMENT PANEL

3. The Appointment Panel is a formal sub-committee of the Council and is created to:
 - (a) consider the arrangements for the recruitment of a Director of Neighbourhoods;
 - (b) note the statement specifying the duties of the post and any qualifications or qualities to be sought in the person to be appointed;
 - (c) note proposed arrangements for interview and selection; and
 - (d) interview shortlisted applicants and make the appointment of the most suitable applicant.
4. The Chief Executive Officer and the Assistant Chief Executive Officer and Monitoring Officer will provide technical support to Members of the Panel and lead on the recruitment process.

TERMS OF REFERENCE

5. A draft Terms of Reference for the Appointments Panel is shown at Appendix A to this report. The Appointments Panel is asked to consider the Terms of Reference and to confirm that it is accepted.

JOB ADVERTISEMENT, JOB DESCRIPTION AND PERSON SPECIFICATION

6. The Appointments Panel is asked to note the arrangements in place for the advertisement of the post which should bring it to the attention of persons who are qualified to apply for it. The Job Advertisement is therefore set out in Appendix B to this report.
7. The advertisement has been published externally via the Council's website, the

Municipal Journal online and printed publication and via LinkedIn.

8. When recruiting to the post of Director (Chief 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.
9. As the appointed Sub-Committee of the Council, the Appointments Committee is asked to take into account when interviewing applicants, the statement which is presented in the form of the Job Description and Person Specification, as set out in Appendix C to this report.

RISK ASSESSMENT

10. The Director of Neighbourhoods is a key post to ensure the Council's effective governance. Failure to appoint a suitable applicant could fetter the Local Authority's ability to carry out its statutory duties and to meet its requirements to deliver its public services.

CONCLUSION

11. The Appointments Panel is asked to:
 - (a) confirm its Terms of Reference as set out in Appendix A;
 - (b) note the Job Advertisement as set out in Appendix B;
 - (c) note the Job Description and Person Specification as set out in Appendix C;
and
 - (d) note the process for applicant selection, as outlined in the presentation.

Appendices: Appendix A Terms of Reference
 Appendix B Job Advertisement
 Appendix C Job Description and 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)

Appendix A

Appointment Panel Terms of Reference:

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

- (a) Consider and agree suggested questions for interview and selection testing.
- (b) interview shortlisted applicants and select the most suitable applicant for appointment and nominate a second-place applicant in the event that the first-choice applicant does not accept the post.

The Assistant Chief Executive Officer will provide technical support to Members of the Panel and lead on the recruitment process.

The Appointment Panel will consist of four Members, at least one of which must be an Executive Member and in order to be politically balanced, one Member will be from the largest minority group;

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

Fareham – a great place to live and work

Director of Neighbourhoods

£89,782 - £102,823

Closing date: 29 November 2023

Appendix B

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For more information and to apply please visit:
www.fareham.gov.uk/director-recruitment

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JOB TITLE:	Director of Neighbourhoods
SALARY:	£89,782 - £102,823 (Director Grade)
RESPONSIBLE TO:	The Chief Executive Officer
RESPONSIBLE FOR:	People – 170 + employees and Revenue Budget - £21.5 million

What is the role?

Service Responsibilities

- Working with Elected Members to set and deliver on the strategic aims of the Department of Neighbourhoods and provide supportive and decisive leadership.
- Act as Advisor to the Executive Member for Health and Public Protection and the Chairman of the Health and Protection Scrutiny Panel and support the Head of Streetscene as Advisor to the Streetscene Scrutiny Panel.
- Support the Head of Environmental Health to manage the Licensing and Regulatory Affairs Committee, the Community Safety Partnership and the Joint Management Committee with Gosport
- Support the Head of Streetscene to manage the Council's responsibilities as a member of Project Integra (Waste Partnership) and with the future arrangements for Household Waste and Recycling collections as part of the Inter Authority Agreement (IAA)
- Leadership of specific services and responsibilities at Director level will be subject to change based on the needs of the Council.

Corporate Responsibilities

- Enable, facilitate, and achieve results, finding a way to deliver objectives in line with political wishes and ambitions.
- Promote, manage and maintain a constructive, professional working relationship between Elected Members and the Officers of the Council.
- Act as advisor to all Elected Members on matters of the legislative framework and governance; providing impartial advice and guidance, anticipating and identifying issues and providing solutions which meet strategic objectives.
- Attend all meetings of the Executive (including briefings) and Full Council
- Support the Elected Members in the achievement of the Council's Corporate Vision and Strategy through the provision and management of high quality, value for money public services.
- Anticipate and resolve financial challenges, exploring new avenues for income generation.
- Navigate problems through to successful resolution and managing all risks.
- Provide clear direction to and the development of high performing teams who are motivated, supported and engaged.
- Understand the impact of change on people and manage with emotional intelligence.
- Trust employees to do their jobs and do them well, all the while recognising what matters to their customers.
- Support a corporate culture which encourages innovation, creates trust and respect throughout the organisation in a safe, open and equitable environment.

- Support the Council's 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

Who is the Person?

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
- 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 and able to inspire and motivate others to work to the best of their abilities
- A full driving licence and access to your own vehicle for work purposes.

Personal Attributes:

- A strategic thinker with an honest and straightforward style
- 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
- Drive and resilience - able to deliver under pressure
- Integrity and credibility that engages and commands the confidence and respect of others
- Inclusive, supportive and leads by example
- Intuitive, emotionally intelligent and a good judge of character
- Makes timely and effective decisions and prepared to make tough decisions
- Relationship builder with highly developed interpersonal and 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
- Knows when to listen and when to talk
- Excellent written, spoken and presentation skills

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.

Council Structure



