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15 April 2019

To: Chairman – Councillor Henry Batchelor
Vice-Chairman – Councillor Dawn Percival
Members of the Employment and Staffing Committee – Councillors
Sarah Cheung Johnson, Dr. Claire Daunton, Philippa Hart, Mark Howell and
Peter Topping

Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **EMPLOYMENT AND STAFFING COMMITTEE**, which will be held in **MONKFIELD ROOM - SOUTH CAMBRIDGESHIRE HALL** at South Cambridgeshire Hall on **THURSDAY, 25 APRIL 2019** at **4.00 p.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully

Mike Hill
Interim Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

AGENDA

	PAGES
1. APOLOGIES FOR ABSENCE To receive Apologies for Absence from Committee members.	
2. DECLARATIONS OF INTEREST	
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GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

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Access for People with Disabilities

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Toilets

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We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

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Agenda Item 3

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Employment and Staffing Committee held on
Thursday, 14 March 2019 at 10.00 a.m.

PRESENT: Councillor Henry Batchelor – Chairman
Councillor Dawn Percival – Vice-Chairman

Councillors: Sarah Cheung Johnson Mark Howell
Peter Topping

Officers: Susan Gardner Craig Head of People and Organisational Development
Chloe Smith HR Advisor

Councillor Heather Williams was in attendance, by invitation.

1. APOLOGIES FOR ABSENCE

Councillors Claire Daunton and Philippa Hart sent Apologies for Absence. Councillor Clare Delderfield was substitute for Councillor Claire Daunton.

2. DECLARATIONS OF INTEREST

None.

3. MINUTES OF PREVIOUS MEETING

The Minutes of the Previous Meeting held on 13 February 2019 were agreed as a correct record.

4. OPTIONS AROUND MATERNITY, PREMATURE BIRTH AND NEO-NATAL LEAVE

The HR Advisor presented this report on the implications of introducing a premature birth and neo-natal policy. She explained that the Committee could expect the Council to implement the policy once every two years.

Councillor Heather Williams, whose motion on this issue had been agreed by Council, detailed the emotional and practical strains on parents following a premature birth.

It was noted that the Council currently allowed staff to go on paid compassionate leave, but this was discretionary.

The Committee supported Option Four in the report, as this would best support officers who were parents of a premature baby, at a time of uncertainty and the costs to the Council would be affordable. It was noted that a baby was classed as an infant 28 days after its due date and it was agreed that the policy needed to take this fact into account.

The Committee unanimously

RECOMMENDED TO CABINET

That the Council introduces additional maternity and paternity pay and leave for parents of babies born prematurely (before 37 weeks). This additional pay and leave to be paid until the baby is released from hospital or until 28 days after the due date, whichever is

earlier. At that point the parents will be entitled to their normal maternity and paternity entitlement.

5. SICKNESS ABSENCE 1 OCTOBER 2018 TO 31 DECEMBER 2018

The Head of People and Organisational Development presented this report, which provided the Committee with the details of the Council's sickness absence for the third quarter: 1 October to 31 December 2018. It was noted that whilst there had been an increase of 15.65% from the previous quarter, this was still a slight decrease for the same period the previous year. It was understood that sickness usually increased in the winter months.

Councillor Peter Topping queried why this report was being considered by this Committee and expressed concern that the Lead Cabinet Member responsible for staffing was not in attendance. The Head of People and Organisation Development explained that when the decision had been taken to discontinue portfolio holder meetings, it had been agreed that reports on staff sickness should be taken to this Committee, as the most appropriate public meeting.

As requested, the breakdown of the sickness figures by department were expressed as a percentage. The Head of People and Organisational Development explained that training had been arranged for waste operatives, to help mitigate the number of operatives off sick due to muscular-skeletal and back and neck absences. In response to questioning, the Head of People and Organisational Development explained that the Council allowed its office space to be used for free to allow officers to have their own flu vaccines that they paid for. The Council could provide a similar arrangement for physio therapists. It was suggested that the Committee recommend the provision of free physio therapy for staff that engaged in manual work but it was noted that the cost of this could make it prohibitive and it was unclear what the demand would be. It was agreed that this issue would be discussed with staff at the Depot.

The Head of People and Organisation Development explained that a video on mental health featuring a well known footballer had been well received.

The Committee **NOTED** the report.

6. RETENTION AND TURNOVER: FOR QUARTER 3

The Head of People and Organisational Development presented this report on the turnover of staff between 1 October and 31 December 2018. It was noted that the figure of 0.72% of voluntary leaves was very low.

Flexitime

Concern was expressed at the fact that some officers had accrued over 37 hours of flexitime and so were losing these hours at the end of each month.

Reasons for leaving

It was noted that for the current year only 14 leavers had provided a reason for leaving, whilst 24 leavers had declined to do so.

Presentation of figures

The Head of People and Organisational Development agreed to provide the annual turnover percentage rate in future reports.

Recruitment of staff

It was noted that the Council was accepting CVs for posts, providing that they were accompanied by a supporting statement relevant to the post. It was understood that using the Council's website and social media was proving more cost effective in recruiting staff than advertising in the more traditional media.

It was suggested that the speed it took to recruit staff should be examined. It was noted that for positions that the Council was constantly recruiting to, there was a rolling advert. It was imperative that the manager was involved in the recruitment process, but the pressure of other work could cause delays.

The Committee **NOTED** the report.

7. RELOCATION FEES POLICY

The Head of People and Organisational Development presented this report on the Council's revised policy regarding relocation, accommodation and associated expenses provisions. It was noted that the maximum allowance detailed in the policy of £8,000 was the maximum allowed under HMRC rates. If the Council paid more than this rate it would be taxable.

The Committee **NOTED** the report.

8. DISABILITY CONFIDENT SCHEME - ORAL UPDATE

The Head of People and Organisational Development reported that Cabinet had agreed to commit the Council to achieving level 1 of the Disability Confident scheme. The Committee agreed that a Task and Finish Group should be set up to consider the next steps. Councillor Sarah Cheung-Johnson agreed to co-ordinate this.

9. FORTHCOMING STAFF SURVEY - ORAL UPDATE

The Head of People and Organisational Development updated the Committee on the work being carried out to the forthcoming staff survey. The Committee agreed that a survey should be carried out regularly, to allow trends to be identified, and should be carried out by an external organisation to encourage staff to be open and honest.

The Committee recommended to officers that the draft survey should be sent to Committee members before its sent out. The survey should be carried out annually by an external organisation.

10. DATE OF NEXT MEETING

The Committee agreed that its next meeting should be held on Thursday 9 May at 10am.

11. MINUTES OF PREVIOUS MEETING (EXEMPT)

The exempt minutes of the meeting held on 13 February 2019 were agreed as a correct record.

The Meeting ended at 11.40 a.m.

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Agenda Item 4



Report To: Employment and Staffing Committee

25 April 2019

Lead Officer: Head of People and Organisational Development

APPOINTMENT OF S151 OFFICER

Purpose

1. This report appraises Employment and Staffing Committee of the requirement to appoint a S151 Officer.

Recommendations

2. That the Employment and Staffing Committee:
 - a) Note that the contract of the current interim postholder ends on 17 May 2019;
 - b) Note that the Council needs to act swiftly to put into effect arrangements and resources so that a handover and smooth transfer of knowledge is achieved before the current postholder leaves the Council;
 - c) Recommend the appointment of Mr Peter Maddock as S151 Officer to full Council with effect from 18 May 2019.

Reasons for Recommendations

3. The contract of the current interim postholder ends on 17 May 2019.
4. The Council is in the process of closing accounts, and concluding audits, therefore it is important to act swiftly to put into effect arrangements and resources in place as soon as possible so that a handover and smooth transition is achieved before Mr Palmer leaves the Council.
5. There is a statutory requirement for the Council to appoint an officer under section 151 of the Local Government Act 1972 which requires every local authority to appoint a suitably qualified officer responsible for the proper administration of its affairs.
6. Mr Maddock is suitably qualified and experienced and has previously held the position of S151 at Epping Forest District Council. Mr Maddock joined the Council on 15 April 2019 as Deputy Head of Finance.

Background

Chief Finance Officer (S151 Officer)

7. The S151 role is currently held by Mr Bob Palmer, Interim Executive Director Corporate Services. Mr Palmer's contract ends on 17 May 2019 and he will leave the Council on that date.
8. There is a statutory requirement for the Council to appoint an officer under section 151 of the Local Government Act 1972 which requires every local authority to appoint a suitably qualified officer responsible for the proper administration of its affairs. Section 113 of the Local Government Finance Act 1988 requires that the officer appointed as the responsible Chief Finance Officer is a member of a specified accountancy body.
9. The Council is currently embarking on its year end processes. In addition, there are very important issues for SCDC to address, including closure of accounts and conclusion of audits as well as representation on Ermine Street and commercial activities which require such a person. Failure to appoint a S151 Officer exposes the Council to risk.
10. Mr Maddock commenced employment with the Council on 15 April 2019 as Deputy Head of Finance. Mr Maddock is suitably qualified and experienced and has previously held the position of S151 at Epping Forest District Council.
11. The Council's standing orders state that any appointment to the position of Section 151 Officer is to be made by Full Council following the recommendation of such appointment by the Employment and Staffing committee.

Considerations

12. The terms of reference for the Employment and Staffing committee cover the appointment of Section 151 officer and to make recommendations to full Council.
13. In the light of the issues outlined in paragraph 9 above, it is recommended that Mr Maddock commences the role on 18 May 2019 which is the day following the current postholder's leaving date.

Implications

14. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered:

Legal

15. These are set out in paragraph 5 and 8 of the report.

Financial

16. None at present

Staffing

17. The Finance team have a number of relatively new members of staff who will benefit from the full time support from an experienced finance lead who can guide and mentor the team to address the concerns in relation to closure of accounts and audit opinion.

Risk Management

18. This is set out in paragraph 9 above.

Equality and Diversity

19. There are no implications.

Climate Change

20. The absence of experience and knowledge at this senior level would impact on taking forward some of the energy projects including commercial opportunities.

Consultations

21. The lead cabinet member for Finance and Staffing has been consulted.

Background Papers

The Council's Constitution
Local Government Act 1972 section 151
Local Government Finance Act 1988 Section 113

Report Author: Susan Gardner-Craig – Head of People and Organisational Development

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Agenda Item 5



South
Cambridgeshire
District Council

REPORT TO: Employment and Staffing Committee 25 April 2019

LEAD CABINET MEMBER: Leader

LEAD OFFICER: Head of People and Organisational Development

CHIEF EXECUTIVE RECRUITMENT

Purpose

1. Following the early retirement of the Chief Executive on 28 February 2019 and the Interim appointment of Michael John Hill, the Council needs to give consideration to the appointment of a permanent Chief Executive and Head of Paid Service. This report appraises Employment and Staffing Committee of options and considerations for discussion.
2. The Employment and Staffing Committee (or panel of the committee) is responsible for the recruitment of a Chief Executive and Head of Paid Service, including the agreement of a Job Description and Person Specification, advertising and selection process, and recommendation to Full Council. The Committee should also decide whether the position should be advertised externally and if so how it should be advertised and who should run the external recruitment process.
3. The remit of the Employment and Staffing Committee is to recommend to full Council arrangements in respect of the roles of Chief Executive Officer, Head of the Paid Service, Electoral Registration Officer and Returning Officer.

Recommendations

4. That the Employment and Staffing Committee:
 - a) Note the content and the legal requirements set out within the report;
 - b) Consider the options and implications set out in the report; indicate which option is to be taken forward for the appointment of a Chief Executive Officer and Head of Paid Service and form a panel to undertake the work associated with the preferred option.
 - c) Agree to the engagement of external recruitment consultants to support the Council.

Reasons for Recommendations

5. Under the provisions of s4 of the Local Government and Housing Act 1989 the Council must have an officer appointed as the Head of Paid Service, and such appointment must be approved by full Council. The Council appointed Mr Michael Hill, as Interim Chief Executive and Head of Paid Service with effect from 1 March 2019 until a permanent appointment is made. He was also appointed as the Council's Returning Officer and Electoral Registration Officer.
6. The appointment of a Chief Executive and Head of Paid Service is subject to full Council approval.
7. Interim arrangements have resulted in a need to review and temporarily change senior officer structures to ensure that capacity is available to meet the needs of the Council in the short term whilst a permanent appointment is made. This is not sustainable in the longer term and does not provide the strategic capacity required to deliver the Business Plan or organisational changes. Therefore, it is important to progress the process to recruit as soon as possible.

Background

8. The Employment and Staffing Committee (or panel of the committee) is responsible for making decisions on the recruitment of the Chief Executive and Head of Paid Service as outlined in the Constitution. The Committee should give full consideration to the options and give direction. The Committee can make recommendations on appointments but the decision to appoint an individual must be made by full Council.
9. The appointment of a panel is set out in the Constitution:

“ Ad hoc panel of at least five councillors, comprising three Members of the Employment Committee chosen by the Chairman of the Committee (or the Vice-Chairman in the absence of the Chairman) along with the Leader of Council and the relevant Lead Cabinet Member for Finance and Staffing. So far as circumstances allow, the Chairman shall ensure the panel membership complies with Council policy and good practice on equalities and involve the Cabinet and other relevant group(s) of members in the selection process.”

The appointment panel should be as diverse as possible and follow best practice for equality and inclusion purposes.

Considerations

10. For the reasons set out at paragraphs 5, 6, 7 the Council must commence a process to recruit and appoint a new Chief Executive and Head of Paid Service.
11. The Council has an ambitious Business Plan and, has commenced an organisational review. In order to deliver on its ambitions and objectives as well as taking forward the organisational review and change, it will require stability at leadership level and clear management direction which will come from the top of the organisation. This must flow from the Chief Executive and down through the management team.

Recruitment Process

Permanent Appointment Process

12. The recruitment of a new Chief Executive and Head of Paid Service is the most important appointment that elected members will undertake. Getting the right candidate is critical for the delivery of the Council's Business Plan and leadership of the organisational review. The Chief Executive has a crucial role in ensuring an effective working relationship between the elected members and senior officers and in providing strong leadership for staff.
13. Members will need to define the key skills, experience, behaviours and attributes required for this post. This will inform the job description and person specification and the approach to advertising and executive search. A draft Job Description and Person Specification is attached for comment at Appendix 1. Members should also consider the salary and package to be offered. It is recommended that advice and guidance is sought from the recruitment consultants in respect of market salary conditions.
14. The Committee should consider the following options:

Internal Recruitment Process

This would consist of an internal advert and would be restricted to internal applicants only. There would be no cost for advertising.

Applicants will be required to apply using the Council's application process. A review of applications and shortlisting will take place. Shortlisted applicants will then undergo an assessment process and interview.

The Council could consider using an external recruitment consultant to assist and support the appointment panel during the selection stages. This would enable the use of psychometric tools and assessment (such as media skills, reasoning skills, and ability to make judgements on complex scenarios). A recruitment consultant could also support the appointment panel during interview and final decision making.

There would be a cost for using an external consultant and for the use of licenced psychometric tests and assessments.

External Recruitment Process

This will consist of an externally focussed campaign which could include internal applications. Members will need to give consideration to the appointment of external recruitment consultants who will be engaged to support the Council through the process. Typically recruitment consultants can assist with:

- Advertising, development of a candidate pack and microsite
- Candidate management
- Executive Search
- Salary benchmarking and total package
- Longlist assessment
- Shortlist
- Assessment and Interview – support to the appointment panel

Appointment

15. At the end of the process, and at the point of recommending the appointment at full Council, the members of the appointment panel must feel completely confident that the process of selection has provided them with the best and most fitting candidate, with the right attributes for the Council.
16. Members should ensure that the process is fair, robust and follows the Council's recruitment and equality and diversity policies. Candidates, for this level of appointment, will expect the highest standards with professional selection and interviewing processes. It is usual for candidates to expect extensive feedback following the process.
17. The Council will need to ensure that any decisions are evidenced and can be justified. Members involved in elements of the selection process, in particular interviews, will need to have refresher training on interview techniques.

Engagement of External Recruitment Consultants

18. A number of agencies have been approached with a view to discussing initial proposals and indicative costs. A table is attached at Appendix 2.
19. Members should indicate the process they wish to take to select an external consultant which could include interview and presentation.
20. Procurement rules will apply and therefore work costed below £25,000 can be awarded following three quotes. Work costed above £25,000 would be subject to an Invitation to Tender process.

21. Implications

Staffing

22. See paragraphs 7 and 11 above

Financial

23. A budget will need to be identified to cover the cost of a recruitment campaign and the use of external consultants to support Members with an executive search and the assessment of candidates. There are advantages of using external support in this way are that it provides an objective and independent assessment with additional information on candidates for Members to consider. External assessors will also provide candidates with feedback following their assessment. Costs are currently estimated at between £20 - £30 K, depending on the package of support being provided and the advertising costs.

Legal

24. The recommendations are in line with the Council's legislative requirements, pay policy, employment practices and are made in accordance with the relevant statutory guidance referred to above. In addition, under the Representation of the People Act 1983, the Council has an obligation to appoint one of its officers to act as Electoral Registration Officer (ERO) and Returning Officer.

Equality and Diversity

25. None at present although see paragraphs 9 and 16 above in terms of equality during the recruitment process.

Background Papers

26. The following background papers were used in the preparation of this report:

Local Government & Housing Act 1989 (S 4(1) (a))
Representation of the People Act 1983 (S. 8(2) (a))
Representation of the People Act 1982 (S. 35(1))
Representation of the People Act 1983 (S. 8(2) (a))

Report Author: Susan Gardner-Craig – Head of People and Organisational Development

Telephone: (01954) 713285

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Job Description



South
Cambridgeshire
District Council

DEPARTMENT	LOCATION
Chief Executive's	Cambourne

JOB TITLE	POST NUMBER
Chief Executive	

GRADE	SCP RANGE
CEO	scp 68 – 73

RESPONSIBLE TO	RESPONSIBLE FOR
Leader of the Council and Cabinet	All services

HEALTH CONSIDERATIONS/RISK/SURVEILANCE REQUIRED
DSE Lone working

Description Of Duties And Responsibilities

Chief Executive and Head of Paid Service, this is a statutory appointment under the provisions of section 4 of the Local Government and Housing Act 1989

Returning Officer

Electoral Registration Officer

Overview

- The Chief Executive is responsible for the corporate and overall strategic management of the Council. Providing leadership and clear management direction within the Council to deliver the business plan of the Council
- Working with the Leader, Cabinet and elected Members to ensure that the Council has strong and visible leadership
- Working with the Leader and Cabinet in promoting South Cambridgeshire's interests across regional and national forums to the benefit of residents and businesses in the district
- Be an ambassador for the Council, and build networks that ensure productive partnerships with all partners, stakeholders and communities
- Optimising the Council's resources to provide the necessary capacity and capability to achieve planned objectives

Job Description



South
Cambridgeshire
District Council

Dimensions of Job

Gross revenue expenditure

Capital expenditure

Income

Staff

Salary budgets

Significant impact on Council resources with significant freedom to act in terms of overall policy and decisions.

Key Contacts

Elected Members, Staff, Parish Councils, Trade Unions, Regional and Central Government, other Local Authorities, Business, Voluntary Sector, Representative Groups, Ombudsman and the General Public

Key Responsibilities/Specific Duties

- Provide strategic leadership to the Council staff and shared service partners
- Provide strategic leadership within the district and the Greater Cambridge area; championing our interests within the Combined Authority, Greater Cambridge Partnership, CamCox and wider cross-authority partnerships
- Ensure that South Cambridgeshire has a prominent profile to maximise funding, housing and economic development opportunities for our communities
- Advise and support Elected Members in the discharge of their duties.
- Lead the development of strategies which will deliver the political objectives set by the Council
- Ensure the Investment Strategy maximises the long-term income potential for the Council and delivers its social policy objectives
- Lead the executive management team and ensure organisational alignment through promotion of effective teamwork and behaviours. Create individual and team development plans and model the desired values and behaviours through personal action.
- Lead the development of effective financial, risk and performance management systems.

Job Description



South
Cambridgeshire
District Council

- Lead the ongoing organisational review, driving forward internal transformation and ensuring that commercial opportunities, partnerships and shared service arrangements are developed and monitored to ensure the most efficient delivery of services to residents
- Ensure good governance and documented, transparent decision making
- Ensure all necessary measures are in place to meet our statutory obligations including, but not limited to: safeguarding, health and safety, risk management, data protection, and countering fraud

General to all job descriptions

To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: April 2019

Job Description



South
Cambridgeshire
District Council

Person Specification

Post: Chief Executive

Criteria	Attributes	Essential (E) or Desirable (D)
Personal Qualities/ Aptitudes/ Behaviours	<p>Proven leader</p> <p>Ambitious and determined to achieve</p> <p>Results oriented and customer focussed</p> <p>Open and collaborative leadership</p> <p>Ambassador and excellent communicator</p>	
Education/ Qualifications	<p>Honours degree level</p> <p>Relevant professional or management qualifications Level 6/7</p> <p>Evidence of a strong personal commitment to continuous professional development</p> <p>Membership of a relevant professional body</p>	
Experience/ Knowledge	<p>Proven track record of leading an organisation and delivering results through people</p> <p>Strong evidence of effective team development, appropriate delegation and team leadership</p> <p>Experience of operating in a politically sensitive and publicly accountable context</p> <p>Managing and influencing a wide range of stakeholders</p> <p>Evidence of developing creative and pragmatic solutions to strategic issues and successful implementation</p> <p>Experience of leading transformational change of an organisation</p>	

Job Description



South
Cambridgeshire
District Council

	<p>Relevant experience in dealing effectively with Government, its departments/agencies, Local Authority Agencies, and other external organisations</p> <p>Knowledge and understanding of current social policy issues and the challenges facing local government</p> <p>Experience of instilling high standards of service in an organisation including behaviours, ethical standards and strong governance</p>	
<p>Skills And Abilities</p>	<p>Partnership Working Able to build effective relationships to achieve results</p> <p>Able to develop trusting and constructive working relationships and networks internally and externally</p> <p>Highly credible and influential</p> <p>Able to adapt and think creatively and pragmatically when solving key strategic issues</p> <p>Inspirational Leadership Authentic and visible leader who inspires confidence and brings out the best in people</p> <p>Positive, open and collaborative approach to management</p> <p>Able to build a strong team, developing and coaching individuals to enhance personal and professional growth</p> <p>Communication Demonstrates and promotes clear and effective communication from the Council about its activities to both internal and external audiences, creating a positive perception of the Council and District</p>	
<p>Miscellaneous /Other Working Requirements</p>	<p>Ability to develop a strong commitment to and, deep understanding of, the issues unique to South Cambridgeshire</p> <p>Ability to travel within and outside the district</p> <p>Attendance at evening and weekend events</p>	

Person Specification last reviewed: April 2019

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Chief Executive Recruitment

Approached	Tel call	Proposal Rec'd	Indicative cost	Indicative advert cost
SOLACE	Sharon Davies	Y	14,950	TBC *1
Gatenby Sanderson	Dawn Faulkner	Y	15,500 #	7,256
Penna	David Slatter	Y	15,500 #	8,250
Green Park	Andrea Trainer	Y	18,000 #	1,500 *3
Odgers / Berwick Partners	Jonathan Clark			
Hays	Mark Bearn	Y	16,800 #	8,250
EELGA	Cecilia Tredgett	Y	TBC *2	

*1 Costs will be in the region of £8K

*2 EELGA to cost when SCDC specify requirements

*3 online ads only

SOLACE,

doesn't include assessment/psychometric costs

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