



Appointments Committee

Tuesday 4th May 2021

3.00 pm (or at the conclusion of the interviews)

A virtual meeting via Teams meeting software

The following members are requested to attend this meeting:

Mike Best
Tony Capozzoli
Nick Colbert

Val Keitch
Crispin Raikes
Peter Seib

Mike Stanton
Linda Vijeh

For further information on the items to be discussed, please contact:
democracy@southsomerset.gov.uk

This Agenda was issued on Friday 23 April 2021.

Alex Parmley, Chief Executive Officer

**This information is also available on our website
www.southsomerset.gov.uk and via the [modern.gov](#) app**

Information for the Public

In light of the coronavirus pandemic (COVID-19), the Appointments Committee will meet virtually via video-conferencing to consider and determine reports. For more details on the regulations regarding remote / virtual meetings please refer to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 as part of the Coronavirus Act 2020.

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Appointments Committee

Tuesday 4 May 2021

Agenda

Preliminary Items

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Exclusion of Public and Press**

The Committee is asked to agree that the following item (agenda item 16) be considered in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under paragraph 1:

“Information relating to any individual”

It is considered that the public interest in maintaining the exemption from the Access to Information Rules outweighs the public interest in disclosing the information.

4. **Appointment of Chief Executive Officer** (Pages 4 - 11)

The Appointments Committee will consider interview, testing and background information on the candidates selected for final interview for the post of Chief Executive Officer.

Members are requested to make a recommendation to Council on the candidate to be appointed to the post of Chief Executive Officer, or alternatively to decide that no candidate meets the requirements for appointment.

Documents :

Appendix A - Job Description for post of Chief Executive Officer

Appendix B – Role Description for Chief Executive Officer

Appendix C – Personal Specification for Chief Executive Officer

Individual Candidate Information (To be supplied on the day).



South Somerset District Council

Take the next step in your career

Chief Executive Officer (SSDC and Sedgemoor Applicants Only)

£118,767 per annum

Fixed term contract for 18 months

South Somerset is one of the largest and most fascinating district local authorities in the country. The area has a thriving, diverse economy and is home to world leading, high tech aerospace, engineering and manufacturing businesses. A strong agricultural sector drives world renowned food and drink production and tourism. The quality of life in our villages and towns is unrivalled attracting many to visit, settle and develop their careers and businesses here.

The Council has undergone a significant transformation over the last 2-3 years, which has changed our approach throughout the organisation, including ways of working, how we deliver services to our communities and our structure. But most importantly we are passionate about doing everything we can to protect front line services and deliver for our communities. We are confident we can continue to deal with the financial challenges without cutting services.

With innovative strategies, we are striving to make South Somerset an even better place to live, work and invest. A key part of this vision is to deliver quality, pioneering new infrastructure and major developments. Regeneration projects are already being implemented in our major market towns of Yeovil, Chard and Wincanton. Oh, and we were highly commended for both our workforce transformation and commercial approach at the MJ Awards – something we are really proud of!

We are recruiting for a new **Chief Executive** who will be an exceptionally motivational leader, who is strategic in their thinking and ambitious in their delivery. Leading by example in attitude and approach, you will inspire our workforce to deliver the best outcomes to our customers. The successful post holder will liaise effectively between our Members and workforce and will lead us through the various challenges that have been brought about by the pandemic/recovery and potential local government reforms within Somerset. The role will ensure successful delivery of our various strategies including commercial, financial, recovery, regeneration, digital, people and Council & Local plans.



South Somerset District Council

We can offer an exciting and challenging opportunity in an organisation that is continuously changing and one where innovation and creativity will be welcomed. If you have the drive, energy, skills, ideas and personal qualities that match our challenge then we want to hear from you.

We are One Team – Ambitious for South Somerset.

In return we offer a progressive place to work with flexibility, extensive benefits and a local government pension scheme, oh and one of the best places to live in the country! Come and be part of an ambitious and progressive organisation, and help us make our ambitions a reality.

For further information please contact Alex Parmley: Alex.Parmley@southsomerset.gov.uk

Closing Date: 26 April 2021 at 5.00pm

Interview Date: 28 April – 4 May 2021 – this will involve different elements and exact details will be advised if the candidate is shortlisted

Job Reference: 1939

To apply for this role, please submit your CV and supporting statement to recruitment@southsomerset.gov.uk

We promote and value diversity in the workplace and welcome diverse applicants. We are committed to applying our equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to disability, sex or sexual orientation, gender reassignment, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, or pregnancy or maternity.

We treat personal data collected during the recruitment process in accordance with our data protection policy/policy on processing special category personal data and criminal records. Information about how your data is used and the basis for processing your data is provided in our privacy notice.

Role Description

Role Title: Chief Executive Officer

Location: Agile / Council Offices, Brympton Way, Yeovil, Somerset BA20 2HT

Job Family: Chief Executive

Hours of Work: Full Time

Grade: Chief Executive Grade as agreed by Full Council

Allowances: Essential Car User

Reporting to: Full Council, Leader of the Council, District Executive

Responsible for: Head of Paid Service role, Senior Leadership Team and strategic leadership of all Council services

Main purpose

To provide corporate managerial leadership of the Council ensuring the Council delivers on its objectives and ensure high standards of governance.

As Head of Paid service be responsible for the effective management of the Authority and:

- Provide direction, advice and guidance on major policy issues.
- Support the delivery of the Council Plan
- Ensure that budgetary and statutory requirements are met
- Lead on organisational development and modernisation to ensure the development and delivery of effective and efficient services
- Lead for the Council at local, regional and national levels and be an advocate for improving public services and quality of life in South Somerset
- Be an adviser to the Full Council, Leader and Members in all relevant matters

Manage and co-ordinate across the Council to ensure lawful and effective discharge of the Council's functions.

This post is Politically Restricted post.

Key accountabilities

- Be responsible as the Council's Head of Paid Service in accordance with the provisions of the Local Government and Housing act 1989 and the Council's Constitution.
- Act as principal policy adviser to the Council, and District Executive and Leader in Overall corporate management and leadership to ensure delivery of the Council's ambitions.

- Development and driving delivery of Corporate Strategy and associated plans and policies including Council Plan, Local Plan, Financial Strategy, Digital Strategy, People Strategy, organisational development, alignment and continuous improvement and other key service strategies related to the Council Plan ambitions.
- Formulation and delivery of the Council's aims and objectives including advising on strategic risk management for the organisation.
- Advise on the plans and actions of central Government, other external agencies and partners to determine the implications and impact on local policies, priorities and strategy.
- Lead the workforce, setting the culture of the organisation and ensuring highly effective leadership across the organisation that motivates, coaches and invests in the development of all employees.
- Ensure effective organisational development and service improvement plans.
- Ensure a performance management culture and effective systems and practices to support high levels of performance amongst staff and across services, programmes and projects.
- Ensure effective Financial Strategy and sound financial management to ensure the council achieves value for money and has the necessary capacity to achieve planned objectives.
- Ensure an effective Commercial Strategy and approach to support the Council's financial strategy, the protection of services and the delivery of Council strategy and community objectives.
- Uphold the highest standards in relation to governance, risk management, probity, legal and democratic processes.
- Manage the interface between Members and officers working to ensure clear roles and effective working relationships that promote the best interests of the residents and communities of South Somerset.
- Lead the Council's engagement in local government reform in South Somerset, including, if appropriate, leading employees through the process of local government reorganisation or developing alternative proposals to protect and improve services and quality of life should reorganisation not take place.
- Promote and develop positive relationships with the community of South Somerset, being an effective communicator and ensuring an effective communication strategy.
- Lead the workforce to uphold the high professional standards at all times.
- Act as an ambassador for the Council, attending civic events as appropriate and ensuring that the Council is fully engaged in productive partnerships.
- Ensure that the Council's approach to equalities and diversity is firmly embedded within the service area both from an employment and service delivery point of view.
- Be responsible for the health, safety and welfare of all employees.

- Sponsorship and leadership of key Council programmes and projects.
- Fulfil the role of duty Senior Leader as required to deal with any incidents or emergencies.
- Lead and participate in the Council's Emergency Planning and Civil Contingency arrangements.
- Any other reasonable duties as requested by Council, Leader or District Executive. The Council reserves the right to vary duties and responsibilities to meet the changing needs of the Council.

Key objectives

Effective Strategic Leadership

Provide the Council with clear and effective leadership, direction and management. To be the strategic lead for translating political aspirations and community needs into deliverable strategy. To work with other Directors to deliver and develop functional support services, programmes, projects and partnerships to the District.

Shaping and delivering the Council's Service

To ensure that the Council has an effective strategy base that responds to the political aspirations and direction of the organisation and that planned services, actions and projects are effectively resourced and delivered on the ground.

Working with the Leader, Portfolio holders and elected members

Collaborating across Service Delivery, Commercial Services, Strategy & Support Services, and Place & Recovery to bring together a coherent joined up strategy determining policy and direction for the Council covering all of its activities, assisting the Leader, portfolio holders and other elected members deliver the Council's priorities and commitments.

Commissioning, performance management, programmes & projects arrangements

Ensuring services, programmes, projects and employees are working towards and delivering a common set of outcomes as specified in the Council Plan and associated strategies.

Organisational Development and Continuous Improvement

Ensuring the Council continuously improves and evolves through agile working practices, effective people management and development of digital, innovation and change agendas.

Community Leadership

Promote the Council's role in community leadership through effective co-ordination, implementation and involvement in partnerships for major initiatives, programmes and projects. Ensure there is evidence based strategy that meets the community's needs. To

lead the approach to locality / area working ensuring that it reflects the differing needs and aspirations of the District communities, in the development of locality plans.

Key tasks

Resource Management

To ensure that there are effective systems to manage and monitor delivery of services, programmes, projects etc. and putting in place appropriate performance monitoring measures and to co-ordinate remedial action where appropriate.

Management of team and working with others

Ensure that the Senior Leadership Team work effectively together to achieve the Council's objectives and outcomes. Lead and engage the workforce, acting as a role model. Ensure that employees know what is expected of them and why; inspiring commitment, engagement and motivation in order to deliver the best outcomes for customers.

Partnership working

Lead and develop appropriate partnerships and multiagency working internally and externally to the Council. Support the delivery of the Council's objectives and outcomes in promoting the Council's role as community leader - including residents and resident groups, community groups, other service providers, local authorities and Government.

Organisational Development and Continuous Improvement

Contribute to and deliver efficiency programmes, reviews and initiatives and lead on the development and delivery of corporate change programmes to continuously improve the management of the Council's resources. Put in place measures to ensure a culture of continuous improvement. Ensure an effective People Strategy is in place and reviewed that supports high performance from teams and individuals and that all staff are supported and encouraged in professional, personal and digital development.

Performance Management

Ensure effective performance management of all aspects of the Council's activities. Promote an organisational culture that empowers, motivates and achieves good communication, positive employee relations and effective employee development. Delivering effective leadership, ensuring that behaviours and actions harnesses the strengths and talents of individuals, achieves their maximum contribution to the organisation and promotes their personal development.

Lead by example in adopting a health and safety culture, fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities.

Personal Specification

Professional and educational qualifications

Essential	Desirable
<ul style="list-style-type: none"> Educated to degree level or NVQ equivalent Relevant post-graduate qualification 	<ul style="list-style-type: none"> Management qualification e.g. DMS, MBA, NVQ level 5 Member of relevant professional body Coaching qualification

Experience

Essential	Desirable
Evidence of working successfully at a Senior Management Level including managing in a political environment;	Experience of working within a digitally enabled matrix organisation
Leading through significant change	
Leading entrepreneurial and commercial environments	
Building excellent external relationships and partnerships with the private, public and voluntary sectors	
Achievement in a senior level leadership / managerial role in a complex organisation	
High level strategic policy formulation	
Awareness of the local government environment	
Leadership of organisational health and safety	
Leading multi-functional teams	
Financial Strategy and controlling and managing budgets	

Key Skills

Essential	Desirable
Ability to lead, motivate and inspire colleagues from a diverse range of professional disciplines	
Lead and build a cohesive senior management team and a “One Team” approach across the organisation	
Coaching skills and have experience in coaching staff for individual development and performance management purposes	
Skills and a proven track record of development of strategy and being able to translate this into meaningful action that makes a difference across organisations and communities	
Resource management including managing, motivating and getting the best out of teams with a track record of supporting the development of people	
Skills and experience in forming productive partnerships at a community and strategic level that promote the social, economic and environmental interests of local communities	
Resolving problems and finding innovative solutions to meeting community and corporate objectives	
Politically aware and able to positively manage in a political environment	
Highly developed influencing, negotiating and advocacy skills	
Negotiation and persuasive skills	

Knowledge

Essential	Desirable
Specialist knowledge in strategic planning in a relevant field (Corporate Planning, Land Use Planning, Financial Planning, Commercial Planning etc.)	Knowledge of Council Governance & Democracy
Data protection	
Equalities	