



Committee: PERSONNEL COMMITTEE

Date: TUESDAY, 21 MARCH 2023

Venue: LANCASTER TOWN HALL

Time: 6.10 P.M.

A G E N D A

1. **Apologies for absence**

2. **Declarations of Interest**

To receive declarations by Councillors of interests in respect of items on this Agenda.

Councillors are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 9 and in the interests of clarity and transparency, Councillors should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code Of Conduct, Councillors are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

3. **Items of Urgent Business authorised by the Chair**

4. **Appointment of Chief Officer (Pages 3 - 12)**

ADMINISTRATIVE ARRANGEMENTS

(i) **Membership**

Councillors Paul Anderton (Chair), Jason Wood (Vice-Chair), Fabiha Askari, Roger Dennison, Mel Guilding, Caroline Jackson and Paul Stubbins

(ii) **Substitute Membership**

Councillors Geoff Knight, Erica Lewis, Cary Matthews, Oliver Robinson, Joanna Young and Conservative and Green and Independent Group vacancies

(iii) Queries regarding this Agenda

Please contact Stephen Metcalfe, Democratic Services - email sjmetcalfe@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

Please contact Democratic Support email democracy@lancaster.gov.uk.

MARK DAVIES,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

Published on Monday 13th March 2023.

PERSONNEL COMMITTEE**Appointment of Chief Officer – Sustainable Growth
Tuesday 21st March 2023****Report of the Head of HR and OD****PURPOSE OF REPORT**

To enable Personnel Committee to make an appointment to the role of Chief Officer – Sustainable Growth

This report is public.

RECOMMENDATION

- (1) **The Committee is asked to approve the appointment of Chief Officer – Sustainable Growth on the basis described below in order that a formal offer of employment can be made to the recommended candidate.**

1.0 Introduction

- 1.1 Personnel Committee on 22nd November 2022 approved a leadership restructure proposal that included an explanation for the slotting criteria to be applied, as per the redeployment policy. It was stated that where slotting did not apply, or where there was more than one member of staff eligible for a new role, a competitive process would be required and appointment of Chief Officers under these circumstances is via Personnel Committee to include at least one Cabinet member (rule 4).
- 1.2 Consultation ended on Monday 13th February 2023 and the outcome has resulted in the need for a formal recruitment and selection process to appoint a Chief Officer – Sustainable Growth. All other roles are slotted.
- 1.3 The new leadership structure is live from 1st April 2023.

2.0 Overview

- 2.1 The outcome of consultation resulted in one candidate ringfenced for the new role of Chief Officer – Sustainable Growth.
- 2.2 A broadly gender balanced panel comprising the Chief Executive, Head of HR and OD, and invitees from the Personnel Committee conducting the recruitment process on Friday 10th March 2023, which includes a presentation question and

panel interview.

3.0 Recommendation

- 3.1 The Panel's recommendation is that Personnel Committee confirm the appointment to Chief Officer – Sustainable Growth.

4.0 Conclusion

- 4.1 The Committee is asked to approve the Panel's recommendation.

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

No notable impact.

LEGAL IMPLICATIONS

The Council's Chief Officers are employed under the nationally agreed Joint Negotiating Committee (JNC) terms and conditions.

FINANCIAL IMPLICATIONS

The revenue budget includes provision for this permanently established post.

OTHER RESOURCE IMPLICATIONS

Human Resources:

None.

Information Services:

None.

Property:

None.

Open Spaces:

None.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments to add.

MONITORING OFFICER'S COMMENTS

The appointment of a Chief Officer will be made by the Personnel Committee, which, when making such appointment must include at least one member of the Cabinet.

No offer of an appointment in relation to a Chief Officer or a Deputy Chief Officer (as defined in Section 2(8) of the Local Government and Housing Act 1989) shall be given by the appointor until:

- (a) the appointor has notified the Director of Corporate Services of the name of the person to be appointed and any other particulars relevant to the appointment and the period within which any objection is to be made by the Leader on behalf of the Cabinet; and
- (b) the Director of Corporate Services has notified every member of the Cabinet of the name of the person to be appointed, and any other particulars relevant to the appointment which the appointor has notified to the Director of Corporate Services, and the period within which any objection to the appointment is to be made by the Leader on behalf of the Cabinet to the Director of Corporate Services; and
- (c) either
 - (i) the Leader has, within the period specified in the notice under sub-paragraph (b) notified the Director of Corporate Services that neither he/she nor any other member of the Cabinet has any objection to the appointment;
 - (ii) the Director of Corporate Services has notified the appointor that no objection was received within that period from the Leader; or

the appointor is satisfied that any objection received from the Leader within that period is not material or is not well-founded.

BACKGROUND PAPERS

Job Description included

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Lancaster City Council - Job Description & Person Specification

| | | | | | |
|---|---|---|--------|---|--------------------------------------|
| Job Title: | Chief Officer Sustainable Growth | Grade: | GG515 | Job Code: | LCC580 |
| Service/Team: | Sustainable Growth | Role Type: *Delete as appropriate | HYBRID | Reports to: *Title & LCC Code | Chief Executive Officer LCC001 |
| Line Manages: *Title/s & LCC Code | OBR Implementation Officer Other tbc | | | | |

Job Overview & Summary Headings

Overview

Responsible for Regeneration, Sustainable Growth, Economic Development, and strategic oversight of Museums, Arts and Culture, Markets, Engineering and Car Parks

Lead the effective delivery of a wide range of Economic Development and Regeneration activities to achieve the ambitions of the Council Plan, working closely across the council and with partners to create conditions for economic growth and regeneration, creating local wealth and contributing to Place and quality of life for the benefit businesses and residents in the district.

Contribute to overall management, ensuring that the Council continually improves and delivers high-quality cost-effective services that meet the demands of our customers and stakeholders

To work as part of the council's senior leadership team, contributing to the strategic direction of the organisation and taking associated responsibility for this in relation to these areas specifically.

Lead the Hospitality team pending the outcome of the OBR review.

Direct Responsibilities

Corporate

- Contribute to the development of the Council's overall strategic direction, policies and objectives.
- Contribute to the overall management of the Council, working closely with senior colleagues to support corporate priorities, deliver effective services and develop new opportunities and ways of working
- Work with elected members, the leadership team and other officers within the Council in the development and review of strategies, policies and delivery to meet the Council's strategic objectives and statutory obligations, delivering Council outcomes.
- Provide professional advice, information and support in relation to regeneration and economic development matters to elected members and senior managers, as require
- Contribute to the leadership of the Council and its staff to promote a customer focused approach, a strong working culture, sound values and positive behaviour
- Contribute to the development of strong performance management across the Council to help drive the effective service delivery
- Work across Council services to ensure an integrated approach to service planning and delivery, contributing to cross service projects, as required

Managerial

- Take responsibility for overall management and performance of the Economic Development and Regeneration Service, providing effective leadership and clear sense of direction
- Initiate and oversee the creation and development of new services and service improvements.

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- Ensure effective and appropriate team structures are in place to deliver against priorities, taking into account overall budget and resources
- Ensure all staff matters within the service are well managed
- Oversee and promote strong performance across all service areas with a focus on success, developing potential and recognition
- Ensure all service budgets are effectively monitored and managed in line with the Council's requirements, and direct the budget management of the Senior Manager – Sustainable Growth.
- Develop and review service Business Plans and Performance Management Plans
- Deal fairly and effectively with comments, complaints and enquiries, seeking to improve service delivery where possible
- Ensure effective management of external groups where the Council has a key formal role
- Promote good practice across all teams in terms of equality and diversity, health and safety, values and behaviours, team and cooperative working and positive communications.
- Ensure that the Council's Vision, Priorities, Values and Behaviours are promoted and embedded into service delivery via service plans.

Specific

- Reflecting agreed corporate priorities, ensure effective delivery of a range of services and activities relating to:
 - Business engagement and support
 - Skills and employment
 - Arts and culture
 - Festivals and events
 - Live performances
 - Museums, heritage and archaeology
 - Visitor information and tourism development
 - Management/ administration of relevant local partnerships
 - Place / Destination development projects
 - External funding
 - Economic research and intelligence
 - National, sub-regional and local economic policy
 - Markets
 - Engineering
 - Car Parks

Directly contribute to the planning and delivery of regeneration strategies, funding, projects and programmes, providing a broad economic development and cultural perspective to complement regeneration and planning frameworks and ensure economic, social and environmental impact

Ensure effective management of governance, scrutiny and decision making in relation to economic development services, including Council and Cabinet reports and briefings

Make a key contribution to development of economic policy for the Council

Represent the Council at the sub regional, regional and national level, as required, to ensure the district's interests are represented

Develop strategic and local partnership working arrangements to deliver economic growth and resilience

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Develop and deliver reasonable service efficiencies and build on existing and new income generation opportunities, in order to protect Council services

Directly contribute to the development and delivery of the Council's major projects, as required

Primary Measurable Objectives

- Play an effective role leading on the Economic Growth and Regeneration services working closely with the Chief Executive and leadership team to agree and deliver
- To ensure effective development and delivery of a wide range of economic development services focused on economic growth and local wealth-building, quality of life and Place
- Work as part of the Council's strategic leadership team, providing an economic development perspective, to strategically plan, develop and deliver high impact, ambitious economic regeneration programmes and project
- To significantly contribute to the development and implementation of the Council's economic policy framework
- To continuously improve service delivery, leading change and developing capacity and new solutions
- Work effectively with elected members, providing professional advice to support policy developments
- Work closely with strategic and local partners and a range of external groups and organisations to jointly agree strategies and deliver economic initiatives for the benefit of the district
- Undertake the 'Senior Emergency Officer' role on a rota basis throughout the year, acting on behalf of the Chief Executive in emergency situations.

Staff Management Responsibilities

- Lead and develop a professional team to ensure a high quality and timely delivery of projects and services
- All aspects of managing staff recruitment and probation; staff attendance; and staff performance, capability and conduct.
- Mentor, coach and develop team members
- Lead and manage individual development projects from concept to delivery, including governance; cost management; and leadership of internal staff and external consultants, partner organisations and other third parties
- Provide managerial supervision and support in terms of allocation of projects and tasks

Lancaster City Council - Job Description & Person Specification

| Person Specification | | | |
|--|--|--------------------|---|
| Knowledge & Educational & other requirements | Essential Criteria | Desirable Criteria | Assessed by: App Form, Interview, Certificate, Test, Other... |
| Specialised Qualifications & Training | Relevant formal qualification in and membership of a recognised professional body | | App Form, Interview, Certificate, |
| Experience | <p>Significant experience of working at a strategic level, managing a multi-disciplinary team within local government or equivalent organisation</p> <p>Experience of leading regeneration and economic growth teams</p> | | App Form, Interview |
| Job Related Skills & Knowledge & Abilities | <p>Demonstrate a clear vision for the future of the local authority and relevant services and the challenges facing those services over the short, medium and long term.</p> <p>All aspects of economic development policy and practice</p> <p>Arts, culture and heritage as drivers of economic and social value</p> <p>Partnership development, relationship management and joint working</p> <p>External funding sources</p> <p>Budget management</p> | | App Form, Interview |

Lancaster City Council - Job Description & Person Specification

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| Personal Attributes Including Interpersonal & Communication Skills | Communication Is a confident communicator, able to discuss broad and complex topics with a wide range of stakeholders at all levels Understands the communication needs of stakeholders, and devises and puts in place strategies to meet those needs Devises techniques to positively engage audiences Able to persuade and influence others Builds and maintains a wide range of contacts in relevant and influential areas Leadership Understands own leadership style and puts in place strategies to use it for the Council's benefit Inspires, supports and motivates others to deliver excellent services Positively encourages change to stakeholders at all levels Can positively impact on organisational culture through personal interaction Performance Delivery Focuses on the goals of areas of responsibility Identifies and takes opportunities to improve performance | | App Form, Interview |

Lancaster City Council - Job Description & Person Specification

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|-----------------------------------|--|--|---------------------|
| | <p>Sets challenging but achievable goals and standards of performance for self and others</p> <p>Is willing to challenge the status quo in order to explore improvement opportunities</p> <p>Encourages a culture of learning and improvement</p> <p>Strategic Thinking Offers a broad view beyond the immediate problem and own area of expertise, including short, medium and long-term perspectives</p> <p>Proposed and delivers clear strategies which add value</p> <p>Identifies the organisational impact of decisions, offering contingencies and alternative strategies</p> <p>Ensures practice and process are in place to understand, assess and manage risk</p> <p>Commercial Awareness Looks for opportunities to improve sustainability and the Council's financial security</p> <p>Instils a commercial focus in the minds of all staff</p> | | |
| Special Requirements/Other | | | App Form, Interview |

Lancaster City Council - Job Description & Person Specification

Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

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| Employee Signature: | | Print name: | | Date: | |
| Manager Signature: | | Print name: | | Date: | |