

**TO EACH MEMBER OF THE  
COUNCIL**

08 March 2023

Dear Councillor

**COUNCIL - THURSDAY 9 MARCH 2023**

Further to the Agenda and papers for the above meeting, previously circulated, please find attached a report and appendix which will be taken as an urgent item at 8a. The report is urgent due to the need to start the recruitment process as soon as possible for this important post.

Should you have any queries regarding the above please contact Democratic Services on  
Tel: 01684 272021

Yours sincerely

**Lin O'Brien**  
**Head of Democratic Services**

## TEWKESBURY BOROUGH COUNCIL

<b>Report to:</b>	Council
<b>Date of Meeting:</b>	9 March 2023
<b>Subject:</b>	Recruitment of Executive Director: Place
<b>Report of:</b>	Chief Executive
<b>Head of Service/Director:</b>	Chief Executive
<b>Lead Member:</b>	Leader of the Council
<b>Number of Appendices:</b>	One

**Executive Summary:**

Following the approval of the management restructure on 24 January 2023, this report sets out proposals to recruit to the vacant role of Executive Director: Place. This is a Chief Officer role and therefore a Member appointment.

**Recommendation:**

**That the Council APPROVES:**

- **the establishment of a Member Appointment Committee for the appointment of the Executive Director: Place with the composition and Terms of Reference set out in Paragraphs 3.1 – 3.3 of this report.**
- **the establishment of a Member Appointment Working Group for the appointment of the Executive Director: Place with the same composition and Terms of Reference set out in Paragraphs 3.1 – 3.3 of this report.**

**Financial Implications:**

It is estimated that a sum of up to £22,000 will be required to engage an Executive Recruitment Search Agency to support the recruitment of an Executive Director: Place. This money has been set aside as part of the costs of the management restructure.

**Legal Implications:**

There are no specific legal implications arising from the recommendations of this report.

**Environmental and Sustainability Implications:**

Recruitment to this post will strengthen the Council's approach to Place, the environment and sustainability.

**Resource Implications (including impact on equalities):**

The proposals in the report would support the efficient and effective recruitment of a Chief Officer in line with the agreed management structure.

**Safeguarding Implications:**

None.

**Impact on the Customer:**

None.

**1.0 INTRODUCTION**

- 1.1** An Executive Director: Place role was agreed as part of the proposals for a management restructure which Council approved on 24 January 2023.
- 1.2** It has been confirmed through the Management of Change process that no current member of staff has a right to be allocated into the role of Executive Director: Place.
- 1.3** The Executive Director: Place role is identified as a Chief Officer, and therefore within the Council Constitution must be a Member appointment.

**2.0 ROLE OF THE EXECUTIVE DIRECTOR: PLACE**

- 2.1** The Executive Director: Place is a critical member of the new Management Team and Corporate Leadership Team.
- The role will take strategic leadership over the Place agenda and will be the executive lead for Communities, Garden Town and Planning.

**3.0 RECRUITMENT PROCESS**

- 3.1** Due to the unique nature of the role, it is suggested that the Council sets up an Executive Director: Place Appointment Committee and an Executive Director: Place Appointment Working Group. It is proposed that the membership of the Working Group and Committee should be the same and comprise seven Members to be nominated by the respective Group Leaders reflecting the political balance of the Council as follows:
- Conservative Group – four Members.
- Liberal Democrat Group – one Member.
- Brockworth First Group – one Member.
- Tewkesbury and Twynning Independent Group – one Member.
- 3.2** The Terms of Reference of the Executive Director: Place Appointment Committee would be:
- to determine the interview process to include approval, short list, assessment centre and arrangements for informal engagement between all Members and shortlisted candidate.
  - to recommend to Council an appointment to the post of Executive Director: Place.
- 3.3** The Terms of Reference for the Working Group would be:
- to recommend to the Executive Director: Place Appointment Committee: the interview process to include approval, short list, assessment centre and arrangements for informal engagement between all Members and shortlisted candidates.
  - to interview the shortlisted candidates and make a recommendation on the successful candidate to the Executive Director: Place Appointment Committee.

**3.4** It is proposed that an all-Member meet and greet session form part of the assessment process.

**3.5** It is suggested that the process be guided by the Chief Executive, the Recruitment Consultants/Executive Search Agency(s) and Human Resources with input from the other members of the Corporate Leadership Team.

**3.6** Timeline overview:

Recruitment commences	19 March 23
Advert closes	9 April 23
Shortlisting	19 April 23
Assessment Centre	24 April 23
Committee report and recommendation to Council	17 May 23

**4.0 ASSOCIATED RISKS**

**4.1** None.

**5.0 MONITORING**

**5.1** If a preferred candidate is identified, the Executive Director: Place Appointment Committee will recommend an appointment to Council on 17 May 2023.

**6.0 RELEVANT COUNCIL PLAN PRIORITIES/COUNCIL POLICIES/STRATEGIES**

**6.1** Council Constitution.

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**Background Papers:** None.

**Contact Officer:** Chief Executive, Email: [alistair.cunningham@teWKesbury.gov.uk](mailto:alistair.cunningham@teWKesbury.gov.uk)

**Appendices:** 1 Job Description for Executive Director: Place

**JOB DESCRIPTION**

**Appendix 1**

<b>JOB DETAILS</b>
<b>Group: Corporate Leadership Team</b>
<b>Post title: Executive Director – Place</b>
<b>Post number:</b>
<b>Post grade: SM3</b>
<b>Section: Place Directorate</b>
<b>Responsible to: Chief Executive</b>
<b>Responsible for: All staff within Place Directorate</b>

<b>MAIN PURPOSE OF JOB</b>
<p>As a member of the council’s corporate leadership team and chief officer, to contribute to the effective design and subsequent delivery of the council’s key priorities as specified in the Council Plan, Medium Term Financial Plan etc, working only with broad direction from elected members and the Chief Executive.</p> <p>To take specific responsibility for the leadership, development, delivery and performance of an allocated group of services/functions and ensure the active management of resources, people, activity, reputation, and performance.</p> <p>Lead, manage, and work with partners to develop appropriate strategies and policies and deliver services to achieve the Council Plan objectives. This will include working with challenging and controversial situations where there will be gaps in the information which is available upon which to make highly complex decisions or develop policies/services and where there may not be precedent.</p> <p>To strategically develop and lead the place and growth agenda across the borough, working at the most senior level with internally and with a wide range of partners and stakeholders to deliver for our borough, businesses and residents.</p>

<b>RESPONSIBILITIES</b>
<p><b>A. Corporate</b></p> <p>To provide corporate leadership to the council through membership of the corporate leadership team working with team colleagues to deliver agreed plans and priorities whilst upholding the council’s leadership values and standards in relation to conduct and performance of duties.</p> <p>To coordinate service objectives across the Place Directorate and functions to maximise the effective use of all resources.</p> <p>To lead on corporate projects and initiatives which may cross cut service boundaries and contribute to the council’s strategy making and planning process.</p> <p>To build and maintain effective working relationships with the Executive, lead members, Scrutiny members to assist in their strategic decision making, policy making and community roles.</p> <p>To develop, maintain, and as required, lead partnership work ensuring effective and constructive relationships are built and maintained and which lead to positive outcomes for the local community.</p> <p>Support the council’s emergency planning, critical incidents, and service response arrangements through participating in management cover arrangements and undertaking any designated roles specified under these plans.</p>

Contribute to developing the reputation of the council by proactively and positively participating in matters related to the media.

To deliver services in accordance with the Customer Service Strategy and contribute to the transformational government agenda bringing about service efficiencies and business development through innovative use of technology and process change.

## **B. Service.**

To take overall strategic leadership on all growth and place based programmes including the Garden Towns programme.

To provide leadership to a group of services in a defined area, coordinating and leading people to ensure the effective delivery of service objectives and performance within allocated budget.

Provide personal and visible leadership to create a positive environment for people to perform, supporting and encouraging their personal and professional development for current, and where applicable, future roles.

To set high, but realistic, professional standards ensuring they are met and improving individual performance, challenging unacceptable performance and behaviour on a consistent basis when necessary.

Promote effective resource management that delivers the council's priorities and targets within budget through the deployment of innovative and flexible working methods.

To ensure that services are managed and designed with a customer focus, particularly ensuring that the council is meeting the needs of our most vulnerable customers.

To manage services in line with customer expectations and to be innovative and flexible in developing existing and new services for a diverse customer base.

To take strategic oversight of joint planning arrangements with partner councils to achieve an effective framework that meets the needs of the council.

Responsible for strategic and operational aspects of services ensuring strategies, plans, initiatives and operational solutions are aligned to council objectives and priorities.

Ensure the council's vision and aspirations for the development of the borough are clearly set, planned and communicated to key stakeholders.

Overall responsibility for the production of the council's place, regulatory and economic growth strategies and for ensuring, with other senior managers, that the council's assets are actively and robustly managed.

## **C. Specific Tasks**

To directly manage the Director of Communities and the Associate Director – Garden Towns, and Associate Director – Chief Planning Officer, who are responsible for the Garden Town programme, planning, planning policy, housing, environmental health, waste, community & economic development.

To take strategic responsibility for outward facing place-based services including using integrity and highly developed communication skills to communicate issues and concerns promptly, clearly and effectively where necessary, leading on the creation of a vision for place and ensuring the needs of the borough and its businesses and residents are met.

To take corporate responsibility, working with direct reports for overseeing key legislative requirements including:

- Section 106
- Regulatory services
- Compliance with planning law
- Compliance with the law on environmental health and licensing
- Compliance with the law as it relates to housing

To take corporate responsibility on behalf of the council for the contract with UBICO

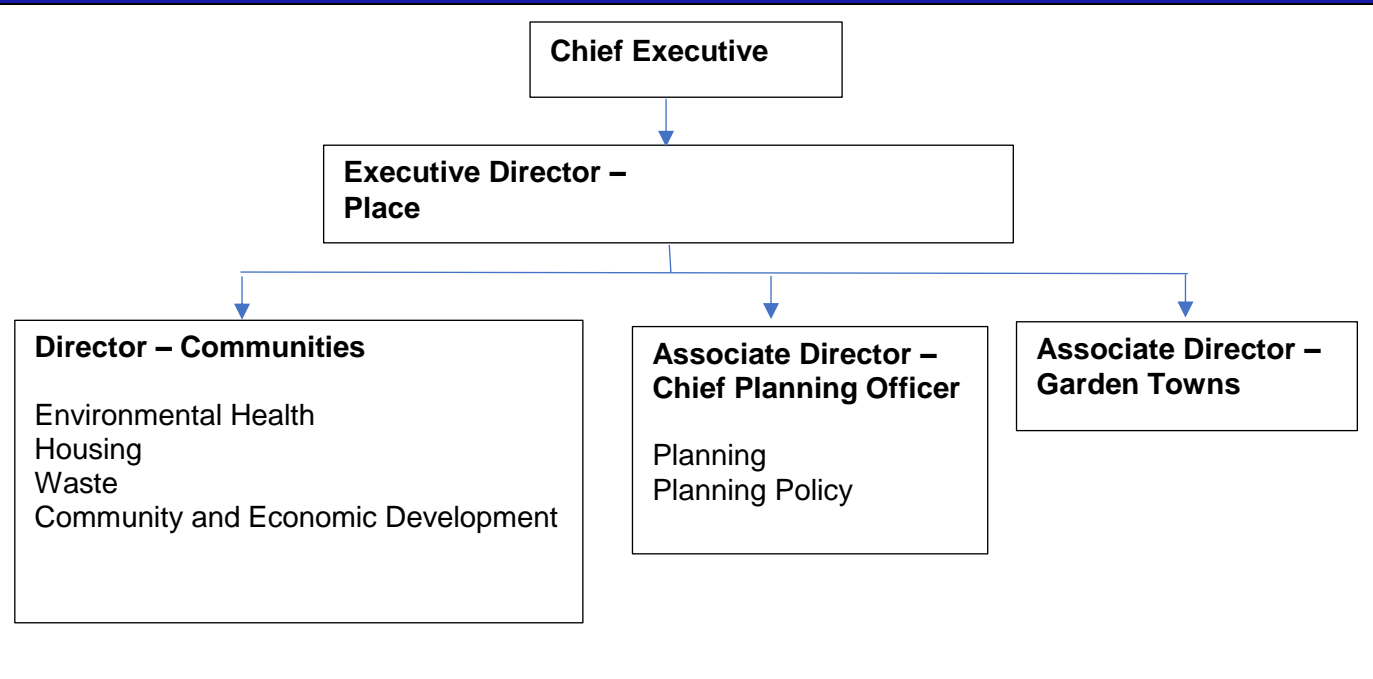
To provide full detailed support to the council's decision making process, including interpretation of national advice, preparation and presentation of reports to relevant council, committees and scrutiny process and implementation of decisions.

Oversee the review and development of policies, practices and services in accordance with changes in legislation and customer needs.

Act as the Senior Responsible Officer in respect of planning and the Garden Town.

Act as a senior champion and leader in respect of the council's carbon reduction, acting to reduce harmful impacts on the environment across remit, and putting in place plans to mitigate the impact of climate change and carbon reduction within the borough, it's businesses and communities.

## ORGANISATIONAL CHART



## KEY WORKING RELATIONSHIPS

Local Authority Chief Executives and Executive Directors of Place in neighbouring areas  
 Large developers  
 Local business groups  
 Senior personnel of local partner organisations, eg DWP, police, NHS etc  
 Elected members  
 Corporate Leadership Team: Chief Executive and Executive Director – Place

## RESOURCES

To have oversight of budgets and resources within the Executive Directorate for Place, including the budget for Garden Towns, which represents 30% of total council finances.

## PHYSICAL DEMANDS

This role will primarily be carried out in an office environment, with the requirement to be able to spend extended periods of time working on a computer at a desk, or attending meetings.

There will be an occasional demand for travel to meetings.

## MENTAL DEMANDS

As the lead for outward facing services, the postholder will be required to engage at a strategic level in complex negotiations with partners and stakeholders to resolve controversial issues which may impact upon the whole council eg with developers or partner organisations who may have conflicting priorities.

The postholder will need to be able to manage a complex strategic workload, balancing the demands to ensure the council's resources, legislative and democratic requirements are met whilst also responding to changing priorities as necessary.

## WORKING ENVIRONMENT

This role will be office / hybrid based.

## ALL STAFF RESPONSIBILITIES

To adhere to all Council Policies, in particular Equal Opportunities.

To undertake any other duties properly assigned from time to time by your line manager which are appropriate to the grade and character of the post.

To be committed to the principles of equality, diversity and the ability to treat everyone who you come in contact with dignity and respect.

Tewkesbury Borough Council is committed to the principles of safeguarding and promoting the welfare of all children, young people and vulnerable adults; therefore, all employees have a responsibility and duty of care to report safeguarding issues they become aware of or witness.

## HEALTH AND SAFETY

Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others.

To manage risk and to take corporate responsibility for the Council's Corporate Health, Safety and Welfare Plan, and to ensure that both systems and premises under your control are maintained in an acceptable standard to ensure the risk management and health and safety of staff and visitors.



<b>PERSON SPECIFICATION</b>			
<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Relevant degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
Membership of RTPI or EHRD or other relevant professional membership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form
Masters level qualification or equivalent experience in a relevant field	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
Management qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form
<b>EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Substantial experience of local government at a senior level and local government finance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Substantial experience of managing resources including budgets, people and performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Substantial experience of regulatory services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Substantial experience of leading a Place approach to local government services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Demonstrable solid understanding of relevant legislative frameworks including section 106 and regulatory services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
<b>SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Highly developed communication skills including: <ul style="list-style-type: none"> <li>- demonstrable ability undertake high level to negotiations</li> <li>- clear, effective written style</li> <li>- ability to present information effectively and persuasively to a wide range of audiences including members, staff, partners and the public</li> <li>- ability to positively represent the council through the media</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Programme management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Highly developed organisational skills including: <ul style="list-style-type: none"> <li>- ability to work effectively under pressure and meet deadlines</li> <li>- ability to work autonomously</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview

- ability to change focus to meet changing demands and priorities			
Ability to manage and inspire a multidisciplinary team including managing for performance, developing teams and individuals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Ability to analyse complex data and make sound judgments based on the information, drawing inferences where data is unknown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
<b>BEHAVIOURS / ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Politically sensitive, tactful and diplomatic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Accurate and with an eye for detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Strong interpersonal skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Customer focused	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Demonstrate behaviours consistent with the council's values	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview
Commitment to equality and diversity in the workplace, in the delivery of services to customers and to the community	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form and interview