

# Appointments Committee Agenda



To: Councillor Tony Newman (Chair)  
Councillor Alison Butler (Vice-Chair)  
Councillors Hamida Ali, Simon Hall, Jason Perry and Helen Redfern

A meeting of the **Appointments Committee** which you are hereby summoned to attend, will be held on **Monday, 7 October 2019** at **4.30 pm** in **F10, Town Hall, Katharine Street, Croydon CR0 1NX**

JACQUELINE HARRIS BAKER  
Council Solicitor and Monitoring Officer  
London Borough of Croydon  
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Friday, 27 September 2019

PLEASE NOTE THAT THE GREAT MAJORITY OF THE BUSINESS TO BE DISCUSSED AT THIS MEETING WILL BE CONFIDENTIAL AND THEREFORE WILL BE CONDUCTED IN PART B OF THE AGENDA.

N.B This meeting will be paperless. The agenda can be accessed online at [www.croydon.gov.uk/meetings](http://www.croydon.gov.uk/meetings)

## **AGENDA – PART A**

**1. Apologies for Absence**

To receive any apologies for absence from members of the Committee

**2. Minutes of the Previous Meeting (Pages 5 - 6)**

To approve the minutes of the meeting held on 30 September 2019 as an accurate record.

**3. Disclosure of Interest**

In accordance with the Council's Code of Conduct and the statutory provisions of the Localism Act, Members and co-opted Members of the Council are reminded that it is a requirement to register disclosable pecuniary interests (DPIs) and gifts and hospitality to the value of which exceeds £50 or multiple gifts and/or instances of hospitality with a cumulative value of £50 or more when received from a single donor within a rolling twelve month period. In addition, Members and co-opted Members are reminded that unless their disclosable pecuniary interest is registered on the register of interests or is the subject of a pending notification to the Monitoring Officer, they are required to disclose those disclosable pecuniary interests at the meeting. This should be done by completing the Disclosure of Interest form and handing it to the Democratic Services representative at the start of the meeting. The Chair will then invite Members to make their disclosure orally at the commencement of Agenda item 3. Completed disclosure forms will be provided to the Monitoring Officer for inclusion on the Register of Members' Interests.

**4. Urgent Business (if any)**

To receive notice from the Chair of any business not on the Agenda which should, in the opinion of the Chair, by reason of special circumstances, be considered as a matter of urgency.

**5. Appointment to Executive Director, Resources (Pages 7 - 16)**

For Members to undertake the shortlisting and interview process to appoint to the role of Executive Director, Resources.

**6. Exclusion of the Press and Public**

The following motion is to be moved and seconded where it is proposed to exclude the press and public from the remainder of a meeting:

“That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of

Schedule 12A of the Local Government Act 1972, as amended.”

**7. Appointment to Executive Director, Resources**

For Members to undertake the shortlisting and interview process to appoint to the role of Executive Director, Resources.

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## Appointments Committee

Meeting held on Monday, 30 September 2019 at 2.00 pm in F11 - Town Hall, Katharine Street, Croydon, CR10 1NX

### MINUTES

**Present:** Councillor Tony Newman (Chair);  
Councillors Jane Avis, Maria Gatland, Simon Hall, Tim Pollard and Louisa Woodley

### PART A

**8/18 Apologies for Absence**

There were no apologies for absence.

**9/18 Disclosure of Interest**

There were no disclosures of interest.

**10/18 Minutes of Previous Meetings**

The minutes of the meetings held on 13 May 2019, 20 May 2019 and 28 May 2019 were agreed as an accurate record.

**11/18 Urgent Business (if any)**

There were no items of urgent business.

**12/18 Appointment to Executive Director of Health, Wellbeing & Adults and Chief Finance Officer (Section 151)**

In considering the report, Members of the Committee heard that recommendations regarding the Executive Director for Health, Wellbeing and Adults would allow the Council to move away its current interim arrangements for the post. Members heard that by appointing to a fixed term contract, the Council would benefit both financially and operationally while ensuring continuity during the delivery of the service's transformation plan.

Following discussion, the Committee agreed all of the recommendations detailed in the report in their entirety.

**RESOLVED:**

- (i) To undertake the selection and appointment to the post of Executive Director, Health, Wellbeing & Adults on a fixed term appointment until

31st December 2022 in accordance with the provisions of Part 4 J of the Council's Constitution (Staff Employment Procedure Rules).

- (ii) Having had due regard to the Council's current Pay Policy, to agree the salary package of Executive Director, Health, Wellbeing & Adults at £152,000 per annum as outlined in section 3.7 of the report.
- (iii) To note that the successful candidate's offer of appointment would be subject to an appointment notification process in accordance with paragraph 3.4 of part 4J of the Council's Constitution.
- (iv) To agree the appointment of the Chief Financial Officer whose functions would encompass the statutory section 151 officer duties.
- (v) To note that the successful candidate's offer of appointment would be subject to an appointment notification process in accordance with paragraph 3.4 of part 4J of the Council's Constitution.
- (vi) Having regard to the Council's current Pay Policy, agree the salary package of the Director of Finance, Investment and Risk and Section 151 Officer (Chief Finance Officer) at a salary of £129,646 per annum under the Localism Act 2011.
- (vii) To notify both appointments to Full Council.

**13/18 Exclusion of the Press and Public**

The following motion was put and it was agreed by the Committee to exclude the press and public for the remainder of the meeting.

"That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information falling within paragraph 1 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended".

**14/18 Appointment to Executive Director of Health, Wellbeing & Adults and Chief Finance Officer (Section 151) (Part B)**

**RESOLVED:**

The Committee agreed to:

- (i) Appoint Guy Van Dichele as the Council's Executive Director for Health, Wellbeing and Adults; and
- (ii) Appoint Lisa Taylor as the Chief Financial Officer whose functions encompass the statutory section 151 officer duties.

The meeting ended at 2.45 pm

**Signed:**

**Date:**

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# Agenda Item 5

<b>REPORT TO:</b>	<b>APPOINTMENTS COMMITTEE</b> <b>Monday 07 October 2019</b>
<b>SUBJECT:</b>	<b>APPOINTMENT TO EXECUTIVE DIRECTOR, RESOURCES</b>
<b>LEAD OFFICER:</b>	<b>Chief Executive</b>
<b>CABINET MEMBER:</b>	<b>Leader, Cllr Tony Newman</b> <b>Cabinet member Cllr Simon Hall</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY/POLICY CONTEXT:</b> The Council's management structure.	
<b>FINANCIAL SUMMARY:</b> The salary cost of this post is contained within the existing 2019/20 budget.	

## 1. RECOMMENDATIONS

- 1.1 Having due regard to the Council's current Pay Policy, agree the salary package for this role, Executive Director, Resources at a salary of £156,060 per annum under section 40 of the Localism Act 2011 and the provisions of the council's constitution.
- 1.2 Undertake the selection and the appointment to the post of Executive Director, Resources from the candidate(s) detailed in the Part B appendices to the agenda (to follow) and in accordance with the provisions of part 4 J of the council's constitution (Staff Employment Procedure Rules).
- 1.3 Any appointment to be subject to the appointment notification process as set out in section 3.4 of part 4J of the Council's Constitution (Staff Employment Procedure Rules).

## 2. EXECUTIVE SUMMARY

- 2.1. This report seeks the Committee's approval to undertake the selection for the post of Executive Director, Resources.

## 3. DETAIL

- 3.1 The Executive Director of Resources, is a key strategic post and plays an executive role within the Council's Executive Leadership Team (ELT) and the Corporate Leadership Team (CLT) in leading and delivering corporate objectives.

As part of the Corporate Leadership Team with a direct report into the Chief

Executive to provide inspiring and effective leadership and drive performance at corporate and departmental levels to deliver the Council’s strategy and key outcomes.

- 3.2 The post holder will have direct management responsibility for the services as set out below.



**LOCALISM ACT 2011 AND PAY POLICY**

- 3.3 Following the decision of the Annual Council meeting on 03 June 2014, the Appointments Committee has delegated responsibility for approving appointments beyond the threshold specified in statutory guidance issued by the Secretary of State under section 40 of the Localism Act 2011. The statutory guidance is that elected Members should be given an opportunity to vote before: salary packages upon appointment at or above a specified threshold are offered; and severance packages at or beyond a specified threshold are approved for staff leaving the Council’s employment. For both these purposes, the specified threshold is currently £100,000 as set by Government.
- 3.4 As set out in the Council’s pay policy, directors are appointed on fixed pay points, which are determined locally and subject to local review every two years. The pay policy for 2019/20 agreed by the Council on 27 February 2019 agreed a fixed pay point for the Executive Director, Resources £156,060.

**4 FINANCIAL AND RISK CONSIDERATIONS**

**4.1 Revenue and Capital consequences of report recommendations**

	2019/2020	2020/21
	£'000	£'000
<b>Revenue Budget available</b>	39.15	156.06
<b>Effect of decision</b>	39.15	156.06
<b>Overspend / (underspend)</b>	0	0

\* the assumption for 2019/20 is that the appointment will be made for 3 months of the financial year, this may vary depending on the availability of the successful candidate.

#### **4.2 The effect of the decision**

This is an established post and the budget identified in section 4.1 above has been aligned to the anticipated start date of the successful candidate. The appointment is expected to be effective from 01 January 2020 and the salary costs arising from this decision can be met from the existing 2019/20 budget.

#### **4.3 Risks**

There is a risk of being unable to retain the right calibre of person to this role if the salary is not comparable to the market.

#### **4.4 Options**

The alternative option of not filling the role; and for not making provision to appoint within the parameters of the Council's agreed Pay Policy Statement, is not considered sustainable or viable option as explained in paragraph 4.3 above.

#### **4.5 Future savings/efficiencies**

None identified.

Approved by: Lisa Taylor, Director of Finance, Investment and Risk (Interim S151 Officer)

### **5 LEGAL CONSIDERATIONS**

**5.1** The Head of Litigation and Corporate Law comments on behalf of the Director of Law and Governance that the Council may appoint such staff as it considers necessary for the proper discharge of its functions on such reasonable terms and conditions, including remuneration, as the Council thinks fit. However, such appointments are subject to the requirement as detailed in paragraph 3.3 above in so far as Member approval is required to appoint to salary packages in excess of £100,000.

**5.2** The Council's Staff Employment Procedure Rules at Part 4.J of the Constitution provide for a notification process to ensure that the Leader and any other Cabinet Members have no objections to the offer of appointment occurs before an offer of appointment is made to him/her.

Approved by: Sandra Herbert Head of Litigation and Corporate Law on behalf of the Director of Law and Governance and Deputy Monitoring Officer.

### **6 CUSTOMER, EQUALITIES, HUMAN RIGHTS, FREEDOM OF INFORMATION, DATA PROTECTION CRIME AND DISORDER IMPACT**

**6.1** There are no direct considerations arising from this report.

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**CONTACT OFFICER:** Sue Moorman, Director of Human Resources  
**APPENDIX A:** Job Description – Executive Director, Resources  
**BACKGROUND DOCUMENTS:** None



consulted, developed and motivated to achieve agreed service objectives and priorities

Support cultural and organisational change and ensure commitment to continuous improvement and return in investment and lead relevant projects

To operate within the governance, financial and legal frameworks of the Council at all times.

#### General Accountabilities

To ensure that all operations in your area of responsibility are conducted according to the provisions of the Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and all relevant legislation and the council's Health and Safety Policy.

To work within and actively promote equality and diversity in relation to service delivery and staff management.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

#### **Key Stakeholder Relationships:**

Internal: Councillors, Corporate Leadership Team, and Council Directors, Heads of service across the Resources Department and beyond.

External: Government Departments, National Consultation Groups, strategic partners, Other Local Authorities, Trade Unions, MPs, partner organisations and suppliers, Professional Bodies, voluntary sector, national and local press, Local Strategic Partnership.

#### **Statutory Responsibilities:**

To exercise delegation from the Chief Executive and Head of Paid Service detailed in the Council's Scheme of Authorisations

#### **Political Restrictions:**

This post is politically restricted and under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and

Construction Act 2009 and the post holder may not have any active political role either in or outside the work.

**Delegated Authority:**

The post holder is required to be on call as part of a Chief Officer on-call rota.

The postholder is required to deputise for the Chief Executive in the role of London Local Authority Gold at a borough level.

## Person Specification

### Specific Minimum Qualifications and Expertise:

- Extensive senior management-level experience of successful change management within a complex and demanding environment and a track record of delivery
- A successful track record of influencing, giving professional advice to and building effective and productive working relationships with senior managers and/or Councillors, a variety of communities, partner organisations, private sector providers, public agencies and statutory authorities
- Proven ability to lead a strategic team at a similar level and a record of success in building high performing teams , leading a diverse group of professional senior staff and securing high levels of engagement across the workforce.
- The ability to provide professional advice confidently and tactfully, express a viewpoint and provide policy direction.
- Outstanding interpersonal skills to relate effectively to the public, employees, Council Members and other stakeholders and command their respect, trust and confidence.
- The ability to present complex information to a variety of audiences in the form of oral, written and
- Role models positive leadership and is visible in doing so, providing staff with a clear leadership, clarity of objectives and a clear sense of direction in line with the councils values.
- A persuasive and effective influencer, with the tenacity and initiative to operate effectively as a shrewd, creative and strategic thinker in this complex multi-disciplined organisation.
- The ability to move at pace and motivate others whilst anticipating and balancing risk.
- An enthusiastic and effective ambassador for Croydon Council with a strong commitment to improving its delivery of services to meet the needs of its diverse community.

### Corporate Values



Our values are the base of every job role within Croydon – our values are fundamental in everything we do as a Local Authority. You are required to demonstrate a commitment to our corporate values and this will be assessed using the criteria below:

**One Team:** To cross boundaries to work together towards shared goals with colleagues, partners and communities

- You are strategically innovative in your approach to building and maintaining partnerships and you and your teams act in a joint enterprise with them. You use your contacts and colleagues to bring teams together.

**Proud to Serve:** We strive to always do our best for the community, getting the most from limited resources and using taxpayers' money wisely

- You are proud to be part of the wider Croydon and the contribution you and your teams make to it. You make a difference to people's lives through engagement and you strive to get the best possible value for money for customers.

**Honest and Open:** We work hard to build trust by treating everyone with honesty and integrity

- You think through who needs to understand what during communication; and take care to communicate detail clearly. You take people's views into account continuously. You trust people, colleagues and staff, to do their best and deal with any issues positively.

**Taking Responsibility:** We encourage and support each other to take responsibility and show what we can do, learning together and recognising each others' contributions

- You are clear where formal accountability lies and where we can all take responsibility for results. You praise your colleagues for their efforts and ideas and thank them for their contributions.

**Valuing Diversity:** We make the most of the many perspectives that make Croydon distinctive

- You treat all staff and customers with equal value and respect. In everything you do, you make good use of the wide variety of background, skills and perspective your teams, the Council and the community demonstrate.

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