

Appointments & Disciplinary Committee Agenda



To: Mayor Jason Perry (Chair)
Councillor Lynne Hale (Vice-Chair)
Councillors Jason Cummings, Stuart King, Enid Mollyneaux and
Callton Young

A meeting of the **Appointments & Disciplinary Committee** which you are hereby invited to attend, will be held **Monday, 21 August 2023 at 2.00 pm. Room 1.01 and 1.02 - Bernard Weatherill House, Mint Walk, Croydon CR0 1EA.**

Katherine Kerswell
Chief Executive
London Borough of Croydon
Bernard Weatherill House
8 Mint Walk, Croydon CR0 1EA

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AGENDA

PART A

1. Apologies for Absence

To receive any apologies for absence from Members.

2. Disclosure of Interests

Members are invited to declare any disclosable pecuniary interests (DPIs), pecuniary or non-pecuniary interests they may have in relation to any item(s) of business on today's agenda.

3. Minutes (Part A - Open) of the Previous Meeting (Pages 5 - 10)

To approve the Part A minutes of the Appointments & Disciplinary Committee meeting held on Wednesday 12 July 2023 and Tuesday 18 July 2023 as an accurate record.

4. Review of Temporary Deputy Chief Officer Cover Arrangement: Extension of Assignment (Pages 11 - 16)

This report concerns the request for an extension of the interim cover arrangement for the Interim Director of Commercial Investment and Capital as outlined in the body of the report.

5. Appointment to the post of Director of Culture & Community Safety (Pages 17 - 38)

This report seeks the Committee's approval to agree the salary package and undertake the selection and appointment to the post of Director of Culture & Community Safety.

6. Exclusion of 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 or a particular item:

"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."

PART B

7. Minutes (Part B - Exempt) of the Previous Meeting (Pages 39 - 42)

To approve the Part B minutes of the Appointments & Disciplinary Committee meeting held on the Wednesday 12 July 2023 and Tuesday 18 July 2023 as an accurate record.

8. Appointment to the post of Director of Culture & Community Safety

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Appointments & Disciplinary Committee

Meeting of Appointments & Disciplinary Committee held on Wednesday, 12 July 2023 at 2.03pm in Room 1.01 and 1.02 - Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

MINUTES

Present: Mayor Jason Perry (Chair);
Councillor Lynne Hale (Vice-Chair);
Councillors Jason Cummings, Stuart King and Callton Young;

Also Present: Katherine Kerswell, Chief Executive Officer
Elaine Jackson, Assistant Chief Executive Officer
Dean Shoesmith, Chief People's Officer
Adrian May, Interim Head of Democratic Services
Michelle Ossei-Gerning, Democratic Services Officer

PART A

1/23 **Apologies for Absence**

Apologies were received from Councillor Enid Mollyneaux.

2/23 **Disclosure of Interests**

Members confirmed that their entries on the Council's register of interests were up to date and that they had no further disclosures to make.

3/23 **Minutes (Part A - Open) of the Previous Meeting**

The Part A minutes to the meeting held on Friday 9 June 2023 were agreed as an accurate record.

4/23 **Review of Temporary Chief Officer Cover Arrangement: Extension of Fixed Term Contract**

The Appointment and Disciplinary Committee considered the Review of Temporary Deputy Chief Officer Cover Arrangement: Extension of Fixed Term Contract.

The Chief People Officer, Dean Shoesmith, provided an overview of the report which requested for an extension of the fixed term contract for the Interim Corporate Director, Children, Young People and Education.

The Committee heard that the extension was sought due to the pending Ofsted inspection and the continuation of the current fixed term holder will

enable stability of management during the Ofsted process, additionally the informal sounding of the employment of the permanent market.

The Committee was informed that after four years of continuous employment, an employee would require employment permanency, though for this employee, this would not have occurred by August 2024. The cost implications salary for this post was £160,147 for twelve months.

In response to a question raised by the Committee relating to how confident the council was that Ofsted would visit within the next twelve months, the Chief Executive Officer shared that Ofsted often came within a window which was managed and agreed, and the proposed window was January 2024 and March 2024.

Having considered the report,

The Committee **RESOLVED**: To

- 1.1. To agree to extend the current fixed term contract for the Interim Corporate Director, Children, Young People and Education for 12 months from 18 August 2023 to 17 August 2024, until the Ofsted inspection has taken place.
- 1.2. Note that if the extension is agreed, the Committee's decision will be subject to the usual notification requirements in paragraph 3.3 of Part 4J (Staff Employment Procedure Rules) in the Constitution.

5/23

Review of Temporary Chief Officer Cover Arrangement (Extension of Fixed Term Contract) and Increase in Salary/Grade for Director of Culture & Community Safety

The Appointment and Disciplinary Committee considered the Review of Temporary Deputy Chief Officer Cover Arrangement (Extension of Fixed Term Contract) and Increase in Salary/Grade for Director of Culture and Community Safety.

The Chief People Officer, Dean Shoesmith, provided an overview of the report which requested for a permanent increase in salary and grade for the Director of Culture & Community Safety, following a job evaluation through the Hay evaluation process, and further requested for an extension of the fixed term contract for the Interim Director of Culture and Community Safety to allow for the permanent recruitment to take place.

In response to questions raised by the Committee relating to the re-evaluation to all posts effected and reassessed, the Chief People's Officer informed that there was a re-enlightenment for all posts effected to ensure positions were more manageable, and thus the reorganisation of the roles were required. Further, should a role take on more responsibilities within a

wider remit, the Greater London Provisional London Scheme was applied. Hay evaluation process was used for more senior roles.

Having considered the report,

The Committee **RESOLVED**: To

- 1.1. Agree an increase of the salary grade of the Director of Culture & Community Safety from Grade 1 salary range £101,778 - £105,820 to Grade 2 salary range £112,195 - £116,648.
- 1.2. Agree an implementation date of 2 May 2023 for the grade increase at 1.1.
- 1.3. Agree to extend the current temporary cover arrangement for the Interim Director of Culture & Community Safety for 4 months from 8 August 2023 to 7 December 2023 to allow for permanent recruitment to take place.
- 1.4. Note that if the extension is agreed, the Committee's decision will be subject to the usual notification requirements in paragraph 3.3 of Part 4J (Staff Employment Procedure Rules) in the Constitution.

6/23

Appointment to the post of Director of Policy, Programmes & Performance

The Appointment and Disciplinary Committee considered the Appointment to the post of Director of Policy, Programmes and Performance report.

The Chief Executive Officer, Dean, provided an overview of the report which sought for the Committee's approval to agree the salary package and undertake the shortlist to the post of Director of Policy, Programmes and Performance. It was noted that the salary was a reflection on the market conditions.

Having considered the report and the applications to be submitted for the role,

The Committee **RESOLVED**: To

- 1.1. Agree the salary package for the post of Director of Policy, Programmes & Performance £101,778-£105,820 plus a market supplement of £5,180 allowing a maximum salary of up to £111,000 per annum.
- 1.2. Undertake the selection for and agree a short-list for final panel interview for the post of Director of Policy, Programmes &

Performance from the candidate(s) detailed in the Exempt/Part B appendices attached to this report.

- 1.3. Note that any appointment will be subject to the appointment notification process set out in section 3.3 of part 4J of the Council's Constitution (Staff Employment Procedure Rules).

7/23

Exclusion of Press and Public

The following motion was proposed by Councillor Mayor Perry, seconded by Councillor Young and 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 paragraphs 1, 2 and 5 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended".

[PUBLIC VERSION OF PART B MINUTES]

8/23

Minutes (Part B - Exempt) of the Previous Meeting

The Part B minutes to the meeting held on Friday 9 June 2023 were agreed as an accurate record.

9/23

Urgent Business

There were no items of urgent business.

10/23

Appointment to the post of Director of Policy, Programmes & Performance

Please note that a full confidential minute has also been produced for this item, although the resolutions agreed by the Committee are set out in the public minute above.

The meeting ended at 14:23

Appointments & Disciplinary Committee

Meeting of Appointments and Disciplinary Committee held on Tuesday, 18 July 2023 at 10.00 am in Room 1.01 and 1.02 - Bernard Weatherill House, Mint Walk, Croydon CR0 1EA

MINUTES

Present: Mayor Jason Perry (Chair);
Councillor Lynne Hale (Vice-Chair);
Councillor Jason Cummings, Stuart King, Enid Mollyneaux and
Callton Young

Also Present: Katherine Kerswell, Chief Executive Officer
Elaine Jackson, Assistant Chief Executive Officer
Dean Shoemith, Chief People's Officer
Adrian May, Interim Head of Democratic Services
Michelle Ossei-Gerning, Democratic Services Officer

PART A

11/23 **Apologies for Absence**

There were no apologies.

12/23 **Disclosure of Interests**

Members confirmed that their entries on the Council's register of interests were up to date and that they had no further disclosures to make.

13/23 **Urgent Business**

There were no items of urgent business

14/23 **Appointment to the post of Director of Policy, Programmes & Performance**

The Appointments and Disciplinary Committee considered the Appointment to the post of Director of Policy, Programmes & Performance, which followed the last meeting held on 12 July 2023 where Members had agreed to interview a number of candidates for the role of Director of Policy, Programmes & Performance and agreed to hold the final panel of interviews on 18 July 2023.

Full details to the Director of Policy, Programmes & Performance role were available online and within the agenda pack for the Appointment and Disciplinary Committee meeting held on 12 July 2023.

The interviews were held in private.

15/23 **Exclusion of Press and Public**

The following motion was proposed by Mayor Perry, seconded by Councillor Young and 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 paragraphs 1, 2 and 5 as indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended”.

[PUBLIC VERSION OF PART B MINUTES]

16/23 **Minutes (Part B - Exempt) of the Previous Meeting**

The Part B minutes to the meeting held on Wednesday 12 July 2023 were agreed as an accurate record.

17/23 **Urgent Business**

There were no items of urgent business

18/23 **Appointment to the post of Director of Policy, Programmes & Performance**

Please note that a full confidential minute has also been produced for this item, although the resolutions agreed by the Committee are set out in the public minute above.

The meeting ended at Time Not Specified

LONDON BOROUGH OF CROYDON

REPORT:	APPOINTMENTS AND DISCIPLINARY COMMITTEE	
DATE OF DECISION	21 AUGUST 2023	
REPORT TITLE:	REVIEW OF TEMPORARY DEPUTY CHIEF OFFICER COVER ARRANGMENT: EXTENSION OF ASSIGNMENT	
CORPORATE DIRECTOR / DIRECTOR:	JANE WEST CORPORATE DIRECTOR OF RESOURCES AND S151 OFFICER	
LEAD OFFICER:	GILLIAN BEVAN HEAD OF HR, RESOURCES AND ACE DIRECTORATES Email: Gillian.Bevan@croydon.gov.uk	
LEAD MEMBER:	CLLR JASON CUMMINGS	
AUTHORITY TO TAKE DECISION:	Appointments of staff are a non-executive function of the Council and the Council's established practice is to report all director appointments to Members for decision.	
KEY DECISION?	No	REASON: N/A
CONTAINS EXEMPT INFORMATION?	No	Public
WARDS AFFECTED:	N/A	

1 SUMMARY OF REPORT

- 1.1 This report concerns the request for an extension of the interim cover arrangement for the Interim Director of Commercial Investment and Capital as outlined in the body of the report.

2 RECOMMENDATIONS

For the reasons set out in the report Appointments and Disciplinary Committee is recommended:

- 2.1 To agree to extend the current temporary cover arrangement for the Interim Director of Commercial Investment and Capital for 12 months from 7 September 2023 until 6 September 2024, pending a workforce review following which permanent recruitment will take place.
- 2.2 Note that if the extension is agreed, the Committee's decision will be subject to the usual notification requirements in paragraph 3.3 of Part 4J (Staff Employment Procedure Rules) in the Constitution.

3 REASONS FOR RECOMMENDATIONS

- 3.1 This report seeks agreement to extend the temporary cover arrangements for the Interim Director of Commercial Investment and Capital by 12 months. The interim postholder is currently driving forward the Council's asset management strategy, particularly the delivery of an extensive portfolio of asset sales. He also leads on the improvement programme in relation to the procurement processes of the Council and the closedown of Brick By Brick. It is important for the Council to maintain momentum in these areas which contribute to the Council's objective of meeting its duty under Best Value. These areas are under close review by the Improvement and Assurance Panel.
- 3.2 The council is undertaking a comprehensive set of improvement activities, as detailed in the Croydon Renewal Plan and, to ensure a focus on delivery, there needs to be robust management of the organisation. Cover is in place to ensure continuity and support for all staff teams to ensure the council can fulfil the delivery of the Renewal Plan.
- 3.3 It is, therefore, necessary for good operational and business efficiency that the cover arrangements are extended to provide continuity and ensure progress on key projects is not delayed. The extension is as an agency contract via Adecco. Market conditions preclude the use of a fixed term contract for this interim role.

4 BACKGROUND AND DETAILS

- 4.1 The extension of the Interim Director of Commercial Investment and Capital appointment is pending the permanent appointment to the post following a workforce review which will look at resources across the whole division. The interim postholder will complete the review in early 2024 with recruitment to the new roles taking place in the spring. A future permanent recruitment exercise is likely to take six months with notice periods typically being three months.

4.2 Following the departure of the previous substantive postholder, the interim cover arrangement originally commenced on 7 March 2023. The current interim arrangement is due to expire on 6 September 2023.

4.3 The interim post holder is currently fully engaged in the planning and delivery of the budget of their services and are providing operational oversight and guidance to their respective services.

5 ALTERNATIVE OPTIONS CONSIDERED

5.1 Market conditions preclude the use of a fixed term contract for this interim role.

5.2 As there is a need for continuity to maintain the service provision, and pending a review of the service, there are no alternative options at present.

6 CONSULTATION

6.1 The appointment of Chief Officer posts is a matter reserved for an Appointments and Disciplinary Committee, unless specifically delegated by them. There has been no prior consultation with the Committee on this extension of appointment.

7. IMPLICATIONS

7.1 FINANCIAL IMPLICATIONS

7.1.1 The established post is a Director Grade 2 (annual salary £112,195 to £116,648). The budget held (corporately) for the post is £164,000 (rounded to thousands, £124,000 Basic Pay, £14,000 National Insurance, £26,000 Pension). This is prior to the 2023/4 pay award. The post has also held a market supplement of £10,914 per annum which is due for review.

7.1.2 The interim postholder's day rate is £850 and the bill rate is £1052.31. The total cost of extending the interim postholder for 12 months (on the basis of working 48 weeks per year) would be £204,000 (pay rate) £252,554 (bill rate).

7.1.3 Finance have assessed the impact of the decision and can confirm the cost of the extension recommended in this report can be met within existing budgets.

7.1.4 Comments approved by Lesley Shields, Head of Finance for Assistant Chief Executive and Resources on behalf of the Director of Finance. (Date: 08/08/2023)

7.2 LEGAL IMPLICATIONS

- 7.2.1** The Council may generally 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.
- 7.2.2** The function of appointment of a member of staff below deputy chief officer level must be discharged by the Head of Paid Service or by an officer nominated by the Head of Paid Service. Appointment decisions concerning more senior officers can be made by officers or Members subject to statutory requirements and Council rules and established practices.
- 7.2.3** The proposal is to seek approval from the committee to decide whether or not to extend the temporary interim appointment to the post of Director of Commercial Investment and Capital for 12 months subject to the usual notification requirements to the Executive Mayor and Cabinet Members.
- 7.2.4** Comments approved by Sandra Herbert, Head of Litigation and Corporate Law on behalf of the Director of Legal Services and Monitoring Officer (Date: 04/08/2023)

7.3 EQUALITIES IMPLICATIONS

- 7.3.1** There are no direct equality impacts of this decision. The post is a senior post within the Council, therefore post holder will be required to promote the Public Sector Equality Duties (PSED) as detailed:
- (i) Eliminate unlawful discrimination, harassment and victimisation
 - (ii) advance equality of opportunity between people who share a protected characteristic and those who don't.
 - (iii) foster or encourage good relations between people who share a protected characteristic and those who don't.
- 7.3.2** Senior members of staff are also responsible for the deliverables of the Equality Strategy 2020 -2024 within their service area. This includes: ensuring that every strategy, delivery plan and staff appraisal has an equality objective linked to it.
- 7.3.3** As a member of the management team, the post holder will also have responsibility for the implementation of the Equality Strategy 2020- 2026 which includes the standards of the Chief Executive for London Council's Tackling Racial Injustice programme. This includes ensuring that both equality and race have measurable actions on personal development plans for the post holder.
- 7.3.3** The post holder will be requested to share equality monitoring data when in post.
- 7.3.4** Comments approved by: Denise McCausland, Equalities Programme Manager (Date:08/08/2023)

7.4 HUMAN RESOURCES IMPLICATIONS

- 7.4.1** There are no additional human resources impacts beyond those described in the body of the report.
- 7.4.2** Comments approved by Gillian Bevan, Head of HR Resources and Assistant Chief Executives on behalf of the Chief People Officer (Date: 08/08/2023)

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Agenda Item 5

LONDON BOROUGH OF CROYDON

REPORT:	APPOINTMENTS AND DISCIPLINARY COMMITTEE	
DATE OF DECISION	Monday 21 August 2023	
REPORT TITLE:	Appointment to the post of Director of Culture & Community Safety	
CORPORATE DIRECTOR / DIRECTOR:	KATHERINE KERSWELL CHIEF EXECUTIVE AND HEAD OF PAID SERVICE	
LEAD OFFICER:	Katherine Kerswell Chief Executive and Head of Paid Service	
LEAD MEMBER:	All	
AUTHORITY TO TAKE DECISION:	Appointments of staff are a non-executive function of the Council and the Council's established practice is to report all director appointments to Members for decision.	
KEY DECISION?	No	REASON: N/A
CONTAINS EXEMPT INFORMATION?	Yes	Details of the candidate(s) set out in the exempt/Part B appendices under paragraph 1 (information relating to any individual) and paragraph 2 (information which is likely to reveal the identity of an individual) and, in all the circumstances, the public interest in maintaining the exemptions outweighs the public interest in disclosing the information for the reasons set out in this report.
WARDS AFFECTED:	N/A	

1 SUMMARY OF REPORT

- 1.1 This report seeks the Committee's approval to agree the salary package and undertake the selection and appointment to the post of Director of Culture & Community Safety.

2 RECOMMENDATIONS

For the reasons set out in the report Appointments and Disciplinary Committee is recommended to:

- 2.1 Agree the salary package for the post of Director of Culture & Community Safety £112,195-£116,648 per annum.
- 2.2 Undertake the selection for and agree an appointment to the post of Director of Culture & Community Safety from the candidate(s) detailed in the Exempt/Part B appendices attached to this report.
- 2.3 Note that any appointment will be subject to the appointment notification process set out in section 3.3 of part 4J of the Council's Constitution (Staff Employment Procedure Rules).

3. BACKGROUND AND DETAILS

- 3.1 As a member of the council's senior management reporting directly to the Corporate Director of Sustainable Communities, Regeneration & Economic Recovery the **Director of Culture & Community Safety** will work collaboratively with other directors in the sustainable communities, regeneration and economic recovery directorate, with corporate directors and directors in other directorates, and with the chief executive to deliver the Mayor's Business Plan 2022-2026, the Croydon Renewal Improvement Plan, the council's priorities and ways of working and a financially sustainable budget.

The **Director of Culture & Community Safety** leads and advises on violence reduction and community safety on behalf of the council and the Safer Croydon Partnership, manages the borough's library and leisure services and the museum of Croydon, and develops a cultural offer which engages communities and supports a healthy lifestyle and promotes the council's corporate competencies and values through day-to-day managerial behaviours. The Director of Culture & Community Safety also leads on the Coroner's service and the council's resilience and emergency planning arrangements.

The **Director of Culture & Community Safety** will provide high quality professional advice to the corporate director of sustainable communities, regeneration & economic recovery, the chief executive, Leader and Cabinet, the Scrutiny and Overview Committee, the Health and Well-Being Board and any other external bodies on all public health and community services matters related to the functions of the council.

The **Director of Culture & Community Safety** post holder will be responsible for leading the resilience team and coordinating all emergency planning and business continuity for the Council and with our resilience partners, preparing policy and corporate civil emergency and incident plans, to ensure that the local authority complies to its legal obligations under the Civil Contingencies Act 2004, associated legislation, guidance and obligations as part of the London Resilience Partnership and Local Authorities' Panel. The postholder will lead the process for ensuring that the Council has business continuity plans and arrangements in place.

The **Director of Culture & Community Safety** will lead the delivery of the Coroner's Support service, ensuring the provision of professional expertise in a complex and statutory area to ensure effective outcomes.

The **Director of Culture & Community Safety** will be **responsible for**: leisure services, library services, music and arts service, the Croydon Museum, archives, the coroner's support service, the resilience and emergency planning service, the family justice unit, CCTV services, community safety, the data hub, anti social behaviour unit and the PREVENT service.

Localism Act 2011 and Pay Policy

- 3.2** The Appointments & Disciplinary Committee established at the Annual Council Meeting in May 2022 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 provides that elected Members should be given an opportunity to vote before salary packages upon appointment at or above a specified threshold are offered. For these purposes, the specified threshold is currently £100,000 as set by Government.
- 3.3** As set out in the Council's Pay Policy Statement agreed by the Council on 1 March 2023 Director roles are placed on a grade and salary within the Croydon Chief Officer Grades 1 and 3 following evaluation of their post using the Hay job evaluation scheme with provision for incremental progression to the top spinal point of the grade. The Policy also provides that the salaries will be reviewed in line with national awards as determined by the JNC for Local Authority Chief Executives. The salary scale for the Director of Culture & Community Safety Grade 2 £112,195-£116,648 per annum.
- 3.4** Under these arrangements the Director of Culture & Community Safety, receive a salary package which would engage the Committee's discretion in accordance with the delegation set out above and therefore a decision is required by the Committee to appoint at this pay level.
- 3.5** The Council's Staff Employment Procedure Rules at Part 4.J of the Constitution provide for a notification process to ensure that the Mayor and any other Cabinet Members have no objections to the offer of appointment occurs before an offer of appointment is made to him/her and these requirements will be complied with should members approve the above recommendations

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1** The current post holder is employed on a fixed term contract basis as the substantive post holder went on an outward secondment. The substantive post holder has now resigned from LB Croydon and so the post is now available to recruit to on a permanent basis. To continue only on a fixed term contract or to not fill the role is not considered a sustainable or viable option as there is a need to maintain a stable management team.

5. CONSULTATION

- 5.1 The recruitment campaign and assessment and selection process included advertising on both Croydon's internal and external job sites, Local Government Jobs, and LinkedIn. We also had exposure on 'Indeed' as they list and promote our roles free of charge. Applicants will undertake first stage conversations with Assistant Chief Executive and Corporate Director and meet with a panel made up from members of the Council Management Team and relevant external stakeholders, prior to the final interview.

6. IMPLICATIONS

6.1 FINANCIAL IMPLICATIONS

There are no specific direct financial implications arising from this recruitment as salary costs and the associated on-costs will be met from existing budget within the Sustainable Communities, Regeneration & Economic Recovery directorate.

6.2 Risks

The failure to recruit the right candidate is always a risk and may result in further costs to recruit should this happen. There are broader operational and delivery implications, particularly with savings targets and other directorate responsibilities.

- 6.3 Comments approved by Allister Bannin, Director of Finance (Deputy s151 Officer), 31/07/2023.

7. LEGAL IMPLICATIONS

- 7.1 Under section 112 of the Local Government Act 1972, the Council may generally 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.
- 7.2 The function of appointment of a member of staff below deputy chief officer level must be discharged by the Head of Paid Service or by an officer nominated by the Head of Paid Service. Appointment decisions concerning more senior officers can be made by officers or Members subject to statutory requirements, Council rules and established practices.
- 7.3 However, under section 40 of the Localism Act 2011, the Council must have regard to guidance issued by the Secretary of State when preparing and approving its pay policy statement. The Guidance entitled "Openness and accountability in local pay; guidance under section 40 of the Localism Act" provides "full council, or a meeting of members should be offered the opportunity to vote before large salary packages are offered in respect of a new appointment. The Secretary of State considers that £100,000 is the right level for that threshold to be set".
- 7.4 Under section 41 of the Localism Act 2011, the Council must comply with its pay policy statement when making certain determinations relating to remuneration. The Council

must also comply with its obligations under regulation 10 of the Accounts and Audit Regulations 2015 and the Local Government Transparency Code.

- 7.4** The Council's pay policy statement provides that "The Appointments and Disciplinary Committee has delegated responsibility for approving appointments and decisions about remuneration packages for new appointments of £100,000 or more per year in accordance with the Localism Act 2011."
- 7.5** It provides that "Corporate Directors and Directors are paid salaries aligned to the Croydon Chief Officer grades, as set out in Appendix 1a, with provision for annual incremental progression to the top of the grade. Salaries are reviewed in line with the national awards, as determined by the JNC for Local Authority Chief Executives and Chief Officers.
- 7.6** Staff Employment Procedure Rules at Part 4.J of the Constitution provides for a notification process to ensure that the Mayor and any other Cabinet Members have no material or well-founded objections to the offer of appointment and this process must take place before an offer of appointment can be made.
- 7.7** *Approved by:* Head of Litigation and Corporate Law for and on behalf of Stephen Lawrence-Orumwense the Director Legal Services and Monitoring Officer Date: 28/7/2023

8. EQUALITIES IMPLICATIONS

- 8.1** The posts are senior posts within the Council, therefore post holders will have due regard to the Public Sector Equality Duties (PSED) as detailed:
- (i) Eliminate unlawful discrimination, harassment and victimisation
 - (ii) advance equality of opportunity between people who share a protected characteristic and those who don't.
 - (iii) foster or encourage good relations between people who share a protected characteristic and those who don't.
- 8.2** Senior members of staff are also responsible for the deliverables of the Equality Strategy 2020 -2024 within their service area. This includes: ensuring that every strategy, delivery plan and staff appraisal has an equality objective linked to it.
- 8.3** As a member of the management team, the post holder will also have responsibility for the implementation of the Equality Strategy 2020- 2026 which includes the standards of the Chief Executive for London Council's Tackling Racial Injustice programme. This includes ensuring that both equality and race have measurable actions on personal development plans for the post holder.
- 8.4** The post holder will be requested to share equality monitoring data when in post.
- 8.5** Comments approved by: Denise McCausland, Equalities Programme Manager Date: 02/08/2023

9. HUMAN RESOURCES IMPLICATIONS

- 9.1** The Appointments and Disciplinary Committee at the meeting of 12th July 2023 agreed to re-grade this role from Director Grade 1 to Director grade 2, reflecting additional responsibilities for (i) emergency and resilience services, and (ii) the coroner's service. There are no additional human resources impacts beyond noting the grade change and those described in the main body of the report.
- 9.2** Comments approved by Dean Shoesmith, Chief People Officer Date: 2 August 2023.

CONTACT OFFICER: Katie Wallace, Head of Recruitment

10. APPENDICES TO THIS REPORT

Appendix 1: Candidate Application Pack including Role Profile

Exempt/Part B Appendices

BACKGROUND DOCUMENTS: none

CANDIDATE BRIEFING PACK

Director of Culture & Community Safety

London Borough of Croydon

July 2023

CROYDON
www.croydon.gov.uk

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Welcome letter

Thank you for thinking about joining us at Croydon Council. This is truly an opportunity not to be missed.

As you will already know, Croydon has faced significant challenges over the past 2 years, in terms of the Council's financial crisis, and some well-publicised service and governance failures.

We need an exceptional strategic leader who inspires both the workforce and partners with their leadership style to deliver lasting change for Croydon's communities. You will be passionate about the importance that cultural and leisure activity has upon the lives of people, communities and places, and you'll lead the delivery of strategies and plans to make our borough safer, restore pride in Croydon, and put Croydon back on the map for the right reasons.

We are looking for someone who has the right skills and experience, but most importantly who also shares our values, and our commitment to Croydon and its people. Someone who is committed to fixing the 'broken windows' and working to transform our borough into one that is cleaner and safer and which our residents can once again be proud to call home.

Turning the Council round will be hard but fulfilling work; you will face challenges and Croydon will test every part of your experience and knowledge to date, but if you are the person we are looking for, this is exactly the opportunity you will relish.

You will not be on your own in this challenge. You will be joining a strong, supportive, and values driven team of senior staff, all helping to rebuild the Council: its finances, its governance, its culture, and its services. The financial challenge is steep, but we are already making serious progress, with a clear three-year financial strategy in place. There is a new political administration focused on delivering the 'Mayor's Business Plan', a shared commitment to the task ahead, and to putting Croydon's people first.

Croydon is a fantastic place; a vital part of London's growth story with a strong identity in its own right, and this is a rare chance to make genuine change in a place of great opportunity. It's a once-in-a-career moment, to join us at a time when your impact will be felt the most.

We are building an organisation in which talented, clear-sighted, and committed individuals with a strong public service ethos thrive, and are building that supportive, inclusive, and accountable culture which will be so important to getting the Council back on track. We also want to rebuild the relationship with the people of Croydon and most importantly earn their trust again, which has been shattered by the financial and governance failures of the past.

This is a values-led organisation where people care passionately about fairness, inclusion, tackling inequality, and making Croydon better for the people who live here. The next few years will be tough, but with the right team working together, they will also be immensely fulfilling.

Executive Mayor Jason Perry

Katherine Kerswell, Chief Executive

About us

As one of London's largest and most diverse boroughs, Croydon is a fantastic place to live, work and spend time, with all the benefits of close proximity to the rest of London and the southeast.

Our borough is made up of diverse communities that stretch from Crystal Palace to Coulsdon and from New Addington to Purley; with bustling district centres and over 120 green spaces that link us together and an urban town at its centre. One of London's largest commercial districts outside the centre, Croydon is a major hub for shoppers, workers and visitors; its excellent transport links include the iconic trams. The borough has a richly diverse cultural scene and is known as the birthplace of music genres from punk to dubstep and the home of grime legend Stormzy.

Croydon's greatest strength is its people. London's most populous borough, Croydon is home to 398,800 (Census, 2021). Caring, passionate and principled, they take huge pride in coming together to improve their borough and help their communities.

Croydon is also home to more than 90,275 people aged under 18 (Census 2021) – more young people than anywhere else in London. We are incredibly proud of them and committed to them and their futures. We look after more vulnerable children and young people than any other council in London; caring for them is a privilege and a priority, and our children's services are rated 'good' by Ofsted.

Over the past decade we have seen huge investment, regeneration and growth in our borough. Croydon remains an attractive and important part of London for ongoing growth and investment – growth from which we want to see all our communities' benefit. However, the impact of our financial challenges mean we must focus on the needs our residents are facing today, regain their trust following the financial and governance crisis at the council and make sure we are a financially sustainable council by 2026.

Croydon Council

Croydon Council is two years into one of the most significant and fast-paced transformational programmes in local government today. The 'Mayor's Business Plan' sets out how we must change as an organisation to provide the good quality core services and value for money our residents and businesses expect. We must do less and do it better.

Delivering the Executive Mayor's Plan will require a new relationship with our partners as well as local residents.

There is a huge amount of change underway and most importantly, we want to involve staff, residents and all our partners in the decisions we make and be open in everything we do. Our passionate and committed workforce is our greatest asset; our partners are our most valued colleagues. We look forward to continuing to work with them as we build the council for Croydon's future.

Advertisement

Director of Culture & Community Safety up to £116,648

We have an exciting opportunity to join the senior leadership team at Croydon Council as we continue delivering our significant improvement plan. Our challenges have been well reported. However, these challenges do not define us, they drive us.

We are the largest borough in London, serving 400,000 residents from a diverse community. In 2022, Croydon elected its first Mayor, providing a strong democratic mandate for local leadership. We are the London Borough of Culture in 2023, delivering an exciting programme of diverse and inclusive cultural events. We are delivering change and transformation across our organisation. We are transforming Croydon Council to deliver better outcomes with our residents and partners

About the role

As a member of the council's senior management, the **Director of Culture & Community Safety** will work collaboratively with other directors in the sustainable communities, regeneration and economic recovery directorate, with corporate directors and directors in other directorates, and with the chief executive to deliver the Mayor's Business Plan 2022-2026, the Croydon Renewal Improvement Plan, the council's priorities and ways of working and a financially sustainable budget.

Your role as Director, is to lead our Culture and Community Safety services. As well as overseeing the legacy of Croydon's year of London Borough of Culture, and leading our libraries, museum and sports and leisure services, you will also be the lead director for emergency planning and resilience, and our coroner's support service. Your role will be diverse and exciting with a wide remit to transform our libraries into community hubs, deliver a sustainable future for Croydon Museum, and oversee the delivery of our community safety strategies.

If you would like an informal discussion about this unique opportunity, please contact Nick Hibberd, Corporate Director Sustainable Communities, Regeneration & Economic Recovery on 020 3757 0609 Ext.: 28352.

Croydon Council is an inclusive employer and welcomes applications from all sections of the community. We are happy to consider applications from candidates seeking flexible working arrangements.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the advertised role. We're committed to safeguarding and promoting the welfare of children and vulnerable adults, and we expect every member of our team to share this commitment.

CROYDON COUNCIL - Job Description

Job title: Director of Culture & Community Safety	Service Area: Culture & Community Safety	
Directorate: Sustainable Communities, Regeneration & Economic Recovery	Post Number	Evaluation Number:
Grade: 2	Date issued: May 2023	

Croydon Council's priorities

1. The council balances its books, listens to residents and delivers good sustainable services
 - Get a grip on the finances and make the Council financially sustainable
 - Become a council which listens to, respects and works in partnership with Croydon's diverse communities and businesses.
 - Strengthen collaboration and joint working with partner organisations and the voluntary, community and faith sectors.
 - Ensure good governance is embedded and adopt best practice.
 - Develop our workforce to deliver in a manner that respects the diversity of our communities.
 - Deliver a wholesale transformation of the Council's way of working, so that we balance the budget and change how services are run.

transforming the Council, we will be better placed to achieve these outcomes:

2. Croydon is a place of opportunity for business, earning and learning
3. Children and young people in Croydon have the chance to thrive, learn and fulfil their potential
4. Croydon is a cleaner, safer and healthier place, a borough we're proud to call home
5. People can lead healthier and independent lives for longer

Croydon Council's new ways of working

We will practise sound financial management, being honest about what we've spent and what we can afford.

We will focus on what we, uniquely, can do as the local authority as the democratically elected leaders of our borough. This means we will focus on our core services, and a small number of evidence-based outcomes that deliver our priorities. But we will also continue to use our democratic mandate to convene our

partners around a common purpose and to make a clear case for a better deal for Croydon.

We will aim to become a much more transparent, open and honest council.

We will involve residents in our decision making. But we will also need to be clear with residents about what we can do, and what we can't. When we have to say no, we will do so with compassion and take the time to explain our decisions.

Overall purpose of role

As a member of the council's senior management, the **Director of Culture & Community Safety** will work collaboratively with other directors in the sustainable communities, regeneration and economic recovery directorate, with corporate directors and directors in other directorates, and with the chief executive to deliver the Mayor's Business Plan 2022-2026, the Croydon Renewal Improvement Plan, the council's priorities and ways of working and a financially sustainable budget.

The **Director of Culture & Community Safety** leads and advises on violence reduction and community safety on behalf of the council and the Safer Croydon Partnership, manages the borough's library and leisure services and the museum of Croydon, and develops a cultural offer which engages communities and supports a healthy lifestyle and promotes the council's corporate competencies and values through day-to-day managerial behaviours. The Director of Culture & Community Safety also leads on the Coroner's service and the council's resilience and emergency planning arrangements.

The **Director of Culture & Community Safety** will provide high quality professional advice to the corporate director of sustainable communities, regeneration & economic recovery, the chief executive, Leader and Cabinet, the Scrutiny and Overview Committee, the Health and Well-Being Board and any other external bodies on all public health and community services matters related to the functions of the council.

The **Director of Culture & Community Safety** post holder will be responsible for leading the resilience team and coordinating all emergency planning and business continuity for the Council and with our resilience partners, preparing policy and corporate civil emergency and incident plans, to ensure that the local authority complies to its legal obligations under the Civil Contingencies Act 2004, associated legislation, guidance and obligations as part of the London Resilience Partnership and Local Authorities' Panel. The postholder will lead the process for ensuring that the Council has business continuity plans and arrangements in place.

The **Director of Culture & Community Safety** will lead the delivery of the Coroner's Support service, ensuring the provision of professional expertise in a complex and statutory area to ensure effective outcomes

Reports to: Corporate Director of sustainable communities, regeneration & economic recovery

Responsible for: leisure services, library services, music and arts service, the Croydon Museum, archives, the coroner's support service, the resilience and emergency planning service, the family justice unit, CCTV services, community safety, the data hub, anti social behaviour unit and the PREVENT service.

Job context:

This post holder is an office holder under the Safeguarding Vulnerable Groups Act 2006 and will be engaged in regulated activity by virtue of undertaking the role and will come within the scope of the Disclosure and Barring Service.

The postholder is required to observe and fulfill the seven principles of public life (also known as the Nolan Principles).

1.1 Selflessness

Holders of public office should act solely in terms of the public interest.

1.2 Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

1.3 Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

1.4 Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

1.5 Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

1.6 Honesty

Holders of public office should be truthful.

1.7 Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

The post holder has line management responsibility for 2 direct reports and responsibility for all staff in the culture and community safety division and is accountable and responsible for the services delivered.

The post holder is accountable for the division's £9.8m budget and will deliver services and the associated savings programme and transformation projects within that budget envelope.

The post holder will ensure the financial probity and competence of financial management across the division and that effective arrangements are in place to meet legislative and statutory requirements in relation to financial management and internal control.

The post holder is jointly accountable with the corporate management team and all senior management for the delivery of the council's equality strategy 2021-2024 and action plan and will personally lead elements of it and champion it overall.

The post holder will ensure the corporate parenting responsibilities for the council's looked after children and care leavers are fulfilled in accordance with the Children and Social Work Act 2017.

The post holder will enable staff in the division to lead cross-council projects on issues as defined by Cabinet. A limited number of reviews per year will tackle complex priority issues and enable new skills and experiences to be developed by staff to aid their future career development.

The post holder will participate in the council's emergency arrangements as an on-call member and will fully participate in gold and silver arrangements as required, which may require chairing the formal council meetings.

The post holder will ensure that all relevant health & safety legislation and the council's health & safety requirements are reasonably complied with.

The post holder will be required to operate within any relevant delegations as detailed in the council's scheme of delegation of the council's constitution.

The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and to ensure appropriate representation of the council with residents, the Leader and Cabinet and all elected Members and external bodies.

This is a politically restricted post under the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990. The individual holding this post cannot have any active political role.

Politically restricted employees are prohibited from:

- standing for office as local Councillors, MPs, MEPs, Members of the Welsh Assembly or Members of the Scottish Parliament,
- canvassing on behalf of a political party or a person who is, or seeks to be, a candidate, and

- speaking to the public at large or publishing any written or artistic work that could give the impression of advocating support for a political party.

Accountabilities – Director of Culture and Community Safety

To manage the division, ensuring that the development and transformation of services to meet the new budget envelope in the medium term financial strategy 2021-2024 is delivered.

To oversee and give direction to the violence reduction service to ensure that outcomes are delivered.

To ensure the development and maintenance of effective formal and statutory partnerships in the Safer Croydon Partnership to ensure that partners work together in trust and to jointly agreed objectives and action.

To ensure effective formal relationships with key stakeholders such as the Youth Justice Board and Safeguarding Boards are built and maintained to ensure they are aware of and deliver their responsibilities with regard to community safety.

To ensure the production of the Croydon Community Safety Strategy and the Croydon Community Safety Partnership's Strategic Needs Assessment for the Safer Croydon Partnership.

To be accountable for the development, implementation review, monitoring and evaluation of the CCTV service and borough surveillance infrastructure including the out of hours call handling service.

To ensure the development and the delivery of effective communications in relation to community safety and violence reduction to reduce the fear of crime.

To ensure that effective community safety research is undertaken including developing the quality of research and audit within the division and commissioning research, audits and evaluations as required.

To oversee the delivery of the leisure, museum and library services and advise members on effective future models of provision, maximising their potential to support living healthily and accessing skills and employment post the pandemic.

To lead the delivery of the Coroner's Support service, ensuring the provision of professional expertise in a complex and statutory area to ensure effective outcomes.

To lead the strategic interface between the independent Senior Coroner and the Council to establish and implement the strategic aims and objectives of the statutory Coroner's Services.

To oversee Croydon Council's response to its duties under the Civil Contingencies Act, in relation to planning for, and responding to, major incidents. To lead on the development and delivery of Croydon Council's Corporate Emergency Response Plan and play a lead

role in co-ordinating the council's response to major emergencies and other significant crises both within the borough and also across the capital.

To oversee the delivery of the council's statutory responsibilities in regard to the provision of a library service and the review and realignment of the Croydon Libraries Plan 2019-2028 and provide the strategic leadership for the delivery of statutory Universal Offers through (Libraries Connected) delivered at a national level.

To maximise the contribution of the music and arts service to the community and cultural services of the borough and ensure close liaison with the Corporate Director of Children, Young People and Education services.

To manage relationships with stakeholders including Arts Council England, Croydon cultural stakeholders, developers and landowners, other funders.

To act as the client for the Fairfield Halls recognising its importance as a major cultural hub and incubator for arts and culture for the borough.

To lead initiatives which support the development of cultural and creative business and employment clusters and that help people to live well and healthily.

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

Accountabilities (all corporate directors and service directors)

Tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Strategy

To take a "one Council" approach to deliver more effective outcomes and at all times avoid a silo-ed, single directorate or service area approach.

To actively seek out and learn from external good practice and bring those new ideas and ways of working into service development and delivery.

To ensure the council listens to and engages residents in the development of ideas, strategies and policies and that co-design and co-production approaches are implemented throughout the directorate.

To contribute fully to the development and implementation of all corporate strategies, the Croydon Renewal Improvement Plan and the council's priorities and ways of working and to act as a project or programme senior responsible owner to lead and ensure the implementation of specific corporate projects as required.

To actively promote the council's priorities and ways of working and the council's leadership framework and values to ensure they are delivered throughout the organisation.

Service quality

To fulfil the best value duty requirements as established by the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which the directorate's functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

Through personal example, commitment and clear action, valuing and celebrating the diversity of Croydon's communities, ensuring an inclusive approach and equality of access and treatment in employment and service delivery.

To develop appropriate service quality measures, targets and outcomes for accountable assessment. To seek out more transparent accountability mechanisms for delivery in the directorate.

To maintain an up to date knowledge of relevant legislation as applicable to the directorate and to the overall council.

To build effective partnerships to harness public, private, voluntary sector and community resources that can help deliver the Croydon Renewal Improvement Plan and the council's priorities and ways of working.

To be the council's (officer level) lead representative in a number of partnerships.

To work collaboratively with the trade unions to improve services and solve problems in a coherent and integrated manner.

Performance

To lead and direct the services within the directorate in order to ensure that they deliver effective and efficient services, that they set and achieve high standards of performance, that they provide best value and that the overall budgets are managed and controlled within the funding envelope agreed.

To lead, direct and uphold the internal control system that safeguards the residents' interest in the appropriate use of council resources and ensure the system is respected and complied with by all staff in the directorate.

To comply with the requirements of the Council's constitution and the relevant officer and other codes of conduct and ensure through personal leadership that staff in the directorate are familiar with, understand and comply with the requirements also.

To ensure the effective management of data and security of information received and used within the directorate, to comply with the relevant legislation such as GDPR and the Freedom of Information Act, recognising that the council wishes to operate in the most open and transparent way.

Resource management

To lead and direct an effective directorate management team.

To ensure that staff are informed, organised, performance managed, held to account and motivated to deliver high quality and cost effective services.

To uphold the mandatory financial regulations of the council and ensure that they are understood and complied with by the directorate's staff .

To plan and keep under review the services within the directorate to control the budgets within it, manage risk effectively and ensure accountability.

Leadership and Culture

To lead within the directorate and across the council, the change that is needed in order to ensure that adult social care services play their full part in achieving the Croydon Renewal Improvement Plan and the council's priorities and ways of working.

To act at all times in ways that create a fully inclusive workplace and operating culture, proactively seeking ways to ensure staff feel valued and that they all belong.

To seek ways to harness and fully develop the potential of staff working in the directorate and develop their talent.

To demonstrate through personal behaviour, active listening to staff and residents in ways that will help rebuild the relationship with the residents of Croydon and seeking out the resident voice to guide and advise the council in its' actions and decision making.

To model the behaviours required of all staff in terms of equality, ethical behaviour, empathy, effective governance, effective internal control, transparency, and openness.

Leadership Framework

The council's leadership framework follows the principles of a competency framework and all staff are expected to demonstrate these.

Developing Oneself – You demonstrate the values every day, you are passionate about the services you lead and deliver the vision and outcomes of Croydon Council. You are inspirational and engage others through personal leadership making the vision understandable to everyone.

Inspiring and Developing People – You identify talent and develop their capability to ensure a committed and motivated workforce, you create a culture based on the corporate values and ensure staff and stakeholders deliver a desired outcome.

Collaborating and Influencing for Results – You are challenging and innovative in your approach to driving high standards and value for money, you trust and respect staff and partners and empower them to be courageous to try new approaches.

Enabling and Facilitating the Community – You create effective collaboration between stakeholders, establish relationships and understand others perspectives. You are open and honest with others. You build a shared sense of purpose across Croydon, ensuring delivery and a collective use of resources

Corporate Values

Our values are the base of every job role within Croydon – values are fundamental in everything we do as a Local Authority. You are required to demonstrate a commitment to our corporate values:

One Team: To cross boundaries to work together 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.

Recruitment Process

The following timetable sets out the key dates in the recruitment process:

Activity	Date
Closing Date	Sunday 30 July 2023
Longlist Meeting	Tuesday 01 August – candidates not required
First stage conversations with Assistant Chief Executive & Corporate Director	Friday 11 August – candidates required, via 'Teams'
Shortlisting meeting	Monday 21 August – candidates not required
Stakeholder meeting	Thursday 31 August/Friday 01 September – candidates required in person
Final Panel Interviews	Friday 08 September – candidates required in person

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