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To: The Chair and Members
of the Appointments,
Remuneration and Chief
Officer Conduct
Committee

County Hall
Topsham Road
Exeter
Devon
EX2 4QD

Date: 16 November 2022

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**APPOINTMENTS, REMUNERATION AND CHIEF OFFICER CONDUCT
COMMITTEE**

Thursday, 24th November, 2022

A meeting of the Appointments, Remuneration and Chief Officer Conduct Committee is to be held on the above date at 9.30 am in the Committee Suite - County Hall to consider the following matters.

Jan Spicer
Interim Chief Executive

A G E N D A

PART I - OPEN COMMITTEE

- 1 Apologies for Absence
- 2 Items Requiring Urgent Attention

Items which in the opinion of the Chair should be considered at the meeting as a matter of urgency.

- 3 Chief Executive

Officers to report on the process for attracting suitable candidates for the above post.

Electoral Divisions(s): All Divisions

PART II - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF PRESS AND PUBLIC ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCLOSED

4 Exclusion of the Press and Public

Recommendation: that the press and public be excluded from the meeting for the following items of business under Section 100(A)(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 and 2 of Schedule 12A of the Act namely relating to any individual and information likely to reveal the identity of an individual and in accordance with Section 36 of the Freedom of Information Act 2000, by virtue of the fact that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Electoral Divisions(s): All Divisions

5 Chief Executive (Pages 1 - 14)

To interview shortlisted candidates and, if possible, make a recommendation upon an appropriate appointment to the next meeting of the County Council.

Papers attached included:

- A Report summarising the recruitment and assessment process to date, including a summary of the candidates performance and career history. The Report also provides information on the assessment process and timetable for the next stages; and
- Chief Executive Job Description

Electoral Divisions(s): All Divisions

Members are reminded that Part II Reports contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). They need to be disposed of carefully and should be returned to the Democratic Services Officer at the conclusion of the meeting for disposal.

MEETINGS INFORMATION AND NOTES FOR VISITORS

Getting to County Hall and Notes for Visitors

For SatNav purposes, the postcode for County Hall is EX2 4QD

[Further information about how to get to County Hall](#) gives information on visitor parking at County Hall and bus routes.

Exeter has an excellent network of dedicated cycle routes. For further information see the [Travel Devon webpages](#).

The nearest mainline railway stations are Exeter Central (5 minutes from the High Street), St David's and St Thomas. All have regular bus services to the High Street.

Visitors to County Hall are asked to report to Main Reception on arrival. If visitors have any specific requirements, please contact reception on 01392 382504 beforehand.

Membership of a Committee

For full details of the Membership of a Committee, please [visit the Committee page](#) on the website and click on the name of the Committee you wish to see.

Committee Terms of Reference

For the terms of reference for any Committee, please [visit the Committee page](#) on the website and click on the name of the Committee. Under purpose of Committee, the terms of reference will be listed. Terms of reference for all Committees are also detailed within Section 3b of [the Council's Constitution](#).

Access to Information

Any person wishing to inspect any minutes, reports or background papers relating to an item on the agenda should contact the Clerk of the Meeting. To find this, [visit the Committee page](#) on the website and find the Committee. Under contact information (at the bottom of the page) the Clerk's name and contact details will be present. All [agenda, reports and minutes of any Committee are published on the Website](#)

Public Participation

The Council operates a Public Participation Scheme where members of the public can interact with various Committee meetings in a number of ways. For full details of whether or how you can participate in a meeting, please [look at the Public Participation Scheme](#) or contact the Clerk for the meeting.

In relation to Highways and Traffic Orders Committees, any member of the District Council or a Town or Parish Councillor for the area covered by the HATOC who is not a member of the Committee, may attend and speak to any item on the Agenda with the consent of the Committee, having given 24 hours' notice.

Webcasting, Recording or Reporting of Meetings and Proceedings

The proceedings of any meeting may be recorded and / or broadcasted live, apart from any confidential items which may need to be considered in the absence of the press and public. For more information [go to our webcasting pages](#)

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chair. Filming must be done as unobtrusively as possible without additional lighting; focusing only on those actively participating in the meeting and having regard to the wishes of others present who may not wish to be filmed. Anyone wishing to film proceedings is asked to advise the Chair or the Democratic Services Officer in attendance.

Members of the public may also use social media to report on proceedings.

Declarations of Interest for Members of the Council

It is to be noted that Members of the Council must declare any interest they may have in any item to be considered at this meeting, prior to any discussion taking place on that item.

WiFi

An open, publicly available Wi-Fi network (i.e. DCC) is normally available for meetings held in the Committee Suite at County Hall.

Fire

In the event of the fire alarm sounding, leave the building immediately by the nearest available exit following the fire exit signs. If doors fail to unlock press the Green break glass next to the door. Do not stop to collect personal belongings; do not use the lifts; and do not re-enter the building until told to do so. Assemble either on the cobbled car parking area adjacent to the administrative buildings or in the car park behind Bellair.

First Aid

Contact Main Reception (Extension 2504) for a trained first aider.

Mobile Phones

Please switch off all mobile phones before entering the Committee Room or Council Chamber

Alternative Formats

If anyone needs a copy of an Agenda and/or a Report in another format (e.g. large print, audio tape, Braille or other languages), please contact the Customer Service Centre on 0345 155 1015 or email: committee@devon.gov.uk or write to the Democratic and Scrutiny Secretariat in G31, County Hall, Exeter, EX2 4QD.

Induction Loop available



Agenda Item 5

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

HAY JOB DESCRIPTION

POSITION TITLE	Chief Executive		
LOCATION	County Hall		
REPORTING TO	Elected Members of the County Council		
SERVICE/SECTION/SCHOOL			
DATE OF EVALUATION		EVALUATED GRADE	Chief Officer
EFFECTIVE DATE OF JD	21 July 2022	JOB NUMBER	H.

JOB PURPOSE

To head the paid service of the Council; to be the Council's principal adviser on matters of policy and strategic management; and to lead the overall corporate management of the Authority through the Strategic Leadership team.

As the head of paid service the postholder will lead the strategic direction of the paid service of the Council, ensuring that all resources are efficiently and effectively managed in order to secure the Council's strategic objectives. The role will be accountable for the delivery of the overall effectiveness of the Council in delivering high quality services and outcomes for the people of Devon.

The role will oversee that within each specialist area all relevant statutory duties and legislative obligations are met.

CONTEXT

The postholder chairs the Strategic Leadership Team of the Council. Each Director will hold principal accountability for results and performance improvement within their own area, but as a member of the Strategic Leadership Team is also accountable for their contribution in supporting colleagues and for the overall performance of the Council. The Chief Executive is responsible for the effective working of the Strategic Leadership Team and ensuring that there is a collaborative and mutually supportive culture.

The postholder is responsible for ensuring positive and effective relationships between the elected members of the Council and its employees and for developing and maintaining effective partnerships with other agencies and organisations supporting delivery of the Council's overall objectives

RESOURCES	
Finance	Total Directorate Budgets £630 million Total Net Budget £560 million
Staff	6 Direct Reports at Chief Officer salary level Director of Children's and Young People's Futures Director of Integrated Adult Social Care Director of Climate Change, Environment and Transport Director of Public Health, Communities & Citizen engagement Director of Finance and Public Value Director of Transformation, Performance and Resources* Headcount figures are approximate due to current reductions and restructures: Children & Young People's Futures 1,781 Integrated Adult Care 1,325 Climate Change, Environment & Transport 593 Public Health, communities & citizen engagement 355 Finance & Public Value 370 Director of Transformation, Performance & Resources 736
Other	N/A

KEY ACCOUNTABILITIES:		%
	<i>List the principal accountabilities and indicate the approximate % time spent on each. NOTE: There should typically be no more than 6-8 <u>principal</u> accountabilities for any job and each accountability, no more than 2 or 3 sentences long.</i>	10%
1	To lead the Council's Strategic Leadership team ensuring that the organisation's activities are planned and directed to achieve stated/agreed targets and standards for financial, quality, culture and legislative adherence.	10%
2	Lead, direct and hold Directors to account for their performance.	10%
3	Ensure all relevant statutory duties and legislative obligations are met across the entire authority.	10%
4	Deliver the Council's management arrangements for communication and consultation between members, officer and public in order that the use of all the Council's resources are clearly evident and performance and value for money measured and enhanced.	5%
5	Promote good relations with Devon's MPs, national and regional bodies and other organisations in the community in order that the Council's objectives are met and its policies achieved.	5%
6	Lead the development and delivery of an integrated approach to community needs across the full range of services.	5%
7	Promote Devon to all key stakeholders in order to create the conditions for increased inward investment and a growing more productive private sector. Manage the investment in relationships made by DCC to deliver the best possible return.	10%

8	To develop and maintain a strong customer focus based proactive service delivery approach.	5%
9	To act as a role model by personal commitment and action to champion equality of opportunity both internal to the Council and externally.	10%
10	To develop an effective working relationship with each of the political group leaders and their groups, ensuring effective and importantly consistent management of the Council's core functions are maintained.	10%
11	To undertake any other duties considered appropriate to the level of post of Chief Executive Officer.	5%
12	To lead on the development and review of the Council's Strategic Plan	5%

It should be noted that the duties or tasks associated with of the post may change from time to time without altering their general character or the level of responsibility entailed and without affecting the grading of the post.

For all roles the job holder must:

- Understand and lead to achieve the Council's vision, direction and priorities,
- Lead by example in line with the organisation's core principles and behaviours,
- Embrace the positive benefits of a diverse workforce and be committed to creating and maintaining an environment that is inclusive and safe,
- Promote a positive culture of personal responsibility and accountability to meet the legal expectations, policies and frameworks for example Employment Law, Health and Safety, GDPR and Data Protection.

The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out such other appropriate duties as may be required within the grading level of the job and the competence of the job holder.

KNOWLEDGE AND EXPERIENCE

Substantial record of senior strategic leadership achievement and experience, including recent experience of successfully leading delivery and transformation in a large public sector organisation and cross function performance management and improvement. Ability to work closely with Members, Strategic Leadership Team and Officers to develop and articulate the strategic direction for the organisation.

- Focused on helping to define, drive through and achieve outcomes
- Ambitious for the future of the County Council, Devon, its people and its businesses
- Commitment to excellence and a strong focus on engagement, diversity and inclusiveness.
- A leader who engages and enables others to deliver their best.
- Proven track record of operating strategically on corporate projects and policy development
- Ability to develop strategic objectives into tangible practical actions and plans
- Ability to understand and influence national policy direction and development into local plans and actions to meet Devon's requirements

A collaborator who can develop productive relationships with politicians and senior stakeholders and with a successful track record of working in partnership.

- Significant experience of partnership working both internally and externally, and the ability to establish trust and credibility
- Proven track record of substantial contribution to strategic change activities involving people and cultural change.
- Proven ability to work effectively in a political environment and establish positive relationships with members.

- Knowledge of commissioning approaches

Business acumen gained from creating a commercial environment where the management of cost and customer satisfaction are paramount. Proven track record of effectively managing budgets and delivering services to target.

Personal effectiveness

- Highly motivated achiever with a drive for continuous improvement.
- Being able to clearly communicate visions for improvement
- Excellent leadership, influencing and inter-personal skills.

Relevant professional qualification or post graduate qualification with substantial evidence of relevant continuing professional development.

ORGANISATIONAL STRUCTURE

Please see Appendix A.

CORE PRINCIPLES AND BEHAVIOURS

Devon County Council's Core Principles and Behaviours Framework can be found here: [Core Behaviours Framework \(Core Principles and Behaviours Overview\) - tasks and guides \(devon.gov.uk\)](#)

APPROVAL: I confirm this Job Description conveys a full and accurate description of the job and has been agreed with the post holder (where applicable).

SIGNED:

Line Manager (Name and Job Title)

DATE

Organisational Structure



