

Runnymede Borough Council

APPOINTMENT SUB-COMMITTEE

20 November 2008 at 2.00 p.m.

Members of the Committee present: Councillors J R Furey (Chairman), Mrs E Gill, C J Norman, P I Roberts, and G B Woodger

Members of the Committee absent: Councillor P J Waddell

ELECTION OF CHAIRMAN

Councillor J R Furey was elected Chairman for the Municipal Year 2008/2009.

APOLOGIES FOR ABSENCE

Apologies were received from Councillor P J Waddell.

EXCLUSION OF PRESS AND PUBLIC

**RESOLVED that -**

**the press and public be excluded from the meeting during the discussion of the following matters under Section 100A(4) of the Local Government Act 1972 on the grounds that the business would be likely to involve disclosure of exempt information of the description specified in the paragraph 1 of part 1 of the Schedule 12A of the Act.**

POST OF CHIEF EXECUTIVE OFFICER

The Sub-Committee considered the appropriate action to take in the light of the pending retirement of the current Chief Executive Officer, Mr T N Williams. The discussion had regard to those matters required to be determined by the Sub-Committee by law and under the Council's Standing Orders and Personnel policies and procedures. The Sub-Committee considered information available from the appointment of the current Chief Executive Officer, from other Surrey authorities regarding their Chief Executive appointments, terms and conditions, job descriptions, and person specifications, and a range of advice and information from other bodies.

a) Need for the Post

The Sub-Committee considered options including managing the authority without the current type of non departmental Chief Executive post, and sharing a Chief Executive with another authority.

**RESOLVED that -**

**the post of Chief Executive Officer remains necessary.**

b) Requirements of the post, procedure etc

The Sub-Committee considered in detail the terms and conditions of the post, arrangements for the appointment, the job description and person specification, and the recruitment advertisement and media.

**RESOLVED that -**

- i) **the terms and conditions of the post be based on the draft set out at Appendix A;**
  - ii) **the Personnel Manager be requested to arrange a selection process to include the selection of a long list of candidates by Members to be appointed, the use of an assessment centre for long listed candidates, the selection of a shortlist, arrangements for the Sub-Committee to meet shortlisted candidates in a social environment, and final interviews of shortlisted candidates to include an appropriate presentation;**
  - iii) **Members of the Sub-Committee explore options for a suitable venue for the social event on 17 February and the matter be determined at the next meeting;**
  - iv) **the timetable for the selection process be as set out at Appendix B;**
  - v) **the Personnel Manager be requested to provide a draft job description and person specification for approval at the next meeting of the Sub-Committee, based on the instructions given by the Sub-Committee;**
  - vi) **the job be advertised in Municipal Journal, in Jobs go Public and other usual electronic media including the Daily Telegraph on-line job advertisements via Reed Consultancy and if a suitable medium can be identified, at least one journal circulating amongst private sector senior managers; the final list to be determined by the Sub-Committee at their next meeting following further report from the Personnel Manager; and**
  - vii) **the Personnel Manager report to the next meeting with a draft advertisement.**
- c) Additional resources to be used

**RESOLVED that -**

- i) **the Personnel Manager be instructed to make arrangements for use of an appropriate assessment centre in the short listing process, and for the consultant from that centre to attend and assist at the shortlist interviews;**
- ii) **the current Chief Executive Officer be asked to assist in the long listing process.**

RECRUITMENT INTERVIEW TRAINING

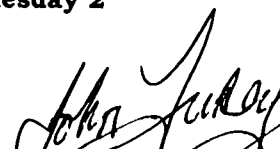
**RESOLVED that -**

**recruitment interview training be arranged for Members of the Sub-Committee, if possible for Saturday 24 January 2009.**

NEXT MEETING

**RESOLVED that -**

**the next meeting of the Sub-Committee be scheduled for Tuesday 2 December at 2.00 pm.**



**APPOINTMENT OF CHIEF EXECUTIVE OFFICER**

**1. GENERAL**

The post will be subject to local terms and conditions determined by the Council from time to time.

**2. NATURE OF CONTRACT**

The appointment will be on a permanent basis.

**3. SALARY SCALE**

The salary for this post is negotiable and is likely to be in excess of £100,000 pa. Salary progression will be based on performance in accordance with a performance related pay scheme. As Returning Officer, election fees are payable.

**4. CAR PROVISION**

The post attracts a car leasing facility which will enable the postholder to have the free use of a vehicle up to the value of a monthly rental of £380. Typically, this would be sufficient to provide Mondeo 2L Titanium X. The postholder would be free to choose a higher specification vehicle by paying the difference in the rental cost over and above the stated maximum.

As an alternative a monthly allowance of £380 may be taken in lieu of the lease car.

**5. EXPENSES**

Reasonable out-of-pocket expenses and home telephone rental are payable by the Council together with the annual subscription for a relevant professional body.

**6. ANNUAL LEAVE**

30 working days per annum.

**7. HEALTH CHECKS**

The Council will, if requested, provide the facility of a comprehensive health check at intervals appropriate to the age of the postholder.

**8. HOURS**

In general terms, Chief Officers are expected to devote their whole-time service exclusively to the work of the Authority requiring attendance as and when necessary. However, for information, the Civic Centre provides the full range of services to the public from 8.30 am - 5.00 pm Monday to Thursday, 8.30 am - 4.30 pm Friday. A scheme of flexible working hours is in operation based on a 37 hour working week.

**9. NOTICE PERIOD**

The period of notice required to terminate the Contract will be 3 months on either side.

**10. PENSION SCHEME**

The successful candidate will be free to choose between the options available which include the Local Government Pension Scheme.

11. **POLITICS**

It is a condition of the appointment that the Chief Executive Officer shall not belong to a political party or politically active group or take part in the activities of any such party or group.

12. **RELOCATION EXPENSES**

See attached schedule.

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**RECRUITMENT TIMETABLE**

2 December 2008	Second meeting of Sub-Committee to agree final arrangements.
18 December and 15 January 2009	Advertisement published in Municipal Journal - other media as referred to in Minute
30 January 2009	Closing date and long list selection.
9 February 2009	Long list day and shortlist selection.
17 February 2009	Social event with candidates.
18 February 2009	Shortlist interviews.
24 February 2009	Successful candidate put to full Council.
June 2009	Anticipated start of new CEO.

Runnymede Borough Council

APPOINTMENT SUB-COMMITTEE

2 December 2008 at 11.30 am

Members of the Committee present: Councillors J R Furey (Chairman), Mrs E Gill, C J Norman, P I Roberts, and G B Woodger

Members of the Committee absent: Councillor P J Waddell

MINUTES

The Minutes of the meeting of the Sub-Committee held on 20 November 2008 were confirmed and signed as a correct record.

APOLOGIES FOR ABSENCE

Apologies were received from Councillor P J Waddell.

EXCLUSION OF PRESS AND PUBLIC

**RESOLVED that -**

**the press and public be excluded from the meeting during the discussion of the following matters under Section 100A(4) of the Local Government Act 1972 on the grounds that the business would be likely to involve disclosure of exempt information of the description specified in the paragraph 1 of part 1 of the Schedule 12A of the Act.**

APPOINTMENT OF CHIEF EXECUTIVE OFFICER - FURTHER ACTION

The Sub-Committee considered drafts of material for the applicants' packs, and a draft advertisement, compiled in response to the instructions given at its meeting on 20 November. The Sub-Committee instructed Officers to make a number of additions and amendments, and

**RESOLVED that -**

**the following draft documents be approved in the form set out at Appendix 'A', subject to any corrections or minor further amendments that may be expedient:**

**Letter to applicants**

**Introduction and description of Borough.**

**Covering note, including introduction, description of Borough, and outline of Committee and staff structure**

**Terms and Conditions of Employment.**

**Recruitment timetable.**

**Job Description.**

**Person Specification.**

**Application Form.**

**Recruitment Monitoring Form.**

**Public advertisement.**

RECRUITMENT MEDIA OPTIONS

The Sub-Committee considered the various advertising media that would be available to suit the Council's recruitment timetable and noted that notwithstanding the cost of an advertisement in the Sunday Times, it was the only hard copy medium available at the appropriate time with a substantial circulation amongst senior private sector managers.

**RESOLVED that -**

**i) advertisements be inserted in the following media:**

**Municipal Journal (18 December and 15 January), including email alert to all senior postholders listed in the Municipal Year Book.**

**Surrey Jobs/Jobs go Public (website - including Telegraph Public Sector jobs).**

**Reed Advertising (website).**

**Times on-line (website)**

**Executive - i (website)**

**The Sunday Times.**

**ii) the advertisement in the Sunday Times be monochrome, and omit the photographs appearing in the other approved media.**

(The meeting ended at 1.25 pm)

A handwritten signature in black ink, appearing to be 'J. L. L. L.', written in a cursive style.



# RECRUITMENT INFORMATION PACK

## APPOINTMENT OF: CHIEF EXECUTIVE OFFICER

Reference: 885CE

Closing Date for Receipt of  
Completed Applications

: 12 noon Friday 30<sup>th</sup> January 2009



PERSONNEL MANAGER  
**DAVID THOMAS**, MA FCIPD  
Runnymede Civic Centre  
Station Road  
Addlestone  
Surrey. KT15 2AH

Dear Applicant

Appointment of Chief Executive Officer

Thank you for your interest in this key appointment, for which an application pack is enclosed.

This vacancy results from the retirement of our current Chief Executive Officer, Tim Williams.

In Runnymede we are very proud of our achievements which include a CPA rating of 'Excellent' and level 4 in the Audit Commission's Use of Resources assessment for the past three years with the view from the Audit Commission that our direction of travel continues upwards.

We have just moved into a new £12m Civic Centre in Addlestone. In a unique partnership, the Civic Centre delivers the Borough's services together with those of Addlestone Police Station and the Addlestone Branch Library (Surrey County Council).

Providing high quality value for money services is very important to us. Our high level of customer satisfaction is a testimony to this aim and is only possible because of the hard work and dedication of our staff and the excellent working relationships they have with councillors. Runnymede has just been voted by our staff as one of the Best Councils to Work for in The Times 2008 competition.

As our potential new Chief Executive Officer, you will understand that these achievements are the result of hard work, where nothing is taken for granted and everyone is recognised as having an important part to play.

Don't think that we are 'sitting on our laurels' - there is a lot of hard work ahead of us as we face the increasing challenges of balancing services and resources. We are ever striving to do more with less.

We are now looking for someone who shares our commitment to improve, who can build on what we've got and make it even better and can inspire our workforce and our partners to help us to achieve the best we can.

I look forward to meeting you at the next stage of the process. In the meantime, if you have any questions, please do not hesitate to get in touch with the Personnel Manager, David Thomas on 01932 425510 or email [david.thomas@runnymede.gov.uk](mailto:david.thomas@runnymede.gov.uk)

Cllr John Furey  
Leader of Runnymede Borough Council  
December 2008

## INTRODUCTION

Thank you for your interest in the post of Chief Executive Officer of Runnymede Borough Council. Please find attached some further details which we hope you will find helpful.

**The Person Specification indicates the Essential and Desirable requirements for the post. Please use your application to highlight how you meet these requirements as it is on this basis that applicants will be longlisted.**

You will be notified of the result of your application as soon as possible after the closing date.

Below are some details of the authority and conditions of service. Should there be any other questions you would like to ask please do not hesitate to contact the Personnel Manager, David Thomas; tel. 01932 425510, Email [david.thomas@runnymede.gov.uk](mailto:david.thomas@runnymede.gov.uk)

## THE BOROUGH

The name Runnymede is known world-wide for its association with the sealing of Magna Carta in 1215. Today, Runnymede is a highly regarded and efficient local authority with a commitment to providing outstanding value for money and quality services. We achieved an 'excellent' rating from the Audit Commission in our most recent council-wide inspection.

The Authority, which has a population of over 82,000, covers 30 square miles in north Surrey. It has a long north-eastern boundary formed by the Rivers Thames and Wey, across which are the towns of Staines and Weybridge. In the north-west the Borough boundary cuts across the wooded areas of Windsor Great Park, whilst on the west the boundary reaches along the edge of Chobham Common and in the south the Borough extends almost to Woking.

Within its boundaries, the authority embraces a number of distinct town and village communities. In the north, Egham includes historic Runnymede, Thorpe, with its Theme Park, and Englefield Green. To the west is an extensively wooded area embracing the residential village of Virginia Water and the famous Wentworth Golf Course. Further south and again on the Thames is Chertsey, an historic town whose links, through its former abbey, go back to Saxon times. Chertsey merges into the newer town of Addlestone and also in this southern part of the Borough are the more modern residential villages of New Haw, Woodham and Ottershaw.

The Borough has a number of national and international companies within its boundaries making it one of the more significant locations for commerce and employment in Surrey. It is also important as a place of residence. Its excellent communications, by road and rail, make it an ideal area in which to live close to unspoilt country and river scenery and yet within half an hour of central London. Rail routes link all parts of the Borough with Waterloo. M25 and M3 motorways provide easy access to all parts of the country.

Further details about the Council can be found at [www.runnymede.gov.uk](http://www.runnymede.gov.uk)

- Policies and Plans can be accessed via The Council/Browse/Policies & Plans
- Audit Reports and Inspection Letters can be accessed via The Council/Economics & Finance
- Departmental Responsibilities can be accessed via The Council/Council Governance & Democracy/Council Departments

If you have difficulty in accessing any information you need, please contact David Thomas on 01932 425510 or email [david.thomas@runnymede.gov.uk](mailto:david.thomas@runnymede.gov.uk)

## **BACKGROUND INFORMATION**

### **THE BOROUGH COUNCIL**

The Borough Council, one of eleven District Councils within the County of Surrey, has 14 Wards represented by 42 Councillors. Elections of the Council are held in 3 out of 4 years, each election dealing with one seat in each ward. The current political balance is 36 Conservative and 6 Runnymede Independent Councillors.

The Council opted for 'alternative arrangements' in 2001 and runs a modified committee system rather than an executive.

The full Council meets seven times per year including the annual meeting. Committees meet five times a year with the exception of the Corporate Management Committee which meets on ten occasions and the Planning Committee which meets three weekly. All meetings of the Council and Committees are held in the evening at the Civic Centre.

The main Committees of the Council are :-

- Corporate Management
- Economic Development
- Housing and Community Services
- Leisure and Environment
- Licensing
- Planning
- Review Board
- Standards & Audit Committee

### **THE STAFF STRUCTURE**

The Council employs approximately 490 staff based in over 30 locations across the Borough. The majority of staff are based in the new Civic Centre in Addlestone. The current staffing structure is as follows :-

#### **Chief Executive Officer's Department**

- Chief Executive Officer: Tim Williams

- Policy and Communications
- Personnel
- Information Technology
- Document Management Systems
- Returning Officer & Electoral Registration Officer
- Mayoral Services

#### **Department of Administration and Leisure**

- Director: Andrew Pearson

- Committee and Member services
- Valuation, corporate land management and strategic asset management
- Legal services and local land charges
- Electoral services
- Front of House customer services
- Leisure and recreational services

## **Finance Department**

- Director: Stuart Cawthorne

Accountancy and Costing  
Audit  
Revenues  
Housing Benefit  
Council Tax  
Insurances

## **Technical Services Department**

- Director: Peter Sims

Engineering  
Development Control  
Policy & Implementation  
Building Control  
Building Services  
Safer Runnymede  
Environmental Protection  
Depot/Direct Services

## **Housing and Community Services Department**

- Director: Deborah Blowers

Housing Maintenance  
Housing Finance and Tenancy Management  
Strategy, Enabling and Private Sector Housing  
Community Services, including

- Day Centres
- Sheltered Housing
- Community Transport
- Community Meals

# **TERMS AND CONDITIONS OF EMPLOYMENT**

## **General**

As a progressive Authority and major employer within the area, Runnymede Borough Council has taken the initiative to introduce local conditions of service. The Council wants its total employment package to be good enough to attract and retain high calibre recruits from both local government and the private sector.

A Performance Appraisal and Staff Development Scheme is in place and staff who perform well in their duties are currently rewarded under a performance related pay scheme.

A summary of this appointment's terms and conditions are given below for your information. If you would like more details, please contact the Personnel Manager, David Thomas; tel. 01932 425510, Email david.thomas@runnymede.gov.uk

## **Overseas Applicants**

Applications from overseas candidates are welcomed provided they hold current authorisation to work in the UK. Expenses for Interview and relocation will be reimbursed only from the point of entry in the UK.

## **Salary**

The salary for this post is negotiable but is unlikely to be less than £100,000 p.a.

Salary progression will be based on performance in accordance with a performance related pay scheme. As Returning Officer, election fees are payable as a separate appointment.

## **Car Provision**

The post attracts a car leasing facility which will enable the postholder to have the free use of a vehicle up to the value of a monthly rental of £450 (plus insurance). The postholder would be free to choose a higher specification vehicle by paying the difference in the rental cost over and above the stated maximum.

As an alternative to the Car Leasing Scheme a monthly Car Provision Allowance of £450 is available. Operation of the allowance does not attract eligibility for a Council car loan and official mileage is calculated at the leased car rate.

## **Medical Clearance**

Appointments are subject to a medical assessment.

## **Expenses**

Reasonable out-of-pocket expenses and home telephone rental and broadband facility are payable by the Council together with the annual subscription for a relevant professional body.

## **Pension**

You may participate in the Local Government Pension Scheme

### **Annual Leave**

The leave year runs from the date of starting with Runnymede. The annual entitlement for this appointment is 30 working days. There is no carry-forward facility with other Local Authorities.

### **Hours of Work**

In general terms, The Chief Executive Officer and Directors are expected to devote their whole-time service exclusively to the work of the authority, requiring attendance as and when necessary. However, for information, the Civic Centre is open to the public from 8.30 am – 5 pm Monday to Thursday and 8.30 am – 4.30 pm Friday. A scheme of flexible working hours is in operation based on a 37 hour working week.

### **Notice Period**

The appointment is subject to three months notice on either side.

### **Payment of Salary**

Salary is paid on the 15th day of each month for the whole calendar month period (i.e. approximately two weeks in advance, two weeks in arrears) and is paid direct into staff's bank accounts.

### **Probation Period**

In common with the practice in many organisations, new entrants to Runnymede are subject to a probationary period of up to 6 months prior to being transferred to the permanent staff.

### **Sports and Social Facilities**

Club membership is free to all Council staff and there is a programme of sporting and social events throughout the year. Discounted membership of the Council's Leisure Centres is available to staff.

### **Childcare Support**

Discounts are available for children of staff who attend the Council's holiday playschemes

Childcare Vouchers are available to staff on a salary sacrifice basis as a tax efficient way of meeting childcare costs.

### **Private Health Insurance**

Consideration will be given to continuing any pre-existing employer health insurance cover for the individual.

### **Medical Support**

Staff are offered a periodic confidential health assessment.

A confidential counselling service is available to staff.

Staff using a computer on a regular basis have access to regular free eye tests and assistance with the cost of glasses.

### **Staff Purchases**

Discounted staff purchases are available through the Council's Purchasing Unit and an on-line Staff Benefits website.

### **Non-Smoking Policy**

A non-smoking policy operates in the Council's workplaces and shared vehicles.

### **Political Restriction**

It is a condition of the appointment that the Chief Executive Officer shall not belong to a political party or politically active group or take part in the activities of any such party or group.

### **Relocation Assistance**

It is recognised that the high cost of housing in this area will be a major factor for those currently living in other areas when considering employment with Runnymede.

In order to help offset the costs involved, the Council has introduced a relocation benefits package which includes payment of or contribution towards the costs of:

- a) removal and storage expenses;
- b) lodging or excess travelling allowances;
- c) legal and other fees;
- d) disturbance allowance;
- e) fares home.

In addition, the Council operates a Mortgage Equalisation Scheme which is designed to assist in enabling house owners moving into this area to meet the high cost of purchasing a property. For non owner-occupiers a Rental Equalisation Scheme has been introduced to assist new staff moving into this area to meet the comparatively high cost of rented accommodation.

The full details of these schemes are available from the Personnel Office.

***Eligibility criteria exist for some of these benefits and all benefits are subject to review by the Council from time to time***

Runnymede Borough Council

Appointment of Chief Executive Officer

Recruitment Timetable

**30 January (12 noon)** – Closing date for applications and longlist selection

**2 February** – Longlisted candidates notified by telephone, letters sent to non longlisted candidates

**9/10 February** – Assessment Centre + Informal discussion with Council Leader, Cllr John Furey, Chairman of Planning Committee, Cllr Geoff Woodger and current CEO, Tim Williams. Shortlist selection.

**11 February** – All longlisted candidates notified by telephone as to whether or not they have been selected for shortlist. Shortlisted candidates to be advised of subject for a brief presentation.

**17 February** – Evening meal at Foxhills Ottershaw with Members of the Appointment Sub Committee (overnight accommodation available if required)

**18 February** – Panel interviews + presentation

**19 February** – Candidates advised by telephone of outcome

**24 February** – Recommendation of Appointment Sub Committee to be considered by a special meeting of Full Council.

Candidates are asked to ensure that by no later than 10 February they are in a position to decide whether or not they would accept the post, if offered. References and medical assessment will be taken up for all shortlisted candidates with a view that an unconditional offer can be made and accepted and commencement date agreed following the meeting of the Council on 24 February.

For clarification on any issues or for any further information please contact the Personnel Manager, David Thomas 01932 425510 or email: [david.thomas@runnymede.gov.uk](mailto:david.thomas@runnymede.gov.uk)

# RUNNYMEDE BOROUGH COUNCIL

## JOB DESCRIPTION

### POST DETAILS

Post Title : Chief Executive Officer

Post No. : Z0010

Working Hours : Whole Time

Work Base : Civic Centre

Date : November 2008

### ORGANISATIONAL RELATIONSHIPS

Reports to : The Council

Deputising Responsibility : n/a

#### Directly Supervises :

Director of Administration & Leisure Services

Director of Finance

Director of Housing & Community Services

Director of Technical Services

Head of IT

Personnel Manager

Communications Manager

Corporate Systems Implementation

Manager

Policy Officer

Projects Officer

Executive Secretary

#### Indirectly Supervises :

Elections Manager

### Main Purpose of the Job

To lead the organisational management and be responsible to the Council, as head of the paid service, for the effective use of its resources in order to achieve its objectives.

### Principal Duties and Responsibilities

#### 1. Policy Development and Advice

- a) To develop and maintain a system by which the Council's Members may effectively undertake their role of formulation and development of strategy and policy.
- b) To act as the Council's principal adviser on policy issues.
- c) To keep abreast of economic, legislative, social and structural developments affecting local government and to advise on the development of strategies as appropriate.
- d) To advise upon the best strategies for safeguarding the interests and standing of the Council in the community and beyond.

## **2. Policy Implementation**

- a) To ensure that the Council's policies are implemented in the most economic, efficient and effective way within the budgeted resources and that the implementation of policy is properly monitored and reported upon.
- b) To develop and maintain a system for the satisfactory reporting to Members of projects and other policy initiatives.
- c) To ensure the Council's interests and policy aims are fully prosecuted with the Member of Parliament, Ministers, government departments, neighbouring Councils, Surrey wide, regional and other organisations.
- d) To secure corporate compliance with equality legislation and an appropriate local government standard, as received from time to time.

## **3. Organisational Management**

- a) To lead and co-ordinate the Directors' Management Team in its responsibilities for:
  - i) advice upon the Council's short, medium and long-term strategic and financial planning;
  - ii) advice upon development of policies for effective management of the Council's human, financial, property and technical resources and supporting systems;
  - iii) the implementation of i) and ii) via an effective performance management and project management framework;
  - iv) the administration and delivery of services and statutory activities of the Council.
- b) To maintain and review the Council's Information System strategy and ensure the investment is optimised, procurement secures good value and all actions are consistent with the strategy aims.
- c) To keep under review the administrative and organisational systems of the Authority and to recommend changes where necessary.
- c) To keep abreast of management practice in general and emerging "best practice" in particular.
- d) To lead negotiations on the larger and more sensitive schemes or initiatives being pursued by the Council or in partnership with others, particularly as they relate to economic and community benefits.
- e) To ensure the fulfilment of the Council's statutory, legal and financial obligations.

## **4. Communication & Public Relations**

- a) To maintain effective communications with Council Members.
- b) To promote and maintain effective communication and understanding with the leaders of all political groups and bodies represented on the Council in a manner appropriate to their needs.

- c) To maintain systems to ensure that staff at all levels are sufficiently informed of and understand Council policy, service priorities, decisions and ethos and are aware of their required role in the corporate organisation.
- d) To oversee the delivery of the Council's communications Strategy, its Corporate style and branding.
- e) To promote good relations with other bodies and the community in general.
- f) To explain effectively the Council's policies and decisions to the press and public, community and special interest groups.
- g) To advise upon and to assist in the development and promulgation to Members, staff and public of a corporate philosophy of operation and a corporate identity.

**5. Mayoral Support and Ceremonial Duties**

- a) To attend and participate in major civic functions and co-ordinate other significant events.
- b) To ensure adequate organisation at ceremonial and social functions and that the Mayor and Deputy Mayor are properly supported.
- c) To provide procedural and other advice to the Mayor.

**6. Personnel Management**

- a) To secure the management of the Council's Personnel function and to be responsible for the organisation, direction, motivation and co-ordination of the staff resource of the Council within the Council's approved policies.
- b) To submit to the Council a report on the Annual Pay & Workforce Strategy.
- c) To advise upon and, within the Council's approved policies, to apply terms and conditions of employment; to secure the operation of the Council's scheme for appraisal of performance; and to act as moderator upon the system of Performance Related Pay.

**7. Information Technology, Document Management**

- a) In conjunction with the Information Systems Manager and the Information & Communication Strategy Programme Manager, advise on and develop effective ICT and DMS Strategies with Service Directors and the Member Working Group.
- b) Ensure the ICT and DMS arrangements meet the strategic and service needs of the organisation.
- c) Provide effective procurement and associated technical advice to both Members and departments.

**8. Economic Development**

- a) With the Director of Technical Services, seek to promote and/or assist in the development of designated major schemes/sites in the Borough to maximise local opportunities for economic prosperity and service/infrastructure improvements.

- b) Support the Business Partnership and its working groups to assist in the delivery of the Council's policy aims.
- c) With the Director of Administration & Leisure, maximise the financial, community and economic benefits from the Council's substantial property assets.

**9. Statutory and Other Specific Duties**

- a) To secure effective corporate response to external inspections, assessments and other requirements (currently; Use of Resources, Annual Audit & Inspection Letter, Data Quality, National Indicator Set, Comprehensive Area Assessment and emerging service based performance measures).
  - b) To act as Returning Officer for the Borough Elections and Acting Returning Officer for the County Council, European, Parliamentary and other elections/referenda.
  - c) To be responsible for the Council's emergency planning services.
  - d) To act as "Proper Officer" where so designated by the Council.
  - e) To be the principal focus for Ombudsman and other statutory enquiries.
- 10.** To discharge various ex officio duties which vary from time to time (currently including Honorary Secretaryship of the Magna Carta Trust).
- 11.** To carry out such other duties as may be required by the Council.

## Runnymede Borough Council

Person Specification

Post.....Chief Executive Officer.....

Post No...Z0010.....

Completed by.Appointment Sub Committee.....

Date.....November 2008.....

A ✓ should be shown against each criterion to indicate whether it will be assessed from the Application Form (A.F) or at Interview (Int)

Essential	How assessed		Desirable	How assessed	
	A.F	Int		A. F	Int
<b><u>Education &amp; Training</u></b>					
Degree level qualification and/or full professional qualification in at least one of the disciplines covered by the Council	✓		Masters/MBA	✓	
Evidence of continuing professional development	✓				
<b><u>Experience &amp; Knowledge</u></b>					
Significant post qualification experience at a senior level in local government or similar multi functional organisation	✓	✓	Evidence of effective partnership working with a wide range of external agencies	✓	✓
Evidence of successful motivation, development and management of a diverse workforce.	✓	✓	Experience of strategic application of IT solutions and ability to understand their practical application	✓	✓
Evidence of success in change management	✓	✓	Proven track record in working in the media spotlight: managing an organisation's reputation on an on-going basis, as well as dealing with the media during major incidents or activities that could threaten the reputation of the organisation.	✓	✓
Evidence of significant achievements in previous posts	✓	✓			
Experience of providing advice and guidance to Elected Members or at Board level.	✓	✓			
Successful track record of establishing a strong corporate and service performance culture to continually improve standards and performance		✓	Awareness of current issues facing local government		✓
Financial acumen and experience of financial management and budget planning.		✓	Experience of stimulating the economic development of an area	✓	✓

Essential	How assessed		Desirable	How assessed	
	A.F	Int		A.F	Int
<b><u>Personal Qualities/Personality</u></b>					
Open & collaborative		✓			
Empowering		✓			
Confident and visible		✓			
A decision maker who accepts responsibility for the impact		✓			
Ability to see the big picture		✓			
Self aware with strong interpersonal skills		✓			
Charismatic and inspirational		✓			
Having integrity		✓			
<b><u>Skills</u></b>					
Leadership		✓			
Communication skills – verbal and written		✓			
Innovative and creative problem solver		✓			
Sound judgement		✓			
Competent in use of IT		✓			
<b><u>Career Objectives</u></b>					
Logical career pathway	✓	✓			
Ambition to build on excellence		✓			
<b><u>Special Requirements</u></b>					
Political sensitivity/balance appropriate to this authority		✓			
Flexibility on working hours – evening meetings and some weekend events		✓			

CONFIDENTIAL



Post: Chief Executive Officer

Ref: 885CE

Return by 12 noon 30th January 2009

### APPLICATION FOR EMPLOYMENT

Please return to PERSONNEL, RUNNYMEDE CIVIC CENTRE, STATION ROAD, ADDLESTONE, SURREY, KT15 2AH

#### 1 PERSONAL DETAILS

Surname		Mr/Mrs/Miss/Ms/Dr	
First Names		Preferred First Name if different	
Address			
Post Code		Email address	
Tel. No. Home		Work No.	Ext'n
Mobile No.		N.I. number	
If you do not have a National Insurance number, do you have evidence of your right to live and work in the U.K?			YES / NO
Do you require a work permit?	YES / NO	Do you have a current UK passport?	YES / NO
Do you have a long term physical or mental impairment that would require special facilities to be provided to enable you to attend for interview or to carry out the duties of this post?	YES NO	If you do require special facilities, please include on or attach to this form details of your needs so that, if possible, we can try to meet them.	
How many days sickness have you taken in the last 24 months?		If appointed, would you need to move house?	YES NO
Do you hold a full and current driving licence?	YES NO	Do you own a car?	YES NO
Are you related by blood, marriage, civil partnership or cohabitation with any Member of the Council, any other person appointed to one of the Council's Committees or Sub Committees or any Council Employee ?		YES NO If 'Yes' please give details	

#### 2 PRESENT OR MOST RECENT EMPLOYMENT

Name and Address of Employer			
Position Held		Date of Appointment	
Who do you report to?			
Present Salary		Next Review Date	
Other Substantial Benefits			
Notice Required		Date of Leaving (if appropriate)	
Reason for Leaving (If appropriate)			
Please describe briefly your duties and			



### 3 PREVIOUS EMPLOYMENT

Period of Service From            To	Employer (Most Recent First)	Position Held and Reason for Leaving

### 4 REFERENCES

Please give the names and addresses of two people, not relatives, one of whom should be your present employer (or most recent employer if you are not currently employed). If you are completing full time education please quote your tutor/head teacher as appropriate. In other circumstances please quote someone who knows you well enough to be able to comment on your suitability for this appointment.

Name	.....	Name	.....
Address	.....	Address	.....
	.....		.....
	.....		.....
	.....		.....
Tel. No.	.....	Tel. No.	.....
Job Title/ Relationship	.....	Job Title/ Relationship	.....
May we take up references without contacting you beforehand ?	YES / NO	May we take up references without contacting you beforehand ?	YES / NO

**5 EDUCATION AND TRAINING**

Senior School(s)	Dates From To	Examinations passed	Grades

College / University	Dates From To	Full or Part-Time	Examinations taken	Results (with Grades/Class)

**CURRENT STUDIES**

College / Place of Study	Dates From To	Full or Part-Time	Course Title	Examinations to be taken

**MEMBERSHIP OF PROFESSIONAL BODIES**

Institute or Association	Grade of Membership	How obtained : Examination or Election	Date obtained

**RELEVANT SHORT COURSES ATTENDED**

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## 6 EXPERIENCE AND SUPPORTING INFORMATION

Please describe briefly your reason(s) for applying for this position

Minimum salary requirement (if any)

£

By reference to the Person Specification, please outline briefly such details of your employment experience, responsibilities, skills and achievements, including any voluntary/community based activities and/or leisure interests, which provide evidence of your suitability for this appointment.

Please continue on a separate sheet if necessary

Please state where you saw this vacancy advertised

**I understand that the information I have provided on this form will be used to assess my suitability for appointment and declare that, to the best of my knowledge, the information is correct.**

Date

Signed

# RECRUITMENT MONITORING FORM

**PLEASE COMPLETE THIS QUESTIONNAIRE AND RETURN IT WITH YOUR APPLICATION FORM**

**A. EQUAL OPPORTUNITIES**

In order that we can monitor and produce statistical analyses would you kindly please provide the information requested below. Your answers will be treated confidentially and will not affect your job applications in any way. This part of the form will be retained by Personnel and will not be used in the selection process.

I am MALE  FEMALE  DATE OF BIRTH: \_\_\_\_\_

Do you have a disability? YES  NO

If YES, please give brief details ..... and indicate whether or not you wish the interviewing panel to have this information \* YES  NO

\*This information is requested so that special consideration can be given to disabled candidates with experience and/or qualifications relevant to the post.

<b>I would class myself as:</b>  <i>(Please tick one box only)</i>	WHITE	British <input type="checkbox"/>	Irish <input type="checkbox"/>	Other <input type="checkbox"/>
	MIXED	White/Black Caribbean <input type="checkbox"/>	White/Black African <input type="checkbox"/>	White/Asian <input type="checkbox"/> Other <input type="checkbox"/>
	ASIAN or ASIAN BRITISH	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/> Other <input type="checkbox"/>
	BLACK or BLACK BRITISH	Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Other <input type="checkbox"/>
	CHINESE or OTHER ETHNIC GROUP	Chinese <input type="checkbox"/>	Other <input type="checkbox"/>	

**B. MOTORING OFFENCES**

Do you have a current, full driving licence? YES  NO

If 'Yes', does your licence have any endorsements for motoring offences? YES  NO

If 'Yes', how many points are current (within 4 years)?  Points

**C. DISCLOSURE OF CRIMINAL CONVICTIONS**

To apply for a position with the Council you must tell us about any unspent criminal convictions you have - in line with the Rehabilitation of Offenders Act 1974. When applying for *certain* posts, in addition you will need to declare spent convictions. (See item 2 below).

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying and will not be made available to the appointing officer until after you have been interviewed for the job.

If you disclose a conviction this does not necessarily mean that you will not be considered and/or appointed to the post. A *main consideration* will be whether the offence is one which would make you unsuitable for the type of work to be done.

- Please read carefully the notes overleaf and then enter any convictions below.
- If you are applying for a job in the following areas you must also state *spent* convictions:
  - Accountants, Solicitors
  - If you will be working in Day Centres or Sheltered Housing for the Elderly
  - If you will be working in Leisure Services

**IF YOU HAVE NO CONVICTIONS, PLEASE ENTER NONE IN THE SPACE BELOW**

OFFENCE	DATE OF CONVICTION	SENTENCE
_____	_____	_____
_____	_____	_____

Please note that further information in relation to convictions *may* be required after an interview.

I declare that the information I have entered is correct and understand that, should I be employed, any false information will result in the termination of my employment with Runnymede Borough Council.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please PRINT your Name \_\_\_\_\_

## NOTES ON DISCLOSURE OF CRIMINAL CONVICTIONS

You must disclose all 'unspent' convictions and 'spent' convictions for certain posts (See Item 2 overleaf)

Details of relevant convictions and time periods are as follows:

<b>Sentence</b>	<b>Becomes spent after :</b>
For a sentence of more than 30 months imprisonment or youth custody	: Never
<sup>1</sup> For a sentence <sup>2</sup> of imprisonment, or youth custody or detention in a young offenders' institution, or corrective training for a term exceeding 6 months but not exceeding 30 months	: 10 years
<sup>1</sup> For a sentence <sup>2</sup> of imprisonment, or youth custody or detention in a young offenders' institution, or corrective training for a term not exceeding 6 months	: 7 years
<sup>1</sup> For a sentence <sup>2</sup> of imprisonment of 6 months or less	: 7 years
For a sentence of borstal training	: 7 years
<sup>1</sup> For a fine or other sentence (e.g. a community service order) for which no other rehabilitation period is prescribed	: 5 years
For an absolute discharge	: 6 months
For a probation order, conditional discharge or bind over; and for fit person orders, supervision orders or care orders under the Children and Young Persons Acts (and their equivalents in Scotland)	: 1 year, or until the order expires (whichever is the longer)
For detention by direction of the Home Secretary:	
from 6 months to 30 months	: 5 years
for less than 6 months	: 3 years
<sup>1</sup> For cashiering, discharge with ignominy or dismissal with disgrace from the Armed Forces	: 10 years
<sup>1</sup> For simple dismissal from the Armed Forces	: 7 years
<sup>1</sup> For detention by the Armed Forces	: 5 years
For a detention centre order not exceeding 6 months	: 3 years
For a remand home order, an approved school order, or an attendance centre order	: The period of the order and a further year after the order expires
For a hospital order under the Mental Health Acts	: The period of the order plus a further two years after the order expires or five years from the date of conviction, whichever is the longer

<sup>1</sup> These rehabilitation periods are halved for persons who were under 17 years of age when they were convicted

<sup>2</sup> It is immaterial for the purposes of calculating a rehabilitation period whether a sentence is suspended or not

# Chief Executive Officer

RUNNYMEDE, SURREY

Salary negotiable from £100k + car

Ref 885CE

## Excellent – but can do better

With a CPA 'Excellent' rating, a consistent level 4 Use of Resources assessment, the 6th lowest Council Tax in the country and high levels of customer satisfaction, we are justifiably proud of our achievements. Our staff recently voted us as one of the Best Councils to Work For (Times 2008). Our new Civic Centre is the first of its type in the country, housing the Council Offices, Addelestone Police Station and the Addelestone Branch Library.

It might therefore be hard to see what more there is to achieve. However, the challenges ahead are potentially greater than any we have faced in recent years.

The retirement of our current CEO creates an outstanding opportunity if you have a successful track record of operational management and

[www.runnymede.gov.uk](http://www.runnymede.gov.uk)

corporate strategy gained in a large and complex organisation. You will also need the flair, skill and energy to take the authority forward and to lead and equip our team in delivering more with less.

This is a rare opportunity to take on this exciting role in one of the country's best local authorities.

To take up the challenge please visit [www.surreyjobs.info](http://www.surreyjobs.info) for an information pack. Alternatively email [personnel@runnymede.gov.uk](mailto:personnel@runnymede.gov.uk) or telephone (01932) 425519 (24 hour service). CVs will not be considered. We welcome applications from all sections of the community.

**Closing Date:** 12 noon on 30 January 2009



**Runnymede**  
BOROUGH COUNCIL

Our primary aim: to enhance the quality of life for Runnymede residents.

Client: **Runnymede Council** Mono/Spot/Colour: **Spot**  
Job Number: **114562** Publication: **MJ**  
Version Number: **4** Size: **148mm x 219mm**  
Comp/Single: **Single** Date: **25.11.08**  
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