

Appointments Panel Agenda

Place

Committee Room 6, Town Hall, Wellington Street, Woolwich SE18 6PW

Date

Tuesday, 04 April 2023

Time

3:00 PM

This meeting is open to the press and public and they are entitled to take photographs, film or record the proceedings.

Councillors

Councillor Anthony Okereke (Chair)	Labour
Councillor Ann-Marie Cousins	Labour
Councillor Christine May	Labour
Councillor Jackie Smith	Labour
Councillor Ivis Williams	Labour
Councillor Matt Hartley	Conservative

Members are reminded that officer contacts are shown at the end of each report and they are welcome to raise questions in advance with the appropriate officer. This does not prevent further questioning at the meeting.

If you require further information about this meeting please contact
Committee Services:
Telephone: 020 8921 4350
Email: committees@royalgreenwich.gov.uk

Agenda

1 Apologies for Absence

To receive apologies from Members of the Panel.

2 Urgent business

The Chair to announce any items of urgent business circulated separately from the main agenda.

3 Declarations of Interest

Members to declare any personal and financial interests in items on the agenda. Attention is drawn to the Council's Constitution; the Council's Code of Conduct and associated advice.

4 Minutes

To agree as a true and accurate record the Minutes of the meeting held on 12 January 2023.

No motion or discussion may take place upon the Minutes except as to their accuracy, and any question on this point will be determined by a majority of the Members of the body attending who were present when the matter in question was decided. Once confirmed, with or without amendment, the person presiding will sign the Minutes.

5 Exclusion of the Press and Public

To agree that the remainder of the meeting be held in closed session.

6 Longlisting for the post of Assistant Director – Community Safety & Environmental Health

Longlisting (Job Description and Person Specification Details attached)

Date of Issue Friday, 24 March 2023

Debbie Warren
Chief Executive

Filming and Recording Meetings

This meeting may be photographed (without the use of flash), filmed or audio recorded, except where the public is excluded because confidential or exempt items will be discussed. Any footage is likely to be publicly available.

By entering the room where the meeting is being held, you will be deemed to have consented to being photographed, filmed or audio recorded, and that will apply to any representation you make to the meeting. You will also be deemed to have consented to the possible public use of any images and sound recordings.

If you have any queries regarding the recording of meetings, please contact the Corporate Governance Manager at committees@royalgreenwich.gov.uk

PUBLIC INFORMATION

SAFE USE OF COUNCIL MEETING ROOMS

- Please do not attend a Council committee meeting if you are experiencing any symptoms that might be Covid-19.
- There is no longer a requirement to wear a face covering but if you wish to, you are of course welcome to do so. Face coverings should however be removed when speaking at the meeting.
- All attendees are requested to wash their hands thoroughly or use sanitiser before entering the meeting rooms as good routine infection control practice.

APPOINTMENTS PANEL	
TITLE	ITEM NO
Declarations of Interests	3
CHIEF OFFICER Chief Executive	CABINET MEMBER Leader of the Council

1. **Decisions Required**

The Appointments Panel is requested to:

- 1.1 Note the list of Councillors' memberships (as Council appointed representatives) on outside bodies, joint committees and school governing bodies.
- 1.2 Request that Members orally declare any personal or financial interests, including those detailed, in specific items listed on the agenda as they relate to matters under discussion.

2. **Members' Interests**

- 2.1 Appended to this report is a list of the outside bodies, joint committees and school governing bodies that each member has been appointed to by the Council or the Leader. The list does not include bodies with which a Member is involved in a personal or private capacity.

Personal interests

- 2.2 A Member has a personal interest where any business is likely to affect:
 - (a) them, or
 - (b) a relevant person or a relevant body (where the Member is aware that they have the interest);

more than a majority of those in the ward you represent.

A **relevant person** is defined as the member's spouse or civil partner, a person who they are living with as husband and wife or as civil partners, or a person with whom they have a close association.¹

¹ See the guidance in Annex I of the Code of Conduct

A **relevant body** is defined as (a) any organisation, school governing body or outside committee or trust which they have been appointed to by the Royal Borough or by the Leader, or (b) any other voluntary organisation, school governing body or commercial organisation where you are a management committee member, school governor, trustee or director.

2.3 Members must declare the existence and nature of any personal interest at the start of the meeting, or when the interest becomes apparent. Members must say which item their interest relates to.

2.4 A Member who has a personal interest may stay, speak and vote, except where the business:

(a) affects the financial position of the Member or any person or body described in paragraph 2.2 above, or

(b) relates to an interest that would be affected financially or relates to the determining to any approval, consent, licence, permission or registration in relation to the Member or any person or body described in paragraph 2.2 above

Financial Interests

2.5 A Member has a financial interest where any business relates to or is likely to affect an interest set out in paragraph 18 of the Code of Conduct, and which is the Member's interest or the interest of a person described in paragraph 2.2(a) above.

2.6 Members must declare the existence and nature of any financial interest at the start of the meeting, or when the interest becomes apparent. Members must say which item their interest relates to.

2.7 A Member who has a financial interest must leave the meeting, but may attend to make representations, answer questions or give evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, and provided they leave the meeting immediately after doing so. The Member must not participate in the discussion nor the vote.

General

2.8 The Code also requires Members to declare interests in relation to relevant bodies for six months after ceasing from being a member and take the appropriate action in relation to financial interests.

Background Papers

Agenda and Minutes of the Annual Meeting of the Council – 25 May 2022

Report Author: Nassir Ali, Committee Governance Manager
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Councillor	Organisation	Role	Governorship
Cousins	Eltham Crematorium Joint Committee	Deputy	
Cousins	Safer Greenwich Partnership	Member	
Hartley	-		
May	Middle Park Community Centre	Member	
Okereke	Eltham Crematorium Joint Committee	Deputy	
Okereke	LGA General Assembly	Member	
Okereke	London Councils' Grant Committee	Member	
Okereke	London Councils' Leader Committee	Member	
Okereke	London Local Partnership	Member	
Smith, J	Greenwich Leisure Ltd - Libraries Board	Member	
Smith, J	Tramshed Arts	Member	
Smith, J	Walpole Estate Management Board	Member	
Smith, J	Woolwich Creative District Trust (Woolwich Works)	Member	
Williams, I	Eltham Crematorium Joint Committee	Deputy	Nightingale Primary School
Williams, I	LGA General Assembly	Member	
Williams, I	London Councils' Grant Committee	Deputy	
Williams, I	London Councils' Greater London Employment Forum	Member	
Williams, I	Shooters Hill Woodlands Working Party	Member	
Williams, I	Woodlands Farm Trust	Member	

ROYAL BOROUGH OF GREENWICH

APPOINTMENTS PANEL

THURSDAY, 12 JANUARY 2023 AT 10.05 AM

MINUTES

PRESENT:

Members:

Councillor Anthony Okereke (Chair), Councillors Calum O'Byrne Mulligan, Pat Slattery and Ivis Williams.

Officers:

Director of Housing and Safer Communities, Director of Legal & HR; Agency & Recruitment Manager; and Committee Services Officer

Others in attendance

External recruiter

Item

No.

1 Apologies for Absence

Apologies for absence were given for Councillors Elizabeth Ige and Jackie Smith.

Apologies for lateness were given for Councillor Calum O'Byrne Mulligan.

2 Urgent Business

There was no urgent business.

3 Declarations of Interests

Resolved –

- I. That the list of Councillors' memberships as Council appointed representatives on outside bodies, joint committees and school governing bodies be noted.

2. That the following declaration be noted:

Councillor Ivis Williams declared an interest in relation to Item 6 in that she was a council tenant.

4 Minutes

Resolved –

That the Minutes of the meetings of the Appointments Panel held on 6 December 2022 be agreed and signed as a true and accurate record.

5 Exclusion of the Press and Public

Resolved –

That the remainder of the meeting be held in closed session under Section 100(A)(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 they involve the likely disclosure of exempt information as defined in paragraphs 1 of Part 1 of Schedule 12(A) of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

6 Appointment of Assistant Director Housing Needs Tenancy 2022

Resolved -

Agreed to appoint Shaun Flook to the post of Assistant Director Housing Needs Tenancy on merit.

The meeting finished at 2.00pm

Chair

APPOINTMENTS PANEL	DATE 4 April 2023
TITLE Exclusion of the Press and Public	ITEM NO 5
CHIEF OFFICER Chief Executive	CABINET MEMBER Leader of the Council
DECISION CLASSIFICATION - Non-Key	FINAL DECISION To be made at this meeting on the recommendations in this report

That under Section 100(A)(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 they involve the likely disclosure of exempt information as defined in paragraphs 1 of Part 1 of Schedule 12(A) of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Longlisting for the post of Assistant Director – Community Safety & Environmental Health

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DIRECTORATE: Housing & Safer Communities (HSC)

SECTION: Community Safety & Environmental Health (CS&EH)

GRADE: Assistant Director (Chief Officer - C)

POST DESIGNATION (TITLE):

Assistant Director – Community Safety & Environmental Health

Purpose of Job:

To be responsible to the Director for Housing & Safer Communities for:

- i) Strategic oversight of the Council's Community Safety & Environmental Health services areas
- ii) Strategic leadership of the Council's 'Integrated Enforcement' approach
- iii) Wider senior level contribution as part of the Directorate Leadership Team

Manages up to 6 direct reports and up to 150 directly employed and contracted staff.

Net budget responsibility of approx. £6m per annum plus additional oversight of contracts and work programmes up to £1m per annum

Main Duties:

- 1) To provide strategic leadership for the five service areas, covering community safety, CCTV, street enforcement & problem solving, Counterterrorism & Extremism, Environmental Health – Residential & Pollution, and Environmental Health – Public Safety & Trading Standards.
- 2) As the appropriate Chief Officer, champion the community & public 'safety' focused missions of the Council's corporate 'Our Greenwich' plan, helping to drive desired outputs and outcomes for the Royal Borough.
- 3) Act as the Lead and strategic point of co-ordination for all crime and disorder issues across the Council, ensuring that Council departments engage with criminal justice partners in an effective and appropriate manner. Ensure that elected Members are fully briefed about criminal justice issues.
- 4) Act as the Strategic Liaison between the Council and the Metropolitan Police, particularly the local (South East) Basic Command Unit (BCU) in which the Royal Borough is situated.

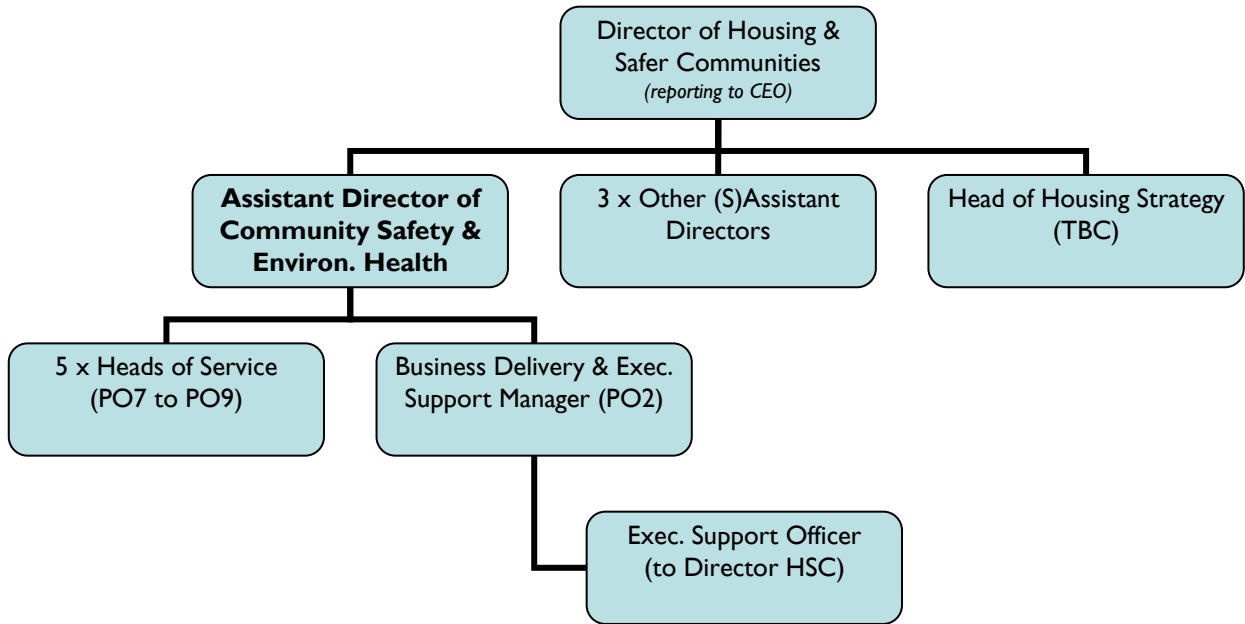
- 5) Provide strategic leadership of the Council's multi-agency approach to tackling high-profile, reputationally important issues, such as gang-related crime, domestic violence, and the private sector housing sector. Ensures that appropriate resources are in place through inward investment and negotiation with internal Council departments and statutory partners.
- 6) Provide sound fiscal oversight, ensuring the value for money and effectiveness of spend, both internally and externally. Where appropriate, holding partners & commissioned services to account for the delivery of outcomes and ensure that Members are able to scrutinise this work.
- 7) To oversee the Council's 'Integrated Enforcement' approach which drives collaboration, coordination and communication between enforcement teams and partner agencies.
- 8) To oversee the Council's counter-terrorism efforts, ensuring progress and delivery against any duties or obligations as the Chief Officer lead.
- 9) To contribute to the Community Safety Duty Senior On Call cover, in conjunction with the Heads of Service, for which no additional allowances will be payable.
- 10) To undertake any other work appropriate to the level and general nature of the post's duties.
- 11) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 12) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 13) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 14) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency. As a Chief Officer, to also undertake Silver level major incident command training.
- 15) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
- 16) Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
- 17) This post requires a Basic DBS and will be supported by Safer Recruitment tools. Additional police vetting maybe required or desirable.
- 18) To undertake supervision/management of staff as and when required.
- 19) To deputise for the Director and other Assistant Directors as required.

- 20) You may be required to undertake alternative, additional, or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to:

Director of Housing & Safer Communities

ORG CHART



Person Specification

Job Title	ASSISTANT DIRECTOR OF COMMUNITY SAFETY & ENV. HEALTH
Grade	CHIEF OFFICER (C)
Service/Section	COMMUNITY SAFETY & EH MANAGEMENT
Directorate	HOUSING & SAFER COMMUNITIES

Method of Assessment: AF= Application Form, T = Test, P = Presentation, I = Interview
Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/ Desirable
Knowledge		
Degree qualified, equivalent level professional qualification, or otherwise significant & relevant experience at a senior level.	AF	E
Strong knowledge covering a broad range of community safety, public protection & regulatory services. This includes both operational and legislative understanding.	AF/I	E
A good understanding of residential environmental health issues, covering aspects as private rented sector licensing & fire safety (cladded buildings).	AF/I	D
Strategic awareness of local government at local, regional, and national levels, including the challenges facing the sector.	AF/I/P	D
Holds specialist / relevant qualifications, accreditations & certifications.	AF	D
Skills and Abilities		
Proven decision making ability, including the identification and effective management of threat, harm & risk.	AF/I	E
Able to effectively communicate, both in writing and verbally, with a diverse range of people.	AF/I	E
A high level of personal resilience and ability to manage conflict & crisis effectively in difficult circumstances.	AF/I	E
Able to work outside normal office hours in line with the changing demands of the post. This includes rostered on-call duties.	AF	E
Already holds or willing to undertake appropriate police vetting if/as required.	AF	E
Confident with technology, particularly in the use of	AF	E

common business ICT hardware and software (e.g. Microsoft Office).		
Experience		
Substantial, senior level leadership experience within community safety and/or regulatory settings	AF/I	E
Proven experience working with elected members as well as diverse range of partners, including statutory, non-statutory and voluntary sector. This would particularly include working with the Metropolitan Police or other constabularies in a community safety, regulatory or similar setting.	AF/I	E
Experience devising and delivering against strategies, business plans & performance frameworks to maximise outputs & outcomes for customers & communities	AF/I	E
Equal Opportunities & Values		
Understanding of and commitment to the Council's Values and equal opportunities policies and ability to put into practice in the context of this post.	AF/I	E
Understanding of and commitment to the Council's values and ability to put into practice in the context of this post.	AF/I	E
Managers/Supervisors only		
(see management standards guidance for full descriptions)		
• Leadership levels	III	E
• Communication levels I, II or III	III	E
• Performance Management levels I, II or III	III	E