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1 August 2011

S U M M O N S

MEETING: Policy and Organisation Board (Extraordinary)
DATE: 04 August 2011
TIME: 5.00pm
PLACE: Committee Room 1, Town Hall, Gosport
Democratic Services contact: Geoff Rawling

LINDA EDWARDS
BOROUGH SOLICITOR

MEMBERS OF THE BOARD

The Mayor (Councillor Carter, C R) (ex-officio)
Councillor Hook (Chairman)
Councillor Burgess (Vice-Chairman)

Councillor Beavis	Councillor Langdon
Councillor Chegwyn	Councillor Philpott
Councillor Mrs Forder	Councillor Smith
Councillor Lane	Councillor Wright

FIRE PRECAUTIONS

(To be read from the Chair if members of the public are present)

In the event of the fire alarm sounding, please leave the room immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

IMPORTANT NOTICE:

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

NOTE:

- i. Councillors are requested to note that, if any Councillor who is not a Member of the Board wishes to speak at the Board meeting, then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off for the duration of the meeting.

AGENDA

PART A ITEMS

RECOMMENDED
MINUTE FORMAT

1. APOLOGIES FOR NON-ATTENDANCE

2. DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any personal or personal and prejudicial interest in any item(s) being considered at this meeting.

3. DEPUTATIONS – STANDING ORDER 3.5

(NOTE: The Board is required to receive a deputation(s) on a matter which is before the meeting of the Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Tuesday, 2 August 2011. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).

4. PUBLIC QUESTIONS – STANDING ORDER 3.6

(NOTE: The Board is required to allow a total of 15 minutes for questions from members of the public on matters within the terms of reference of the Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Tuesday, 2 August 2011).

5. APPOINTMENT PANEL

Part II

To seek the Board's decision on the arrangements for the appointment of a Chief Officer. The Board may appoint an Officer or an Appointment Sub-Board with power to act on its behalf.

Contact Officer:
Ian Lycett
Ext 5201

6. WATERFRONT COMMUNITY FESTIVAL

Part II

To advise members of a request for assistance from the Council received from the group organising the Waterfront Community Festival 2011.

Contact Officer:
Ian Lycett
Ext 5201

7. ANY OTHER ITEMS

which the Chairman determines should be considered, by reason of special circumstances, as a matter of urgency.

Agenda item no. 5

Board/Committee:	POLICY & ORGANISATION BOARD
Date of meeting:	4 TH AUGUST 2011
Title:	APPOINTMENT PANEL
Author:	CHIEF EXECUTIVE
Status:	FOR DECISION

Purpose

To seek the Board's decision on the arrangements for the appointment of a Chief Officer. The Board may appoint an Officer or an Appointment Sub-Board with power to act on its behalf.

Recommendation

It is recommended that the Board appoint an Appointment Sub-Board to act on its behalf in making the appointment of Community & Customer Services Manager.

1. Background

- 1.1 Following recent restructures, the Council's senior management team has been significantly reduced to a total of 6 Officers. The Community and Customer Services Manager has recently given notice of his intention to leave on 31 December 2011, and it is essential that an appointment be made without delay to allow for a handover period.
- 1.2 In accordance with the Officer Employment Procedure Standing Orders (Part 4, Schedule 14 of the Constitution), the job description and person specification (attached as Appendix A) have been drawn up, and arrangements are being made for the appropriate advertising of the post.
- 1.3 The Officer Employment Procedure Standing Orders also provide, for Director and Chief Officer appointments, that "... the Policy and Organisation Board may appoint an Officer or an Appointment Sub-Board with power to act on its behalf on appointments".

2. Report

- 2.1 It is requested that the Board determine the appropriate membership of an Appointment Sub-Board to draw up a short list, interview and agree the appointment to this post.

3. Risk assessment

- 3.1 The appointment of a replacement for this post will ensure that the Council has sufficient expertise at the most senior level to corporately manage the business of the Council, thus contributing to the achievement of the Council's strategic objectives.
- 3.2 The appointment also assists with succession planning, ensuring that appropriate skills and expertise are available for the future.

4. Financial implications

- 4.1 The post will be graded at Chief Officer level - £55,584 to £64,404 per annum.

5. Conclusion

- 5.1 The Board are asked to nominate an Appointment Sub-Board to make the appointment to this Chief Officer post.

Financial implications:	Contained in paragraph 4
Legal implications:	As set out in the report
Service Improvement Plan implications:	The Post will ensure corporate targets continue to be met
Corporate Plan:	Service at the heart of the Council's mission to improve everyone's quality of life
Risk Assessment:	Paragraph 3
Background papers:	Constitution – Officer Employment Standing Orders (Part 4, Schedule 14)
Appendices/Enclosures:	Job description and person specification
Report author/Lead Officer:	Ian Lycett

**GOSPORT BOROUGH COUNCIL
COMMUNITY & CUSTOMER SERVICES**

JOB DESCRIPTION

Post Title: Community & Customer Services Manager

Post No: LCS 1

Grade: Chief Officer (£55,584-64,404 p.a.)

Responsible To: Chief Executive

Responsible For: All staff of Community & Customer Services Unit.

Qualification: Appropriate full professional qualification and appropriate managerial experience

Hours of Work: 37 hours per week normally Monday to Friday, but with a requirement to work additional hours including evenings and possibly weekends as necessitated by the demands of the post

Special Conditions: The post is politically restricted in accordance with the Local Government Officers (Political Restrictions) Regulations 1990

The postholder must demonstrate proper managerial ability and a commitment to the provision of customer satisfaction

The postholder is designated a Nominated Casual User for car allowance purposes and must hold a full current driving licence and have a vehicle available whilst the duties and responsibilities of the post justify the allowance

Purpose of Job: To contribute effectively to the Corporate Management of the Council

In accordance with the Council's Policies and the principles of Best Value to manage effectively the Community & Customer Services Business Unit

PRINCIPAL ACTIVITIES	KEY TASKS
Corporate Management	<p>To be a Corporate Leader in the Council and as a member of the Council's Management Team contribute towards the formulation, implementation, monitoring and review of policy matters.</p> <p>Undertake projects and Corporate initiatives as requested.</p> <p>To liaise with/managing partnership working arrangements</p>

Organisational	<p>as required.</p> <p>To be responsible for managerial, organisational and personnel issues for the Community & Customer Services Business Unit</p> <p>To ensure the Unit's services are effective, efficient and providing Best Value to the Customers</p>
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PRINCIPAL ACTIVITIES	KEY TASKS
Personnel Resource	<p>Overall responsibility for recruitment, training and development of staff and discipline/grievance issues</p> <p>Ensure job descriptions are established and regularly updated for all staff</p> <p>Ensure all Personal Reviews are conducted effectively and within time table</p> <p>Ensure normal working procedures of the Council are applied</p> <p>Ensure maintenance of a high standard of conduct amongst staff</p>
Customer Satisfaction	<p>Continually review the quality and effectiveness of service provision</p> <p>Ensure customers needs are understood and action taken as appropriate to implement improvements to services</p> <p>Promote a customer orientated working environment and promote quality initiatives</p> <p>Ensure regular liaison takes place with customers via questionnaires etc to monitor performance</p>
Financial	<p>Responsibility for the Unit budget, ensuring that effective financial resource, planning and monitoring is undertaken</p>

PRINCIPAL ACTIVITIES	KEY TASKS
<p>General Matters</p> <p>Risk Assessment</p> <p>Emergency Planning</p> <p>Equal Opportunities</p>	<p>To prepare reports and attend meetings of the Council and its Boards, Sub-Boards, Committees when required to do so.</p> <p>To maintain good liaison with other Units of this Council and external bodies.</p> <p>To seek external funding where appropriate.</p> <p>Promote risk awareness and risk management.</p> <p>Where necessary, act as the Controller of the District and as Chief Coordinating Officer in the event of a major civil emergency involving the deployment of the resources of the Council.</p> <p>Ensure that the Council has effective arrangements to provide business continuity in the event of an emergency or disaster</p> <p>To be aware of and ensure compliance with the Council's Policy and Procedures on equal opportunities</p>
<p>Health & Safety</p>	<p>Ensure compliance with the Health and Safety at Work Act and related legislation and codes including the Council's Safety Manual</p>
<p>The particular duties and responsibilities attached to posts are of necessity in many cases difficult to define precisely and may vary from time to time, without changing the general character of the duties or level of responsibility of the post.</p>	

GOSPORT BOROUGH COUNCIL

PERSON SPECIFICATION

COMMUNITY & CUSTOMER SERVICES MANAGER

	ESSENTIAL	DESIRABLE	HOW ASSESSED (Application form, interview, test, references)
ATTAINMENTS, KNOWLEDGE & QUALIFICATIONS	<p>Appropriate professional qualification</p> <p>Understanding and knowledge of the challenges facing a modern local authority</p> <p>Full current driving licence with vehicle available</p> <p>Knowledge of a variety of front-line customer services</p>		<p>Application Form & Certificates</p> <p>Application Form & Interview</p> <p>Application Form & driving Licence</p> <p>Application Form & Interview</p>
EXPERIENCE & CAPABILITIES	<p>Senior Level experience in people management with ability to motivate and generate good team working</p> <p>Experience of performance monitoring</p> <p>Good written English skills</p> <p>Excellent presentation skills</p> <p>Experience of budget management</p> <p>Capable in use of figures/statistics</p>	<p>Leading of successful projects / initiatives across disciplines</p> <p>Experience of working in partnership with other local authorities / agencies</p>	<p>Application Form & References</p> <p>Application Form & References</p> <p>Application Form & Interview</p> <p>Application Form</p> <p>Application Form & Interview</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p>

	Able to demonstrate a commitment to the provision of customer focused services		& Interview Interview
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	ESSENTIAL	DESIRABLE	HOW ASSESSED (Application form, interview, test, references)
EXPERIENCE & CAPABILITIES (Cont'd)	Politically aware		Application Form & Interview
	Experience of dealing with Elected Members and of working in a local authority environment		Application Form & Interview
CHARACTER & DISPOSITION		Extensive post qualification experience at management level	Application Form & References
	Report Writing skills		Application Form & Interview
		Experience of writing and presenting reports	Application Form & Interview
	Confident		Interview
	Well motivated		Interview
	Enthusiastic		Interview
	Good Interpersonal Skills		Interview
	Forward Thinking		Application Form & Interview
	Able to prioritise effectively		Application Form & Interview
	Excellent communication skills covering a range of audiences		Application Form & Interview
	Able to cope in a challenging environment		Application Form & Interview

AGENDA ITEM NO 6

Board/Committee:	POLICY AND ORGANISATION BOARD
Date of Meeting:	4TH AUGUST 2011
Title:	WATERFRONT COMMUNITY FESTIVAL
Author:	CHIEF EXECUTIVE
Status:	FOR DECISION

Purpose

To advise members of a request for assistance from the Council received from the group organising the Waterfront Community Festival 2011.

Recommendation

The Board approves:

- a) the provision of a temporary grant (maximum £42,500) towards the Waterfront Community Festival 2011 to assist with cash flow.
- b) the grant to be subject to the following conditions:
 - (i) the Council will pay invoices for the Festival on behalf of the organisers
 - (ii) sponsorship/concessions/income to be paid directly to the Council
 - (iii) proper accounts to be audited by an independent professionally qualified person and provided to the Council following the event.
- c) The Council waive the hiring fee for Walpole Park for the period of the Festival in August 2011; maximum of nine days and the need for a deposit for reinstatement works.
- d) The Council provide reasonable printing, PR services and other staff costs as outlined in this report free as a contribution towards the 2011 Festival.
- e) The Council enter into a hiring agreement for the use of Walpole Park with the organisers and an agreement covering the award of the grant and the conditions set out in paragraph b above.

1.0 Background

- 1.1 The Council have organised a Waterfront music festival for a number of years. The Council has supported the festival both financially (£29,527.99 in 2010) and with officer time, printing, PR and other services.

- 1.2 In February 2011, the Council approved a budget for the financial year 2011/12. It was necessary to make significant savings across the Council's budgets to meet the cuts to the support grant by the Coalition Government and the Council budget did not include a financial contribution for the Waterfront Festival in 2011.
- 1.3 A group of local residents and businesses have recently formed an organisation to provide a festival in 2011. The festival is planned to take place on Walpole Park on the August Bank Holiday weekend 26-28 August and will be called the Waterfront Community Festival.
- 1.4 Councillor Henshaw has been playing a lead role in the creation of the organising group.

2.0 Waterfront Community Festival

- 2.1 The Waterfront Community Festival is to be funded by sponsorship, concessions and by a £1 entrance fee. There will be no entrance fee for children under 7 years of age.
- 2.2 The organising group have indicated that it is their ambition to become a legal entity and to organise a Waterfront Community Festival annually to continue the successful Gosport Waterfront Festival.
- 2.3 Financial figures provided indicate that the Festival is anticipated to cost £42,556 this year. Currently income of £42,770 is anticipated, including sponsorship and concessions. A local company has underwritten the gate income and will provide £15,000 to the Festival whatever the number attending over the three days.

3.0 Request for Assistance

- 3.1 I received a letter from Councillor Henshaw on the 27th July 2011 on behalf of the organising group asking for assistance from the Council in a number of areas.
- 3.2 As indicated above, the organising group are not yet a legal entity and do not have a bank account. They have requested that the Council, in effect, provide a temporary grant towards the Festival to help with cash flow and to enable the initial costs associated with the Festival to be paid. They propose the Council pay the invoices authorised by the group and also receive all income, sponsorship, concessions, etc as it is received. Proper accounts will be provided to this Council which will be audited by an independent professionally qualified person.
- 3.3 The Council are also asked to waive the hiring fee for Walpole Park for the period of the Festival, including set up and take down days.

For a period of nine days this would amount to £3,780. The Council are also asked to waive the requirement for a deposit (£420.00) for any reinstatement of the ground, but the group have indicated that they will undertake any reinstatement required by the Council.

- 3.4 The Council are also asked to produce printing and PR services free as support towards the Festival. It is estimated that printing costs will be approximately £2,300. Other costs will be staff time only.
- 3.5 The organising group have also requested the use of the Town Hall Committee Rooms for the three headline artists. This will enable the artists to change/relax before being transported to the Festival to perform. It is obviously essential that a responsible member of staff is on hand each day of the Festival to supervise and ensure security of the Town Hall is maintained. An officer who undertook this role in previous years has volunteered to perform this role again. He will do this for a total honorarium payment of £250. The Council would also bear this cost.
- 3.6 The Festival provides an opportunity for the local community to join together and increased community cohesion. The letter requesting assistance makes reference to the Big Society. The event will encourage local musicians to take part and provide them with an opportunity to perform to members of their community. It will make a contribution to the wellbeing of many Gosport residents.

4.0 Financial Implications/Risk Assessment

- 4.1 The organising group is a new entity who are not yet either legally or financially recognised but are working towards this for 2012.
- 4.2 The Council are asked to accept the risk of any costs for the Festival that are not covered by the sponsorship/concessions etc, although this is mitigated by the Council paying the invoices and receiving the sponsorship/concessions etc directly. If the Festival makes a loss, the Council will need to cover this loss. The Council's net exposure will not exceed £42,500 and will be reduced as income is received.
- 4.3 Any surplus from the 2011 festival will be available to the organisers to support the 2012 festival. If the money is not required for this purpose it will be repayable to the Council to cover its costs (Walpole Park hiring/printing) in supporting the 2011 festival.
- 4.4 The costs of the printing/PR services and waiving of the hiring fee for Walpole Park can be met within the 2011/12 budget. If the grant was not fully repaid, then this would need to be considered in a revision to the Council's budget for 2011/12.

5.0 **Conclusions**

- 5.1 The Council has supported an annual music festival in the Town Centre for a number of years.
- 5.2 Due to financial constraints, a budget was not provided for a 2011 Festival.
- 5.3 The group of local residents and businesses appear committed to continuing this annual event and are asking for support from the Council to help them deliver a 2011 Festival and position themselves to deliver a Festival in coming years.

Financial Services comments:	See section 4 of the report.
Legal Services comments:	The Council has the power to make grants where they consider it is likely to promote the environmental, economic and social wellbeing of its area.
Service Improvement Plan implications:	Nil
Corporate Plan Implications:	Nil
Risk Assessment:	See para 4.2
Background papers:	Nil
Appendices/Enclosures:	Nil
Report author/ Lead Officer:	Chief Executive