

# NORTH NORTHAMPTONSHIRE SHADOW AUTHORITY

## SHADOW SENIOR APPOINTMENTS COMMITTEE

9<sup>th</sup> July 2020

**Report of Councillor Martin Griffiths, Chair of the Senior Appointments Task and Finish Group.**

<b>Report Title</b>	Selection and Appointment for Permanent Senior and Statutory Officers
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### 1. Purpose

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This report puts forward recommendations from the Senior Appointments Task and Finish Group in relation to the selection and appointment of the permanent senior and statutory officer roles.

### 2. Recommendations

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- 2.1 The recruitment of a permanent Chief Executive and key senior and statutory roles is a significant and critical requirement in the shaping of the new North Northamptonshire Unitary Council.

The need to appoint the best candidates as early as possible to start shaping the new senior leadership team is paramount to achieving the aspirations of the North Northamptonshire Unitary Council and delivering the best outcomes for residents and employees. A National Recruitment campaign was developed and launched in May and June to initiate this search and existing employees were also encouraged to consider these roles.

The work of the Senior Appointments Task and Finish Group has focused on developing a selection and appointment approach that is inclusive and will enable those who have a real stake and an interest in these appointments to be a part of the process. We are proposing that partners, stakeholders, Members and employees play a role in helping to select the best candidates for the new Council.

- 2.2 It is therefore recommended that the Senior Appointments Committee:
1. ratifies and adopts the processes specified in paragraphs 3.2 a- d below
  2. delegates the function of appointing the senior appointments to a sub-committee (hereafter known as the 'interview panel'); ensuring that at least one member of the Shadow Executive Committee is in its membership;

3. delegates authority to the interview panel to:
  - a) Shortlist and interview suitably qualified applicants;
  - b) Recommend the most suitable person for the position.

*(This in accordance with the requirements set out in Part 4F of the Constitution (Staff Employment Procedure Rules).*

4. agrees that the interview panel comprises of 5 members for each of the roles advertised, with the exception of the shared Director of Children's Services role; and that the interview panel is representative of the political balance of the Shadow Authority;
5. agrees the proposed membership of the interview panel for each role as noted in section 4 of this report;
6. agrees the proposed stakeholder panels for each role as part of the recruitment and selection process as noted in section 5; including the composition of these panels; and delegates authority to the central implementation team lead officer for human resources to confirm their final composition and weighting, in consultation with the Chair and Deputy Chair of the Senior Appointments Committee..

### **3. Report Background**

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3.1 A national recruitment campaign was launched in the Municipal Journal on 28 May 2020 for the following roles:

- Chief Executive
- Director of Finance (Section 151)
- Director of Adult Social Services (DASS)
- Director of Legal and Democratic Services (Monitoring Officer)
- A shared Director Children's Services to sit across both unitary authorities; with oversight of the Children's Trust.

3.2 The Structural Changes Order requires that the Head of Paid Service, Monitoring Officer and Section 151 (Chief Finance Officer), be appointed before 31 December 2020. For the appointment of these posts the Shadow Authority's Constitution requires the Senior Appointments Committee to:

- a) Draw up a statement specifying the duties of the officer concerned and any qualifications or guidelines to be sought in the person to be appointed;
- b) Make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it;
- c) Make arrangements for a copy of the statement mentioned above to be sent to any person on request;
- d) Where the post has been advertised as required, the Committee will select from the applications a shortlist of qualified candidates and will then interview those included in the shortlist.

The terms a) – c) above were consulted on and agreed by the current leaders of the sovereign Councils based on the previous programme’s task and finish group which was established prior to new Shadow Authority formation in May 2020.

- 3.3 The terms of reference and the membership of the Senior Appointments Task and Finish Group was ratified by the Shadow Executive Committee on the 11 June 2020.
- 3.4 The Senior Appointments Task and Finish Group met on 15 June and 22 June to discuss and put forward the recommendations noted in this report in relation to the requirements set out in Part 4F, Staff Employment Procedure Rules, section 5.3 point (d).

**4. Senior Appointments Sub-Committee (the interview panel)**

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- 4.1 In accordance with Section 4.2 of the Staff Employment Procedure Rules, the Senior Appointments Committee is able to discharge its functions through a sub-committee (referred to in this report as the interview panel). As is the case with the committee itself, the interview panel will be subject to the requirements relating to political balance and must include at least one member of the Shadow Executive. Other members of the Shadow Authority, including members of the Overview and Scrutiny, are not precluded from being members of the interview panel.
- 4.2 As there is a high volume of roles; and likely to be more senior roles to appoint to in the near future, the Senior Appointments Task and Finish Group recommends that a sub-committee, comprising 5 members, is formed to discharge the function of appointing the senior appointments that are currently being advertised. The sub-committee will:
  - a) conduct the shortlisting and interviews
  - b) following the interviews, come to a view on the most suitable person for the position and advise the central implementation team lead officer for human resources of:
    - i. the name of the person in question; and
    - ii. any other particulars which the sub-committee consider are relevant to the appointment in accordance with the requirements set out in Part 4F of the Constitution (Staff Employment Procedure Rules).
- 4.3 The Task and Finish Group proposes that on each occasion the interview panel meets, it be formed with the following membership:

**4.3.1 The Chief Executive Role and Head of Paid Service Designation**

<b>Interview Panel</b>	
Member Name	Political Group
Cllr Russell Roberts (Shadow Executive Member) (Chair)	Conservative
Cllr Steven North	Conservative

Cllr Martin Griffiths	Conservative
Cllr Jason Smithers	Conservative
Cllr Tom Beattie	Labour

#### 4.3.2 Director of Finance and Chief Finance Officer / Section 151 Officer Designation

Interview Panel	
Member Name	Political Group
Cllr Ian Jelley (Shadow Executive Member) (Chair)	Conservative
Cllr Graham Lawman	Conservative
Cllr Glenvil Greenwood-Smith	Conservative
Cllr Lloyd Bunday	Conservative
Cllr Elise Elliston	Labour

#### 4.3.3 Director of Legal and Democratic Services and Monitoring Officer Designation

Interview Panel	
Member Name	Political Group
Cllr David Jenney (Shadow Executive Member) (Chair)	Conservative
Cllr Annabelle De Cappell-Brooke	Conservative
Cllr Tom Partridge- Underwood	Conservative
Cllr Jason Smithers	Conservative
Cllr Mark Pengelly	Labour

#### 4.3.4 Director of Adult Social Services and DASS Designation

Interview Panel	
Member Name	Political Group
Cllr Martin Griffiths (Shadow Executive Member) (Chair)	Conservative
Cllr Helen Howell	Conservative
Cllr Brian Skittrall	Conservative
Cllr Wendy Brackenbury	Conservative
Cllr Anne Lee	Labour

#### 4.3.5 Joint / Shared Director Children's Services Role and DCS Designation (Shared across North and West)

Previously, the Leaders of the existing councils shaped the initial organisational structure and agreed priority roles to be appointed. With regards to the Director of Children's Services role the decision was taken to have a joint/ shared role to enable the North and West Councils to effectively

lead and manage the government directed Children’s Trust for Northamptonshire.

For the selection and appointment of this post, the Task and Finish Group recommend a joint panel of North and West members; comprising 6 members in total - 3 members from the North Shadow Authority (including a member of the shadow executive).

The recommended North membership for this interview panel is:

<b>NORTH</b>	Member Name	Political Group
	Cllr Wendy Brackenbury (Shadow Executive Member) (Chair)	Conservative
	Cllr Scott Edwards	Conservative
	Cllr John McGhee	Labour

## **5. Other Particulars in relation to the appointment of Senior and Statutory Officers**

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- 5.1 As stated, in order to get the best candidates to drive and shape the new North Northamptonshire Council, the Task and Finish Group is proposing an inclusive selection and appointment approach. In addition to the Interview Panel, the Task and Finish Group recommends a number of stakeholder panels to review candidates and provide collated, structured feedback on key themes to the interview panel. There will also be an assessment day comprising psychometric tests to inform the panel.

The following stakeholder panels are recommended by the Task and Finish Group:

### **5.2 Chief Executive Role / Head of Paid Service Designation**

- Member Stakeholder Panel comprising 5 members;
- Partner Stakeholder Panel comprising partners from Health, Police, Education, community faith groups and the voluntary sector;
- Employee stakeholder group comprising employees from across the sovereign councils; including trade unions and employees.

The proposed member stakeholder panel names for this role are:

<b>Member Stakeholder Panel - CEX (Head of Paid Service)</b>
Member Name
Cllr Lesley Thurland
Cllr Annabelle De Cappell-Brooke
Cllr Barbara Jenney
Cllr Ken Harrington
Cllr Jean Addison

5.3 **Director of Finance (Section 151 Officer designation) and Director Legal and Democratic Services (Monitoring Officer designation)**

- Member Stakeholder Panel comprising 5 members;

The proposed member stakeholder panel names for the Director of Finance role are:

<b>Member Stakeholder Panel - Director of Finance (S151)</b>
Member Name
Cllr Mark Rowley
Cllr Andrew Weatherill
Cllr Gill Mercer
Cllr Lesley Thurland
Cllr Chris Stanbra

The proposed member stakeholder panel names for the Director of Legal and Democratic Services role are:

<b>Member Stakeholder Panel - Director of Legal and Democratic Services (MO)</b>
Member Name
Cllr Tim Allebone
Cllr David Brackenbury
Cllr Mike Tebbutt
Cllr Barbara Jenney
Cllr Bob Eyles

5.5 **Director of Adult Services Role (DASS designation)**

- Member Stakeholder Panel comprising 5 members;
- Partner Stakeholder Panel comprising from Health and Social Services.

The proposed member stakeholder panel names for the Director of Adult Services role are:

<b>Member Stakeholder Panel</b>
Member Name
Cllr Silvia Hughes
Cllr David Sims
Cllr Peter Morrall
Cllr Victoria Perry
Cllr Alison Dalziel

**5.6 Director of Children’s Services (DCS designation)**

- Partner Stakeholder Panel comprising Children’s Board, Children’s Trust, Local Safeguarding Board and Local Children’s Charities;
- A Children’s and Young People’s stakeholder group.

**5.7 Substitute Stakeholder Panel members**

The Task and Finish Group is also proposing a list of substitute members to cover any unplanned absence in the stakeholder panels. Where a panel member is unable to attend a proposed stakeholder panel meeting they should inform the HR Enabler who will check the availability of the substitutes and in her absolute discretion request that a vacancy be filled by another member who is available. The proposed substitutes comprise:

<b>Reserve members</b>
Member Name
Cllr Peter Wathen
Cllr Malcom Waters
Cllr Kevin Watt
Cllr Mark Dearing
Cllr Jonathan West

**6. Implications (including financial implications)**

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**6.1 Policy**

6.1.1 N/A

**6.2 Resources and Risk**

6.2.1 Recommendations have been made in accordance with the Staff Employment Procedure Rules within the Constitution.

**6.3 Legal**

6.3.1 The recruitment and selection process is in line with the statutory requirements set out in the Structural Changes Order and the agreed Shadow Authority Constitution.

**6.4 Equality and Health**

6.4.1 The recruitment process will be carried out in line with equalities legislation and best practice.

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