



**To members of the North Northamptonshire Shadow
Senior Appointments Committee:**

Dear Councillor,

Meeting: North Northamptonshire Senior Appointments Committee

Date: Tuesday, 15 September 2020

Time: 5:30 pm

Venue: Virtual meeting

Committee Membership:

Councillors Griffiths (Chair), Thurland (Vice Chair), De Capell-Brooke,
B Jenney, Addison.

Members of the North Northamptonshire Shadow Senior Appointments Committee are summoned to attend the above meeting to consider the items of business listed on the agenda appended to this summons.

Yours sincerely,

Liz Elliott, Interim Head of Paid Service,
North Northamptonshire Shadow Authority

Proper Officer, 11th September 2020

The meeting of the Shadow Senior Appointments Committee will be available for the public to view live at the 'Democratic Services North Northants' YouTube channel:-

https://www.youtube.com/channel/UCcH_JAaHaMtqHDeMQEVXi2q/videos

Agenda for the meeting of the North Northamptonshire Shadow Senior Appointments Committee taking place at 5.30pm, Tuesday 15 September 2020.

This agenda has been published by Democratic Services.
Contact: democraticservices@northnorthants.gov.uk

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Virtual Meetings

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Where there is a need for the Authority to discuss exempt or confidential business, the press and public will be excluded from those parts of the meeting only and will be unable to view proceedings.

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These procedures are included within the Shadow Authority's Constitution. Please contact democraticservices@northnorthants.gov.uk for more information.

Members' Declarations of Interest

Members are reminded of their duty to ensure they abide by the approved Member Code of Conduct whilst undertaking their role as a Shadow Councillor. Where a matter arises at a meeting which **relates to** a Disclosable Pecuniary Interest, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation.

Where a matter arises at a meeting which **relates to** other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but must not take part in any vote on the matter unless you have been granted a dispensation.

Where a matter arises at a meeting which **relates to** your own financial interest (and is not a Disclosable Pecuniary Interest) or **relates to** a financial interest of a relative, friend or close associate, you must disclose the interest and not vote on the matter unless granted a dispensation. You may speak on the matter only if members of the public are also allowed to speak at the meeting.

Members are reminded that they should continue to adhere to the Authority's approved rules and protocols during the conduct of meetings. These are contained in the Authority's approved Constitution.

If Members have any queries as to whether a Declaration of Interest should be made please contact Ben Smith at – ben.smith@northnorthants.gov.uk

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North Northamptonshire Shadow Senior Appointments Committee

At 5:30 pm on Thursday 9th July 2020

Held as a virtual meeting via Zoom

Present:-

Shadow Members

Councillor M Griffiths (Chair)
Councillor L Thurland (Vice-Chair)
Councillor A De Capell-Brooke
Councillor B Jenney
Councillor J Addison

Officers

M Cox – Director, Corporate Programme
M Devlin-Hogg – HR Enabler
B Smith – North Northamptonshire Democratic Services
P Goult – North Northamptonshire Democratic Services
B Gill – Interim Monitoring Officer

1 Apologies for Absence

No apologies were received.

2 Notifications of requests to address the meeting

It was confirmed that there were no requests to address the meeting.

3 Members' Declaration of Interest

Councillors were invited to declare any matters of interest on items to be discussed during the meeting. No declarations were made.

4 Announcements

The Chair informed the meeting that there were no announcements.

5 Selection and Appointment for Permanent and Senior Statutory officers

Martin Cox (Director, Corporate Programme) and Marie Devlin-Hogg (HR Enabler for the Future Northants Programme) presented a report putting forward recommendations from the Senior Appointments Task and Finish

Group in relation to the selection and appointment of permanent senior and statutory officer roles to the new North Northamptonshire Authority.

It was reported that the Task and finish Group had held two meetings, helping to create a very open, inclusive and best practice appointment process which would include engagement with stakeholders, partners, members, leaders and employees.

It was noted that since May, a recruitment exercise had been in progress which was a significant and critical requirement in the shaping of the new North Northamptonshire Unitary Council.

The five roles being appointed to were as follows:

- 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.

The Chair noted that it would be very to appoint the very best candidates for these important roles as early as possible in order that the senior appointees would share be able to share in members' goals, ambitions and aims for the new unitary authority.

It was clarified in respect of part six of the recommendations that the intention was for the implementation lead officer to work with the task and finish group at its next meeting to confirm final composition and weighting for the stakeholder panels.

It was anticipated that following the interview process, the appointments would go forward to the Shadow Authority for its approval during August and September 2020.

RESOLVED that:-

- (i) The processes specified in paragraphs 3.2 a- d of the report be ratified and adopted;
- (ii) The function of appointing the senior appointments be delegated to a sub-committee (known as the 'interview panel'); ensuring that at least one member of the Shadow Executive Committee is in its membership;
- (iii) Authority be delegated to the interview panel to:
 - a) Shortlist and interview suitably qualified applicants;
 - b) Recommend the most suitable person for the position.

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

- (iv) The interview panel will comprise 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;
- (v) The proposed membership of the interview panel for each role be approved, as noted in section 4 of the report;
- (vi) The proposed stakeholder panels for each role as part of the recruitment and selection process be approved, as noted in section 5 of the report; including the composition of these panels; and authority be delegated 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.

6 Exempt Items

The Chair informed the meeting that there were no exempt items to be determined on this occasion.

7 Urgent Items

The Chair informed the meeting that there were no urgent items to be determined on this occasion.

8 Close of Meeting

The Chair declared the meeting closed at 5:44 pm.

SHADOW SENIOR APPOINTMENTS COMMITTEE

15 September 2020

Report of the Shadow Senior Appointments Sub-Committee Interview Panels

| | |
|--------------|---|
| Report Title | Recommended appointments of the Statutory Officers for the new Senior Leadership Team of North Northamptonshire Council |
|--------------|---|

1. Purpose

This report proposes that the Shadow Senior Appointments Committee recommends the permanent appointment of Senior and Statutory Officer roles for North Northamptonshire Council, as detailed below, to the North Northamptonshire Shadow Authority.

2. Recommendations

2.1 That the Shadow Senior Appointments Committee recommends to the North Northamptonshire Shadow Authority that the following be confirmed as Directors and designated statutory officers for the North Northamptonshire Shadow Authority and the North Northamptonshire Council:

- Janice Gotts as Director of Finance and Statutory Section 151 Officer (Chief Finance Officer); to be appointed to a salary of £135,000 (*within the advertised grade of £130,000 - £140,000*)
- Adele Wylie as Director of Legal and Democratic Services and Statutory Monitoring Officer; to be appointed to a salary of £110,000 (*within the advertised grade of £110,000 - £115,000*)
- David Watts as Director of Adult Social Service and Statutory DASS officer; to be appointed to a salary of £135,000 (*within the advertised grade of £130,000 - £140,000*)
- Cathi Hadley as Shared Director of Children's Services and Statutory DCS (joint with West Northamptonshire Council); to be appointed to a salary of £150,000 (*within the advertised grade of £145,000 - £155,000*).

(Reason for Recommendations – The appointment of Statutory officers is for decision by the Shadow Authority. In line with government guidance and the importance of transparency and of objective justification for senior salaries the basis for the recommended salary is set out in this paper.)

3. Report Background

- 3.1 The appointment of the senior leadership team is a significant step towards establishing the new North Northamptonshire Council. It will enable Members, supported by the recently appointed permanent Chief Executive, Rob Bridge, to drive forward what is needed to successfully transition to the new unitary authority on 1st April 2021. The new Chief Executive will commence in his role on Monday 2nd November 2020.
- 3.2 The Northamptonshire (Structural Changes) Order 2020 specifies that, 'each shadow authority must before 31st December 2020 appoint a person to become, on and after that date: i) the Council's Monitoring Officer; ii) the council's Chief Finance Officer; and iii) the council's Head of Paid Service'.
- 3.3 Prior to the formation of the Senior Appointments Committee and the Senior Appointments Task and Finish group in June 2020, Council Leaders agreed that these three statutory roles, along with some further leadership roles in Adults and Children's social care, should be recruited to for the North Northamptonshire Council:-
- Chief Executive; incorporating Head of Paid Service statutory designation;
 - Director of Finance; incorporating Chief Finance Officer / S151(CFO) statutory designation;
 - Director of Legal and Democratic Services; incorporating the Monitoring Officer statutory designation;
 - Director of Adult Social Service; incorporating the DASS statutory designation;
 - A shared Director of Children's Services; incorporating the DCS statutory designation to sit across both unitary authorities; with oversight of the Children's Trust.
- 3.4 To ensure that we make the best appointments possible and ensure compliance with the Structural Changes Order (2020) to appoint statutory designations before 31st December 2020; leaders agreed to launch a national recruitment campaign in May 2020.
- 3.5 This campaign was developed by Leaders in conjunction with the Future Northants HR Programme and Penna, our external executive search partner. This resulted in a national advertisement campaign "Shaping our future" being launched in the Municipal Journal and online throughout the months of May and June. The Shadow Leader also positively encouraged internal employees to apply.
- 3.6 A benchmarking exercise was undertaken to agree salary ranges for these senior roles; based on roles in comparable Unitary councils, both in terms of the size and complexity of services delivered.
- 3.7 The Shadow Senior Appointments Committee and Task and Finish Group was established following the first Shadow Authority meeting in June 2020. The selection strategy and appointment process was developed in the Task and Finish Group meetings during June. The Shadow Senior Appointments Committee agreed a series of recommendations on 9th July 2020.

- 3.8 A transparent and inclusive selection approach was agreed; with the aim of involving as many Councillors and stakeholders as possible in these key appointment decisions. The Senior Appointments Committee on 9th July established a sub-committee (hereafter referred to as the interview panel), proposing individual memberships for each time the interview panel met in enabling the wider involvement of councillors in the decision making for each of the respective posts advertised. Advisory Member panels together with partner panels were also formed. The interview panels conducted the interviews confidentially during the 1st week of September 2020.
- 3.9 The interview panels were each led by a member of the Shadow Executive and included over 36 different members from across the Shadow Council in the multiple panels for each role. We were also very grateful for the positive involvement of stakeholders from our partners in Health, Police and the voluntary sector. Their valuable involvement and feedback gave the interview panels a different perspective on candidates and allowed the selection to take into account feedback on each candidate's approach to working with partners.
- 3.10 Our new Chief Executive, Rob Bridge, was also able to take part in the interviews as a senior adviser to the main panels; supporting the shaping of North Northamptonshire's new leadership team.
- 3.11 The appointment panels received a briefing and training on recruitment and selection prior to the interviews by the Local Government Association during July and August 2020.

4. Leadership Appointments – Panels and Recommended Appointments

4.1 Recommended Appointment of Director of Finance (CFO/ S151)

- 4.11 The main appointment panel was chaired by Cllr Jelley; who was joined by Cllr Greenwood- Smith, Cllr Lawman, Cllr Bunday and Cllr Elliston.
- 4.12 The appointment panel received a total of 10 applications for this recruitment campaign and longlisted 7 candidates to undertake the technical assessment process. 5 candidates were shortlisted and interviewed on Tuesday 1st September 2020.
- 4.13 The conclusion of the main appointment panel is to recommend the appointment of Janice Gotts as North Northamptonshire's permanent Director of Finance and Section 151 Officer.
- 4.14 Janice is currently the Deputy City Treasurer (Deputy s151 Officer) at Manchester City Council. Janice brings with her a wealth of experience in the public sector, working for over 30 years in both local government and the NHS. She has in-depth knowledge of local government finance and service delivery; as well as the political environment and regulatory framework within which it operates.

4.2 Recommended Appointment of Director of Legal and Democratic Services (MO)

- 4.21 The main appointment panel was chaired by Cllr Jenney (David); who was joined by Cllr Waters, Cllr Partridge-Underwood, Cllr Smithers and Cllr Pengelly.
- 4.22 The appointment panel received a total of 8 applications from this recruitment campaign and longlisted 6 candidates to undertake the technical the assessment process. 3 candidates were shortlisted and interviewed on Wednesday 2nd September 2020.

4.23 The conclusion of the main appointment panel is to recommend the appointment of Adele Wylie as North Northamptonshire's permanent Director of Legal and Democratic Services and Monitoring Officer.

4.24 Adele is currently the Director of Governance & Regulatory Services and Monitoring Officer for Melton Borough Council. She brings a wide range of management and leadership experience; as well as playing a lead role in transforming services.

4.3 Recommended Appointment of Director of Adult Social Services (DASS)

4.31 The main appointment panel was chaired by Cllr Griffiths; who was joined by Cllr Howell, Cllr Skittrall, Cllr Brackenbury and Cllr Lee.

4.32 The appointment panel received a total of 17 applications from this recruitment campaign and longlisted 9 candidates to undertake the technical the assessment process. 4 candidates were shortlisted and interviewed on Thursday 3rd September 2020.

4.33 The conclusion of the main appointment panel is to recommend the appointment of David Watts as North Northamptonshire's permanent Director of Adult Services (DASS).

4.34 David is currently the Director of Adult Services (DASS) for the City of Wolverhampton Council. He is an experienced director in local government, with a national profile; as well as a qualified social worker with over 20 years' service in adult social care.

4.4 Recommended Joint Appointment of Director of Children's Services (DCS)

4.41 This role has been agreed by North and West Northamptonshire Councils as a joint role and a joint appointment. The agreed employer for this shared role is North Northamptonshire Council from 1st April 2021.

4.42 The joint appointment panel comprised:

Cllr Brackenbury (Wendy), Cllr Edwards and Cllr McGhee for the North Shadow Authority; and Cllr Golby, Cllr Baker and Cllr Birch for the West Shadow Authority.

4.43 The appointment panel received a total of 5 applications from this recruitment campaign and longlisted 2 candidates to undertake the technical assessment process. 1 candidate was shortlisted and interviewed on Tuesday 8th September 2020.

4.44 The conclusion of the joint appointment panel is to recommend the appointment of Cathi Hadley as the shared Director of Children's Services for the North and West Northamptonshire Councils; and the shared DCS Statutory Officer designation for both councils.

4.45 Cathi is currently the Director of Children's Services/DCS for Northamptonshire County Council. Cathi is a highly experienced senior leader who has successfully undertaken roles in both the private and the public sector. Ensuring the delivery of quality services for children and families has been a core driver throughout her career.

5. Issues and Choices

- 5.1 In accordance with part F of the Shadow Authority's Constitution, the Staff Employment Procedure Rules the recommendation for each of the above appointments was sent in confidence to each member of the Shadow Executive Committee in order to establish if any member of the Shadow Executive Committee has any objection to the proposed appointment. No objections from the Leader, on behalf of the Shadow Executive Committee have been raised to this recommendation.
- 5.2 A summary of recommendations regarding these senior and statutory appointments are included in this report to the Senior Appointments Committee for approval.
- 5.3 Subject to ratification of the recommended appointments by the Shadow Authority, a start date will be confirmed with the candidates; taking into account their notice obligations.

6. Implications (including financial implications)

6.1 Policy

- 6.11 The appointment of Statutory Officers by 31 December 2020 is a requirement that is laid down in the Northamptonshire (Structural Changes) Order 2020.

6.2 Resources and Risk

- 6.21 The appointment of Statutory Officers will enable a safe and legal transition from the shadow authority to the Unitary Council in 2021.

6.3 Legal

- 6.31 The appointments to the Statutory Officer designations ensures compliance with the Northamptonshire (Structural Changes) Order 2020.

6.4 Equality and Health

- 6.41 The appointment process followed a fair and transparent process. Eligible candidates were invited to apply to a national and open recruitment campaign.

Report Author:

**Marie Devlin-Hogg – Unitary HR Enabler, Future Northants Programme
(On behalf of the North Northamptonshire Shadow Senior Appointment Sub-Committee
Interview Panels)**