

Shadow Senior Appointments Committee

At 6:00 pm on Monday 23rd November 2020

Held as a virtual meeting via Zoom

Present: -

Shadow Members

Councillor M Griffiths (Chair)
Councillor L Thurland
Councillor B Jenney

Councillor J Addison
Councillor A de Capell Brooke

Officers

N McLoughlin –
Policy and Projects Manager
F McHugo –
North Northants Democratic Services

M Cox –
Director Corporate Programme
P Goult –
North Northants Democratic Services

1. Apologies

No apologies had been received.

2. Members' Declarations of Interest

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

3. Notifications of requests to address the meeting

No requests to address the meeting had been received.

4. Announcements

There were no formal announcements. The Chair invited Members and officers to provide a few words of introduction.

5. Minutes of the Previous Meeting

The minutes of the committee meeting held on 15th September 2020 had been circulated.

The minutes were **MOVED** by Councillor Addison and **SECONDED** by Councillor Thurland.

RESOLVED that: -

- (i) The minutes of the Shadow Senior Appointments Committee held on 15th September 2020 be approved and signed by the Chair as a correct record.

6. Selection and Appointment of the Executive Director of Place and Economy

The Committee noted that the new Chief Executive/Head of Paid Service had commenced developing a draft tier 1-3 officer leadership structure for North Northamptonshire Council. This structure built upon the previous Blueprint work undertaken by the Shadow Authority and following discussion with other senior colleagues. This structure had been shared with the Senior Appointments Task and Finish Group. The views of both trade unions and other colleagues were being sought and consultation was still on-going.

It had been identified that a senior role of Executive Director of Place and Economy was required in the new leadership structure. This would be a tier 2 Chief Officer role. It was being proposed that the post would be advertised both internally and externally, with colleagues from sovereign councils encouraged to apply.

The report indicated that recruitment and selection to remaining tier 3 roles (non-Chief Officer roles) would be delegated to the Chief Executive/Head of Paid Service, in consultation with the Leader of the Shadow Authority.

The report before Members put forward recommendations in relation to the process and procedure to be followed in relation to the selection and appointment of the Executive Director of Place and Economy. The report outlined the proposed recruitment methodology to be used, including the composition of the appointment panel and Member and external stakeholder panels.

The Committee noted that the Senior Appointments Task and Finish Group had been consulted on the approach to recruiting to this Executive Director position. The Group's recommended process and procedure were detailed within the report.

The Group were recommending that an Appointment Panel be established to discharge the function of appointing the Executive Director. The Panel would –

- (i) Conduct the shortlisting and interviews; and
- (ii) Following the interviews, come to a view on the most suitable candidate for the position and advise the Head of Paid Service of –
 - (a) The name of the preferred candidate; and
 - (b) Any other particulars which the Appointment Panel consider relevant to the appointment in accordance with the requirements set out in Part 4F of the Shadow Authority's Constitution (Staff Employment Procedure Rules).

The Head of Paid Service would act as the senior advisor to the Appointment Panel. Once the Head of Paid Service had received the name of the preferred candidate, he would advise the Shadow Executive Committee, and subject to no objections being received, the Shadow Senior Appointments Committee would meet to confirm any appointment. The decision of the Committee would then be subject to a call-in period of 5-days.

The report detailed as part of the appointment process, it was being recommended that a Member Stakeholder Group and an External Partner Stakeholder Panel be established. Any feedback or comments on the candidates being interviewed would be fed back to the Appointment Panel and assist in informing their decision on a preferred candidate.

The Member Stakeholder Group would include a cross-section of Members from the Shadow Authority. The External Partner Stakeholder Group would comprise partners from voluntary, business, and public sector organisations.

Councillor Griffiths commented that he welcomed the increase in membership of the Member Stakeholder Group. It was important that as many Members as possible were able to engage in the process, and their views considered by the Appointment Panel.

Councillor Addison queried whether substitution arrangements would be put in place, should any Member be unable to attend a Panel. Mr Cox confirmed that, in consultation with the Chair, another Member would be approached if required to ensure a Panel had full membership.

The recommendations were **MOVED** by Councillor de Capell Brooke and **SECONDED** by Councillor Addison.

RESOLVED that: -

- (i) The process specified in the report in Sections 5 and 6 be ratified and adopted;
- (ii) Delegate the function of appointing the Executive Director of Place and Economy to an Appointment Panel;
- (iii) Delegate authority to an Appointment Panel to –
 - (a) Shortlist and interview suitably qualified applicants; and
 - (b) Recommend the most suitable person for the position;
- (iv) The Appointment Panel comprise of 5 Members, is representative of political balance, and at least one Member of the Senior Appointments Committee is in its membership;
- (v) The proposed membership of the Appointment Panel as noted in Section 5 of the report be agreed; and
- (vi) The proposed Stakeholder Panels (as noted in Section 6 of the report) be agreed, and delegated authority to confirm their final composition to the HR Workforce Policy and Projects Manager, in consultation with the Chair of the Senior Appointments Committee.

7. Close of Meeting

Meeting closed at 6:16 pm.