



STAFF & APPOINTMENTS COMMITTEE

15th August 2022

INTERIM HEAD OF PAID SERVICE & CHIEF EXECUTIVE CONTRACT OF EMPLOYMENT

Report of the Interim Director of HR/OD

Purpose of the Report

This report follows the agreement at Full Council on 27th July 2022 for the appointment of Rick O'Farrell as the Interim Head of Paid Service and Chief Executive.

The purpose of this report is to confirm the contents of the contract of employment for Mr O'Farrell with Staff and Appointments Committee in the role of Interim Head of Paid Service & Chief Executive aligned with the terms of the JNC for Chief Executives.

It is proposed that the interim appointment remains in place under these conditions until a full-time substantive appointment is made to the post of Head of Paid Service and Chief Executive.

Recommendations

To agree the following recommendations:

1. To receive the report.
2. Confirm the content of the Offer Letter and Statement of Particulars Contained in Appendix 1.
3. Note the updated Interim Head of Paid Service Job Description with Mr O'Farrell's agreed full time salary of £195,000 in Appendix 2.

[Link to Corporate Plan](#)

This report is relevant to all areas of the Corporate Plan as it relates to ensuring that the Council is compliant with the constitution and fulfilling its legal duties and requirements to ensure that there is an effective and fit for purpose staffing establishment.

Key Issues and Background

- Following the departure of the former Chief Executive, it was agreed by Full Council on 27th July 2022 to appoint Mr Rick O'Farrell on an interim basis to the position of Head of Paid Service and Chief Executive and it was resolved that this arrangement would be in place until such time as a permanent appointment is made.
- It was agreed at Full Council that Mr O'Farrell's tenure would commence from 1st August 2022.
- Given the short timescales between Full Council agreement, and Mr O'Farrell being required to take up the post, it was not possible to have the contract of employment put before this Committee.
- Full Council agreed to Mr O'Farrell's appointment on a full-time basis.
- Mr O'Farrell had until 31st July 2022 been remunerated based on a four and half day working week (33.33 hours per week), under his previous position as Interim Executive Director Regeneration, and Accountable Officer Advance Northumberland.

Statutory Obligations and Pay Policy

There are certain statutory appointments which must be made. The Local Government and Housing Act 1989 section 4 requires that the Council designate one of its officers as Head of the Paid Service (usually the Chief Executive) who is responsible for preparing reports on the way the local authority's staff is organised, on the authority's staffing needs and on the coordination of the way in which the authority's functions are discharged.

In addition, by section 38 of the Localism Act 2011 the Council is required to produce a Pay Policy each financial year. Approval of the Pay Policy is a matter for full Council and cannot be delegated. The Council's current Pay Policy is 2022/2023 and sets out details, amongst other things, of the payment to chief officers.

The Staff & Appointments Committee is therefore required to consider and approve contract of employment set out in Appendix 1 for Rick O'Farrell into the Interim Head of Paid Service and Chief Executive on a salary of £195,000 in line with the Council's agreed Pay Policy 2022/23 as follows,

"Notwithstanding any other requirement of the Constitution, any appointment within the Council that attracts a salary package of £100,000 or more will be considered and approved by the Staff & Appointments Committee. Salary package in this respect includes salary and any other fees, allowances, bonuses and benefits in kind that the post holder would routinely be entitled to".

Members are asked:

Members are asked to agree the following recommendations:

- To receive the report.
- Confirm the content of the Offer Letter and Statement of Particulars Contained in Appendix 1.
- Note the updated Interim Head of Paid Service Job Description with Mr O'Farrell's agreed full time salary of £195,000. Appendix 2.

Implications

Policy	Oversight of HR Policies and Procedure
Finance and value for money	An interim arrangement is deemed to be appropriate in relation to finance and value for money and it is a statutory requirement that the Council has a Head of Paid Service in situ. The cost of the appointment can be met from existing budgets.
Legal	The Local Government and Housing Act 1989 section 4 requires that the Council designate one of its officers as Head of the Paid Service.
Procurement	n/a
Human Resources	The interim appointment has been made in line with appropriate interim employment recruitment processes. Relevant legal implications have been set out in the body of this report.
Property	N/A
Equalities (Impact Assessment attached) Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	The recruitment for this process has been in line with best practice in relation to promoting equality and diversity within the Council's recruitment processes.
Risk Assessment	Consistent with Independent Corporate Governance Review (Caller Report)
Crime & Disorder	N/A
Customer Consideration	N/A
Carbon reduction	N/A
Health and Wellbeing	The recommendations will support the health and wellbeing of Council Employees at varying levels within the organisation
Wards	The recommendations not related to any particular ward but cover the whole of Northumberland.

Report sign off.

Authors must ensure that officers and members have agreed the content of the report:

	Full Name of Officer
Monitoring Officer / Interim Director of Governance	Suki Binjal
Executive Director of Finance & S151 Officer	Jan Willis
Deputy Chief Executive	Discharged by the Monitoring Officer and Interim Director of HR/OD
Chief Executive	N/A
Portfolio Holder(s)	N/A

Authors and Contact Details

*This report has been prepared by HR & OD Service Director
Contact details:*

Appendix 1

Separate and confidential as it contains Mr O'Farrell's personal data



PART A: SENIOR MANAGEMENT JOB DESCRIPTION

DIRECTORATE:	Chief Executive
SERVICE:	The Council
JOB TITLE:	Interim Chief Executive (incorporating the role of Head of Paid Service) – H059
GRADE:	Spot salary £195,000 per annum
RESPONSIBLE TO:	The Council
RESPONSIBLE FOR:	All services
Employees:	Corporate Executive Directors, Heads of Service and other statutory post holders. All employees of the Council indirectly.
Budget:	Full Council Budget (Capital, Revenue & Pensions).
Other Resources	Grants, staff and contractors assigned to the Council from time to time.

JOB PURPOSE:

Lead the Council's paid service in providing excellent services to the people of Northumberland

Act as the Council's lead adviser on matters of overall policy and management, including the co-ordination of strategic planning, budgeting and performance management.

Exercise management responsibility over, and provide leadership and direction to, the Senior Management Team.

KEY STATUTORY/STRATEGIC RESPONSIBILITIES:

Provide timely advice to the Council on all matters of policy and statutory requirements to enable the Council to make informed decisions.

Undertake the functions of the Head of Paid Service in accordance with Section 4 of the Local Government and Housing Act, 1989, including promoting the effective, economic and efficient deployment of the Council's resources.

Establish and drive forward a corporate management style and identity, and a performance management culture which reflects the Council's Vision and Values.

Support Members of the Council in developing their vision and priorities and advise the Council on the most appropriate response to internal and external pressures for change. Ensure the paid service is organised optimally to deliver agreed strategy and lead and co-ordinate significant programmes of change to the Council's organisation, culture and structure.

Ensure appropriate mechanisms are in place to monitor and control the administration, organisation and management of the Council's resources and activities. Recommend any changes perceived to be necessary in the interests of value for money. Determine the most effective utilisation and deployment of resources (Human, Physical and Financial) in order to implement the Council's priorities and statutory responsibilities within allocated budgets in an imaginative and innovative way.

Build effective and constructive relationships with key stakeholders and partners in order to promote successful partnership arrangements within Northumberland and relevant Partner Organisations and to promote the Council regionally and nationally.

Ensure effective mechanisms for establishing and monitoring high standards and effectiveness of all aspects of relevant service provision. Ensure that robust Finance, Audit, Health and Safety and Scrutiny arrangements are in place. Ensure effective governance arrangements are in place to discharge the Council's statutory and legislative responsibilities.

Ensure the delivery and co-ordination of excellent service delivery across the whole Council.

Manage the Council's reputation, ensuring that it acts at all times in the best interests of Northumberland and that its activities are explained to stakeholders in an open and transparent manner.

PRINCIPAL ACCOUNTABILITIES

1. To Lead on the restructure of the Senior Council Leadership including the recruitment of a permanent Head of Paid Service and Chief Executive, Monitoring Officer and s151 Officer as an organisational priority and implement the immediate action plan following the Caller review and report.
2. Provide strategic management and professional advice to the Council, on all matters of corporate strategy and policy. Ensure that all relevant Strategic Plans, policies and statutory requirements are effectively developed and implemented.
3. Ensure the provision of timely and accurate advice and information to the Council, and relevant political management, on the development and review of corporate policies and strategies.
4. Determine the most effective utilisation and deployment of resources (Human, Physical and Financial) in order to implement the Council's priorities and statutory responsibilities within allocated budgets in an imaginative and innovative way.
5. Ensure the provision of robust mechanisms for establishing and monitoring the standard and effectiveness of corporate strategies, policies and practices.
6. Establish and maintain effective corporate management and communication systems and processes, in conjunction with senior colleagues, ensure that employees at all levels are fully aware of their respective roles, functions and responsibilities and changes to legislation or Council policies.
7. Provide strategic leadership and direction to the Council and Senior Management Team so as to promote performance management initiatives and systems. Promote the support and development of staff through appraisal, training and development programmes. Promote and maintain a positive relationship with all employees and their respective trade unions in the interests of developing a climate of harmonious and constructive employee relations.
8. Actively promote the role of the Council at local, regional and national level as appropriate.
9. Ensure effective joint working and planning with all relevant external agencies, so as to maximise the Council's role, function and influence in relation to all aspects strategic direction and service provision.
10. As the leader of the Executive Team, take a lead role in establishing the future direction and shape of the Council. Ensure full compliance with corporate policies and processes by management and staff across the Council and actively promote and encourage the adoption of Council policies and initiatives.
11. Promote good relations between all Groups and Services of the Council with a view to achieving the most effective deployment of resources, and the most effective performance of its functions in order to achieve a co-ordinated approach to the development and provision of Council Services.
12. Show competence in all elements of the Council's competency framework.

13. Any other duties consistent with the nature, level and grade of the post as may be assigned by the Council.

PART B: SENIOR MANAGEMENT PERSON SPECIFICATION

DIRECTORATE:	Chief Executive
SERVICE:	The Council
JOB TITLE:	Interim Chief Executive
GRADE:	Spot salary £195,000 per annum

Qualifications

- Masters level Degree or an equivalent demonstrable portfolio of experience.
- Evidence of recent relevant Senior Management & Leadership Training and application.
- Appropriately qualified to undertake the statutory Head of Paid Service and role.

Experience, Knowledge and Skills

- Recent extensive experience and consistent achievement at a senior management level within an organisation of comparable scope and complexity.
- Experience of successful strategic management and a proven track record of leading in the formulation and delivery of strategic objectives and policies within a large, multi-disciplined organisation.
- A demonstrable track record of leading and managing multi-disciplinary teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners.
- Extensive experience and demonstrable success in the generation and management of major organisational and cultural change and of securing the support of others in the process.
- The experience, acumen and awareness to operate successfully in a political environment.
- Extensive experience of Executive management within a comparable organisation.
- A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.
- Evidence of success in building and enhancing the reputation of an organisation with external bodies and the media.
- Thorough knowledge and understanding of relevant legislation, national policy issues and best practice.
- Strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems.

- Outstanding interpersonal and communication skills to relate effectively to, and command the respect trust and confidence of employees, Council Members, the community and other stakeholders.
- IT Skills and awareness.

Motivation

- An inspirational, motivational, enthusing leader with a clear vision for Services with high levels of energy, stamina and resilience.
- Fully committed to the principles and values underpinning the Council
- A strong corporate orientation and a commitment to tackling issues in a non-departmental manner.
- Personality, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners and other stakeholders.

PART C: SENIOR MANAGERS CORE COMPETENCIES

Working with Partners

- work collaboratively across services and directorates to deliver corporate excellence
- work collaboratively with external partners to deliver excellent service
- seek opportunities for partnership working at a local, regional, national and European level
- clarify expectations, objectives and working arrangements of partnerships
- contribute effectively to multi-partner projects

Serving our Community

- promote the Community Plan
- seek and act on feedback from the community
- influence Service and Corporate plans to reflect community needs
- develop, deliver and improve access to services based on an awareness and understanding of the diverse community
- promote equality of opportunity in service delivery

Working within the Political Arena

- understand and actively support the role of Councillors
- understand and actively support the democratic process within Northumberland County Council
- recognise the impact of Government and legislation on Council strategy and services
- consult, support and keep Councillors informed

Delivering Excellence

- understand how corporate performance is measured
- monitor and evaluate services in relation to objectives and performance indicators
- establish a culture that embraces the agreed Vision and Values
- be positive ambassadors for the organisation
- contribute to strengthening corporate leadership capacity
- identify opportunities where organisational performance could be improved

Focusing on the Future

- scan the external environment, look ahead, assess strategic options and develop the Council in the medium and long term
- lead the development and implementation of corporate policy at a strategic level

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- challenge what we do and how we do it
 - influence relevant national and regional organisations and partners
 - connect plans, policies, strategies and services to provide consistent service delivery
 - generate innovative ideas
 - translate strategy into action
 - consider the implications of decisions across the Council and act in the overall interests of Council performance

Building Shared Vision and Values

- scan the internal environment and engage employees in compelling visions of the future
- create an environment in which a culture embracing Vision and Values can thrive
- involve all stakeholders in building a vision for the future
- have a clear picture of the direction the organisation is taking and communicate it with insight, energy and vision
- translate the Council's vision into practical and achievable plans

Strengthening Corporate Leadership Capacity

- continuously develop the political leadership and managerial interface
- operate with others as a cohesive senior managerial team
- create time with staff and other managers for discussion about their development rather than fire-fighting
- coach and mentor staff and other managers
- lead, delegate and empower others at a strategic level
- identify and develop potential senior managerial successors

Promoting and Facilitating Change

- critically evaluate the reasons that prompt change and take appropriate action
- proactively steer internal change
- proactively manage the exchange of information between the public and the organisation
- consider the resource implications of change
- anticipate and respond to emotional and morale issues brought about by change
- monitor and evaluate the change process to ensure aims are met