



Northumberland
County Council



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STAFF & APPOINTMENTS COMMITTEE

20th December 2022

PROPOSED APPOINTMENT PROCESS – INTERIM MANAGEMENT ARRANGEMENTS AND PERMANENT RECRUITMENT OF DIRECTOR OF WORKFORCE AND ORGANISATIONAL DEVELOPMENT

Report from the Interim Chief Executive

Purpose of report

This report sets out the interim management arrangements that have been put in place following the departure of Leanne Furnell, Interim Service Director for HR/OD, on 31 October 2022 and reminds the Committee of the requirements to follow the Officer Employment Procedure Rules in relation to the appointment (or dismissal) of all Chief Officers and Deputy Chief Officers. Sarah Farrell has been asked to act up into the role, pending the approval of this Committee.

If approved, it is proposed that the interim appointment remains in place until a full-time substantive appointment is made to the post of Director of Workforce and OD.

It is intended that the newly created role of Director of Workforce and OD be created and will replace the role of Service Director for HR/OD. This report seeks approval of the job description for the role of Director of Workforce and OD and remuneration for this role. The report also seeks approval for proposed selection methodology and an associated recruitment timeline.

Recommendations

The Committee is recommended to:

- Approve the interim arrangements as set out in this report.
- Subject to no substantial and well-founded objection being notified by the Leader of the Council, in accordance with Part 4.3 of the Constitution (Officer Employment Procedure

- Rules), approve the interim appointment of Sarah Farrell as Interim Service Director for HR/OD (Band 16) until 31 July 2023 or until a permanent appointment is made to the role.
- Approve the job description (appendix 1) and remuneration for the permanent Director of Workforce and Organisational Development as Band 16.
 - Approve the proposed selection methodology and timescales as set out in the appendices 2 and 3 for the permanent recruitment to the role of Director of Workforce and Organisational Development

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

The former Interim Service Director for HR/OD, Leanne Furnell, submitted her notice of resignation and her last day of employment was on 31 October 2022. Ms Furnell's role was at Band 16. With effect from 1 November 2022, Ms Furnell's Deputy, Ms Farrell, has been acting up pending approval from Staff and Appointments Committee (StAC). Ms Furnell's role was at Band 16, Director level. Ms Farrell has been asked to act up as Service Director - HR/OD, Band 16 and the associated salary will be £96,416.

Consideration was given to recruiting externally for a temporary Director of HR. However, as the Council was due to advertise for a permanent Director of HR within the next few months, it is considered more sensible and cost effective for someone internally to act up into the role on a temporary basis. It is therefore recommended that Ms Farrell acts up as Ms Furnell's replacement until a permanent replacement is recruited. The permanent appointment will be made subject to approval of this Committee.

Ms Farrell will report directly to the Chief Executive, making the role a Chief Officer, as defined by the Localism Act 201.

The Local Authorities (Standing Orders) (England) Regulations 2001 (as amended) requires that, where a Council is operating a Cabinet and Leader model of governance, before any offer of appointment is made to a Chief or Deputy Chief Officer, the Proper Officer designated for that purpose, notifies the Leader and every member of the Cabinet of the intention to make the appointment, the name, salary and other relevant particulars of the post, and allows the Leader and Cabinet an opportunity to make any substantial or well-founded objections to that appointment, before the appointment is made.

These provisions apply irrespective of whether the appointment is made by the full Council, a Committee, or by an officer of the Council delegated to do so. The provisions are broadly set out in Part 4.3 of the Northumberland County Council Constitution, in the Officer Employment Procedure Rules. These rules apply whether the appointment is permanent or interim.

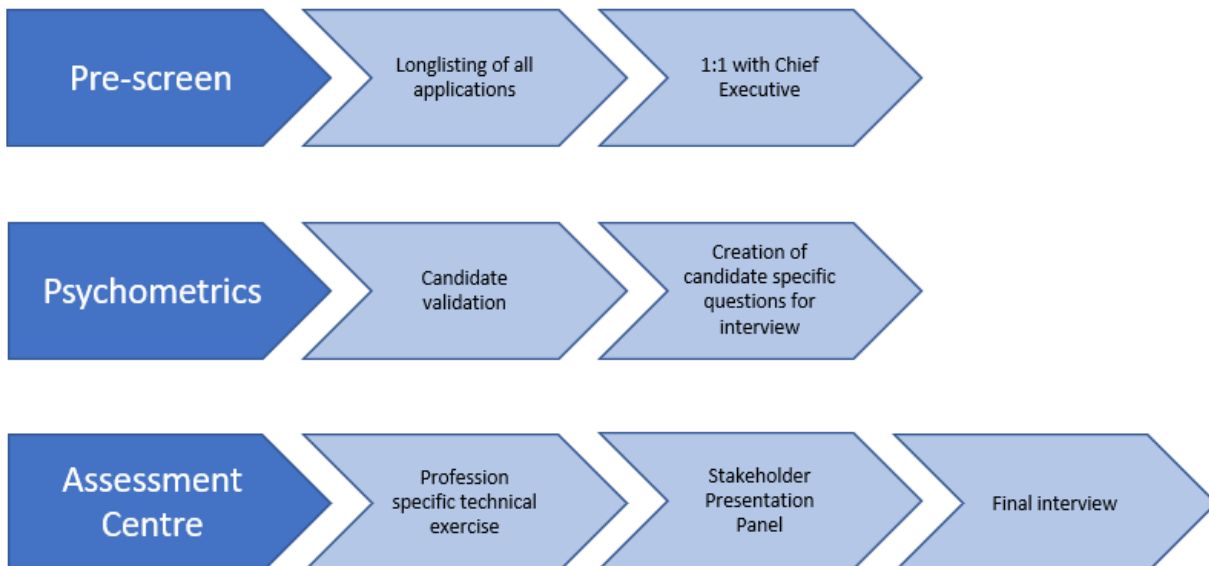
In the event that the Committee approves this recommendation, the Proper Officer, who is the interim Chief Executive, will give the necessary notice to the Leader and Cabinet and will confirm

whether any objections have been received within the relevant period. In the event that any objections are raised, the matter will be referred back to this Committee for further consideration.

In the event that Ms Farrell wishes to be considered for the permanent position of Director of Workforce and Organisational Development, she will be required to apply for the position. The successful candidate will need the approval of this Committee before appointment.

Recruitment process for appointment of permanent Director of HR/OD

- Process



- First stage pre-screening interview to check for initial suitability against the essential criteria. This will be conducted by Penna accompanied by technical experts specific to the role. Longlisted candidates will have an initial 1:1 with the Chief Executive prior to being considered for shortlisting.
- Psychometric Assessment to gain information on candidate personality and potential suitability against the role profile. Psychometric assessment will also allow the mapping of desirable values and behaviours against personality attributes and traits. Candidates will be asked to devise a presentation to the interview panel based on their individual profile.

The tool that is proposed to be used is called 'Lumina' and will be administered by a company called 'Odyssey'. An example lumina report is available at appendix 2.

The report will be written with specific emphasis on the Nolan Principles/code of conduct and the council's values.

In addition, it is proposed that we use the 'Leadership Judgement Indicator' or 'LJI'. This is a judgement test that seeks to demonstrate the quality of decisions taken by a leader and identify their preferred leadership style.

1. Creation of a Director Assessment Centre. This will be designed to be delivered in-person, using a combination of in-house assessors and co-ordinators and external support from Penna. To include:
 - a. A presentation to a comprehensive panel of staff / senior managers / stakeholders

- b. A Structured interview conducted by a cross-party panel comprising group leaders and portfolio holders.

- Timeline

The draft timeline is available in Appendix 3. The process has been structured to keep to very tight timelines, keeping candidate interest and momentum, while affording the opportunity to ensure all constitutional approval requirements are fully adhered to.

- The next steps

Once a preferred candidate has been identified, the Staff and Appointments Committee will meet and consider approval of the appointment.

Implications

Policy	An efficient, fit for purpose Senior Management structure is essential to fulfil the County Council's statutory functions and to discharge specific legal obligations set out under the Local Government and Housing Act and other relevant legislation.
Finance and value for money	Senior Management arrangements must be delivered within the agreed budget envelope set by full council as part of the annual budget setting process. These arrangements must deliver value for money, ensuring economic, efficient and effective arrangements are in place. It is not expected that the interim management arrangements will be at any additional costs to the council.
Legal	Legal responsibilities are set out within the main body of the report. The Officer Employment Procedure Rules are set out in part 4.3 of the Constitution. Chief Officer and Deputy Chief officer is defined in s43 of the Localism Act 2011.
Procurement	Not applicable
Human Resources	Relevant HR policies and employment legislation will be adhered to at all stages.
Property	Not applicable
Equalities (Impact Assessment attached) Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Not applicable
Risk Assessment	A risk assessment will be undertaken and regularly maintained.

Crime Disorder &	Not applicable.
Customer Consideration	Although not directly applicable, the interim executive structure must be capable of fulfilling our duties regarding service delivery to all of our residents.
Carbon reduction	Not applicable.
Health and Wellbeing	Not applicable
Wards	All wards

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
Interim Chief Executive	Rick O'Farrell
Portfolio Holder(s)	Staff & Appeals Committee

Authors and Contact Details

This report has been prepared by Clare Sample, Lawyer, and Sarah Farrell, Interim Service Director of HR/OD

Contact details: clare.sample@northumberland.gov.uk / 07814 075165
sarah.farrell@northumberland.gov.uk / 07770 971 861