



Northumberland County Council

STAFF & APPOINTMENTS COMMITTEE

24 May 2023

Appointment of Chief Officers and Deputy Chief Officers

Report of the Chief Executive and Head of Paid Service

1. Purpose of the Report

- 1.1 The purpose of this report is to seek agreement to the proposed appointment of a number of named Chief and Deputy Chief Officers in roles which have been approved as part of the agreed senior management restructure.
- 1.2 The Committee will recall that at its meeting on 25 April 2023, arrangements for the filling these roles was agreed and that proposed postholders Chief and Deputy Chief Officer roles and roles attracting a salary of £100k or more and will be subject to the approval of StAC at a future meeting of this Committee.
- 1.3 This report also reminds the Committee of the requirements under the Officer Appointment Procedure Rules in relation to the appointment (or dismissal) of all Chief and Deputy Chief Officers. Accordingly, please note that all the appointments referred to in this report are subject to no substantial and well-founded objections being notified to the Leader of the Council, in accordance with Part 4.3 of the Constitution (Officer Appointment Procedure Rules).

2. Recommendations

2.1 To agree the following recommendations:

- 2.1.1 To accept the proposals of the Chief Executive in respect of the appointment of named individuals to the Chief and Deputy Chief Officer roles.

- 2.1.2 To agree that in the event that any objection is received from the Leader and/or Cabinet that the appointment in question be referred back to this Committee for urgent consideration.
- 2.1.3 To note that confirmation of appointments to individuals will then be made immediately and that the new management structure will go live on 1 June 2023

3. Links to Corporate Plan

- 3.1 This report is relevant to all areas of the Corporate Plan as it relates to the senior management appointments in the organisation. This necessarily must be fit for purpose to deliver the Plan in an effective and efficient manner.
- 3.2 The Chief Executive continues to have direct oversight of all in scope appointments to ensure that the management population is best able to deliver the priorities of the administration. In parallel, this will enable enhanced coordination and integration through progressive service alignment whilst ensuring consistency and the application of good governance.

4. Process

- 4.1 As the Committee will recall, following approval of the restructure in April, several Chief and Deputy Chief Officer roles (referenced in a table) then needed to be filled. The process adopted is contained within the Council's management of change policy which itself has been rigorously applied through the whole of the restructure activity since October 2022.
- 4.2 Most of the roles now under consideration are proposed to be filled by a "slot in" process. In line with the council's management of change policy, posts are identified as suitable for slotting in when the duties and responsibilities of the new role remain the same or are broadly similar to the old role.
- 4.3 It should be noted that 8 roles are to be advertised externally and internally in order to ensure that a competitive process is conducted and the best fit in terms of skills and experience for the Council is secured. It is anticipated that recruitment activity will be completed by the end of June with the balance of proposed appointments then being considered by this Committee in July.
- 4.4 Details of proposed slot-ins and appointments to in-scope roles is set out in table 1 below

Table 1

Role in new structure	Designation	£100k+ salary	Agreed band	Proposed Appointee
Director of Corporate Strategy and Communications	Chief Officer		16	Philip Hunter
Head of Communications and Engagement	Deputy Chief Officer		14	Vacant
Head of Policy and Performance	Deputy Chief Officer		14	Vacant
Head of Legal (Deputy MO)	Deputy Chief Officer		14	Vacant
Head of Member Services and Elections (Deputy MO)	Deputy Chief Officer		14	Vacant
Head of Internal Audit and Risk Management (Chief Internal Auditor)	Deputy Chief Officer		14	Kevin MacDonald
Head of HR	Deputy Chief Officer		14	Vacant
Head of OD and Culture	Deputy Chief Officer		14	Vacant
Chief Fire Officer / Director of Public Protection	Chief Officer	X	17	Paul Hedley
Deputy Chief Fire Officer	Deputy Chief Officer	X	17	Graeme Binning
Assistant Chief Fire Officer	Deputy Chief Officer		16	James McNeil
Head of Public Protection	Deputy Chief Officer		14	Vacant
Director of Economic Development and Growth	Deputy Chief Officer		16	Janice Rose
Director of Environment and Transport	Deputy Chief Officer	X	17	Paul Jones
Director of Housing and Planning (Chief Planning Officer)	Deputy Chief Officer	X	17	Rob Murfin
Director of Children's Social Care, Young People & Families	Deputy Chief Officer	X	17	Graham Reiter
Director of Education, SEND and Skills	Deputy Chief Officer	X	17	David Street
Director of Strategic Change	Deputy Chief Officer		16	Kelly Gardner
Director of Finance & Procurement (Deputy S151)	Deputy Chief Officer	X	17	Alison Elsdon
Director of Digital & IT	Deputy Chief Officer		16	Chris Thompson
Internal Change Consultant	Deputy Chief Officer		14	Lou Redpath
Director of Stronger Communities	Deputy Chief Officer		16	Nigel Walsh
Public Health Consultant	Deputy Chief Officer		14	Jon Lawler
Public Health Consultant	Deputy Chief Officer		NHS	Jim Brown
Public Health Consultant	Deputy Chief Officer		NHS	Pam Lee
Director of Assessments and Safeguarding	Deputy Chief Officer		16	Vacant
Director of Integrated Commissioning	Deputy Chief Officer		NHS	Rachel Mitcheson
Head of Systems, Performance and Finance	Deputy Chief Officer		14	Colin Dickson

Officer Employment Procedure Rules

- 4.5 The appointment of Chief Officers and Deputy Chief Officers must be carried out in accordance with the Officer Employment Procedure Rules (see below). In addition, where the salary or pay band (range) is over £100k, approval of this Committee is required in line with the Council's pay policy.
- 4.6 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.
- 4.7 The Proper Officer designated for this purpose is the Chief Executive/Head of Paid Service. Accordingly, the Council's Chief Executive and Head of Paid Service will discharge the functions as required under the Officer Employment Procedure Rules.
- 4.8 The roles in scope taking account of the above are set out in table 1 (excluding those previously approved / in post).

5. Next Steps

- 5.1 Following consideration and approval of the appointments by the Committee, the Chief Executive will notify 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.
- 5.2 If any objection is received from the Leader and/or Cabinet, then the matter will immediately be referred to this Committee for urgent consideration.
- 5.3 Assuming no objections are received, confirmation of appointments to individuals will then be made immediately and that the new management structure, in respect of these posts, will be effective from 1 June 2023.
- 5.4 In parallel, the balance of posts not filled will go out to open competition and be advertised internally and externally with the aim of all remaining appointments confirmed in July 2023.

Implications

Policy	Oversight of HR policies and procedures
Finance and value for money	Permanent appointments to these roles is deemed to be appropriate and the cost of appointment will be met from within the Council's revenue budget.
Legal	<p>Under the Pay Policy Statement, the Council has delegated to StAC the function to appoint and approve any roles that attract a salary of £100k or more.</p> <p>Under the Local Authorities (Standing Orders) (England) Regulations 2001, where a Council operates a Leader and Cabinet model of governance, before any appointment is made to Chief or Deputy Chief Officer, the Proper Officer designated for that purpose notifies the Leader and every member of the Cabinet on the intention to make the appointment, the name, the salary and other relevant particulars of the post, allowing any well-founded objections, before an appointment is made.</p> <p>Chief Officer is defined in s43 of the Localism Act 2011 as follows:</p> <ul style="list-style-type: none"> • The head of the authority's paid service • The monitoring officer • Any statutory chief officer: <ol style="list-style-type: none"> 1. The person having responsibility, for all statutory purposes (inc. s151 of the Local Government Act 1972), for the administration of the authority's financial affairs. 2. The Director of Children's Services appointed under s18 of the Children Act 2004. 3. The Director of Adult Social Services appointed under section 6 (A1) of the Local Authority Social Services Act 1970 (as amended by the Children Act 2004). 4. The Director of Public Health appointed under s73A (1) of the National Health Service Act 2006. 5. The Director of Education appointed under s532 of the Education Act. 6. The Chief Fire Officer of a fire brigade maintained under the Fire Services Act 1947 and appointed under regulations made under section 18(1)(a) of that Act. • Any non-statutory officer: <ol style="list-style-type: none"> 1. A person for whom the head of the authority's paid service is directly responsible. 2. A person who in relation to most of their duties is required to report direct or is directly accountable to the head of paid service and any person who similarly is required to report direct or is directly accountable to the authority or its committees.

	<p>A Deputy Chief Officer is a person who, as respects all or most of the duties of their post, is required to report directly to one or more of the Chief Officers.</p> <p>StAC will also determine the terms and conditions relating the employees of the Council including the remuneration and terms of employment for the Head of Paid Service and Chief and Deputy Chief Officers.</p>
Procurement	Agreed via procurement process for independent recruitment consultant in respect of external advertising of relevant posts.
Human Resources	All processes referenced in this report will be made in line with appropriate employment policies and relevant legal advice has been sought as required.
Property	N/A
Equalities (Impact Assessment attached) Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	This process will be conducted in line with best practice in relation to promoting equality and diversity within the Council's employment processes.
Risk Assessment	Consistent approved Management Restructure with Corporate Governance Review
Crime & Disorder	N/A
Customer Consideration	N/A
Carbon reduction	N/A
Health and Wellbeing	The recommendations will support the health and wellbeing of employees
Wards	Not related to any ward but cover the whole of Northumberland

Appendices

Background papers:

N/A

Linked Reports

- 1) StAC report and Minutes – February 2023
- 2) StAC report and Minutes – April 2023

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 Transformation & Resources	Jan Willis
Chief Executive	Helen Paterson
Portfolio Holder(s)	StAC

Authors and Contact Details

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