



Northumberland County Council

STAFF & APPOINTMENTS COMMITTEE

28 July 2023

Appointment of Deputy Chief Officers – Director of Assessment and Safeguarding, Director of Economic Growth, Head of HR, Head of OD and Culture, Head of Public Protection

Report of the Chief Executive and Head of Paid Service

1. Purpose of the Report

1.1 The purpose of this report is to confirm and set out to the Staff and Appointments Committee the outcome of selection processes and to seek approval for the appointment of the preferred candidates for the following roles:

- a) Director of Assessment and Safeguarding
- b) Head of HR
- c) Head of OD and Culture
- d) Head of Public Protection
- e) Director of Economic Growth

1.2 Attached to this report are confidential (part 2) exempt appendices setting out the applications of the preferred candidates.

1.3 The Committee will recall at its meeting on 25 April 2023, that the above vacant roles A-D resulted from the senior management review. The role of Director of Economic Growth (role E) became vacant as a result of the resignation of the current postholder.

1.4 This report also reminds the Committee of the requirements under the Officer Employment Procedure Rules in relation to the appointment (or dismissal) of all Chief and Deputy Chief Officers. Accordingly, please note that 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 Employment Procedure Rules).

2. Recommendations

To agree the following recommendations:

- 2.1 To accept the findings of the selection panel that the preferred candidate be appointed to the role of Director of Assessments and Safeguarding. Details are set out in the attached confidential appendix 1a.
- 2.2 To accept the findings of the selection panel that the preferred candidate be appointed to the role of Head of HR. Details are set out in the attached confidential appendix 1b.
- 2.3 To accept the findings of the selection panels that the preferred candidate be appointed to the role of Head of OD and Culture. Details are set out in the attached confidential appendix 1c.
- 2.4 To accept the findings of the selection panel that the preferred candidate be appointed to the role of Head of Public Protection. Details are set out in the attached confidential appendix 1d.
- 2.5 To accept the findings of the selection panel that the preferred candidate be appointed to the role of Director of Economic Growth. Details are set out in the attached confidential appendix 1e.
- 2.6 To agree that in the event that any objection is received from the Leader and/or Cabinet that the appointments in question be referred back to this Committee for urgent consideration.
- 2.7 To note that offers of employment will be subject to all necessary pre-employment checks.
- 2.8 To note that the effective date of commencement of employment is to be confirmed following all the necessary pre-employment checks.
- 2.9 To agree National Joint Council for local government salaries as follows:

Role	Band	Range	Salary
Director of Assessment and Safeguarding	16	£96,416 - £105,006	£96,416
Head of HR	14	£73,511 - £82,100	£79,240
Head of OD and Culture	14	£73,511 - £82,100	£79,240
Head of Public Protection	14	£73,511 - £82,100	£73,511
Director of Economic Growth	16	£96,416 - £105,006	£96,416

3. Process and Timeline

3.1 All vacancies at Head of Service level and above were shared with this committee on 25 April 2023 in the context of the senior management review report. The rate of recruitment to these roles has varied due to different processes being deployed dependent on the specific nature of the role.

3.2 The vacancy of Director of Economic Growth occurred subsequently to the report of 25 April and has been brought about by the resignation of Janice Rose.

3.3 The respective selection processes were as follows:

3.3.1 Director of Assessments and Safeguarding

Senior Adult Social Care managers are a known skills shortage area. The Executive Director of Adults, Ageing and Wellbeing concluded that there was a strong internal field and that there was little merit in advertising the role externally. Accordingly, this post was advertised internally, and a single candidate was shortlisted. A comprehensive selection process was undertaken involving Lumina psychometric assessment, presentation and formal interview with a panel comprising the Executive Director of Adults, Ageing and Wellbeing, the Executive Director of Children, Young People and Education, the Director of Integrated Commissioning and a Senior HR Manager.

3.3.2 Head of HR

This vacancy was advertised concurrently internally and externally with the assistance of a recruitment partner 'Sullivan Brown'. The vacancy attracted a great deal of interest and a number of strong candidates were longlisted. Longlisted candidates were invited to an informal discussion with the Director of Workforce and OD to understand their motivations for applying for the role and for assessment of their fit against Council's values. Four candidates were shortlisted for interview and were invited to complete a Lumina psychometric assessment.

A presentation and structured interview with a panel comprising the Director of Workforce and OD, the Executive Director of Adults, Ageing and Wellbeing and an external independent HR consultant took place on 21 June 2023. Based on performance at interview, the top two candidates were invited to attend a timed exercise on 7 July 2023.

3.3.3 Head of OD and Culture

This vacancy was advertised concurrently internally and externally with the assistance of a recruitment partner 'Sullivan Brown'. The vacancy attracted a great deal of interest and a number of strong candidates were longlisted. Longlisted candidates were invited to an informal discussion with the Director of Workforce and OD to understand their motivations for applying for the role and for assessment of their fit against Council's values. Five candidates were shortlisted for interview and were invited to complete a Lumina psychometric assessment.

A presentation and structured interview with a panel comprising the Director of Workforce and OD, the Director of Strategic Change and Service Improvement and an external independent HR consultant took place on 20 June 2023. Based on performance at interview, the top candidate was invited to attend an assessed discussion with members of the BEST programme delivery team on 6 July 2023.

3.3.4 Head of Public Protection

Under the agreed restructure the previous Head of Housing and Public Protection post was split into two separate positions - Head of Housing and Head of Public Protection. Discussions between the now retired Head of Housing and Public Protection and the Chief Fire Officer concluded that, as with the Head of Housing position, there were individuals within the service with the necessary skills, experience and expertise to be considered for progression and there was therefore no immediate merit in advertising externally. Accordingly, this post was advertised internally, and a single candidate was shortlisted. A comprehensive selection process was undertaken involving Lumina psychometric assessment, presentation and formal interview with a panel comprising the Deputy Chief Fire Officer, the Executive Director of Place and Regeneration and a Lead HR Adviser.

3.3.5 Director of Economic Growth

Senior regeneration specialists are a known skills shortage area. The Executive Director of Place and Regeneration concluded that there was a strong internal field and that there was little merit in advertising the role externally. Accordingly, this post was advertised internally, and a single candidate was shortlisted. A comprehensive selection process was undertaken involving Lumina psychometric assessment, presentation and formal interview with a panel comprising the Executive Director of Place and Regeneration, an elected member and portfolio holder, the outgoing postholder and an HR Manager.

4. The Preferred Candidates

4.1 In all cases, conclusions were reached following a thorough assessment of the candidates' skills, knowledge and experience. The processes also considered candidate fit against the Council's values and the Nolan Principles. The candidate application forms (confidential) are attached as appendices to this report (1a, 1b, 1c, 1d and 1e).

4.2 All candidates have been informed that they are the preferred candidates for the roles and have indicated acceptance of the conditional offer of appointment. The offers made subject to relevant pre-employment checks, the recommendation of this Committee and the Officer Employment Procedure Rules (as set out below).

5. Officer Employment Procedure Rules

5.1 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.

5.2 Accordingly, for these purposes, all of the aforementioned roles are deemed to be deputy chief officers.

5.3 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.

Implications

Policy	Oversight of HR policies and procedures
Finance and value for money	Permanent appointments to these roles are 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. <ul style="list-style-type: none"> • 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	Contracting of the recruitment partnering company mentioned at 3.3.2 and 3.3.3 was conducted in accordance with procurement guidelines
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

Confidential – CVs of preferred candidates

- 1a) Director of Assessment and Safeguarding
- 1b) Head of HR
- 1c) Head of OD and Culture
- 1d) Head of Public Protection
- 1e) Director of Economic Growth

Background papers:

N/A

Linked Reports

StAC report and minutes – 25 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	Stephen Gerard
Executive Director of Transformation & Resources	Jan Willis
Chief Executive	Helen Paterson

Authors and Contact Details

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