



# Northumberland County Council

This report is on the public agenda, but the committee will be advised to consider a resolution excluding the public from the meeting while they are considering some additional information about the issue.

Staff and Appointments Committee

29 May 2024

## **Appointment of Deputy Chief Officer - Director of Integrated Commissioning and Performance**

**Report of Councillor(s)** Cllr Glen Sanderson, Leader of Council

**Responsible Officer(s):** Dr Helen Paterson, Chief Executive

### **1. Link to Key Priorities of the Corporate Plan**

1.1 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 is fulfilling its legal duties and requirements to ensure that there is an effective and fit for purpose staffing establishment.

### **2. Purpose of report**

2.1 A selection exercise took place on 15 May 2024. This report seeks approval of the preferred candidate resulting from this exercise – Phil Howells. Attached to this report is a confidential (part 2) exempt appendix setting out the application of the preferred candidate.

2.2 This report also reminds the Committee of the requirements under the Officer Employment Procedure Rules in relation to the appointment of all Chief and Deputy Chief Officers. Accordingly, please note that the appointment referred to in this report is subject to no substantial and well-founded objections being notified to the Leader of the Council, in accordance with Part 9 of the Constitution (Officer Employment Procedure Rules).

### 3. Recommendations

- 3.1 To accept the conclusion of the selection panel that the preferred candidate (Phil Howells) be appointed to the role of Director of Integrated Commissioning and Performance. The candidate's CV outlining their skills and experience are set out in the attached confidential appendix 1.
- 3.2 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.
- 3.3 To note that the offer of employment has been made subject to satisfactory completion of all necessary pre-employment checks.
- 3.4 To note that the effective date of commencement of employment is yet to be confirmed and will depend on notice periods and the rate of check completion.
- 3.5 To recommend to full Council that the Director of Integrated Commissioning and Performance receives staff benefits in line with all Council employees and remuneration of £109,081 per annum within pay band 16 (this cost excludes employer's national insurance and employer's pension contributions). Band 16 is presented below

<b>BAND 16</b>	64	<b>£100,157</b>
	65	<b>£103,133</b>
	66	<b>£106,107</b>
	67	<b>£109,081</b>

### 4. Process and timeline

- 4.1 A proposed appointment process for the role of Director of Integrated Commissioning and Performance was agreed by this committee on 22 February 2024. The most recent postholder has been deployed elsewhere within their host organisation (ICB) therefore the post has been vacant since 30 June 2023.
- 4.2 This role was advertised externally on The Council's own platform, on 'Indeed', 'Linked In', 'Northeast Jobs', 'NHS Jobs', 'MJ', 'The Guardian' and 'Local Government Jobs'. The advert closed on 28th April 2024. A total of 11 applications were received and of these, 3 were shortlisted to take part in a selection process.
- 4.3 The selection process took place on 15th May 2024. The process consisted of an Internal Stakeholder's Panel with a 20-minute presentation followed by questions and a main panel with a 10 minute presentation followed by questions. The main interview selection panel consisted of the: Executive Director - Adults, Ageing and Wellbeing; Executive Director - Public Health, Inequalities and Stronger Communities; Service Director - Transformation and Integrated Care NHS Northumberland Clinical Commissioning Group and Northumberland County Council.
- 4.4 Following the conclusion of the selection process, Phil Howells was identified as the preferred candidate.

## 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, appointment of the Director of Integrated Commissioning and Performance is deemed to be a deputy chief officer.
- 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.

## 6. Implications

<b>Policy</b>	Oversight of HR policies and procedures
<b>Finance and value for money</b>	A permanent appointment to this role is deemed to be appropriate and the cost of appointment will be met from within the Adults, Ageing and Wellbeing staffing budget
<b>Legal</b>	The functions of the Staff and Appointments Committee are as follows: a) To discharge the Council's functions of the employer in relation to the Chief and Deputy Chief Officers. b) To consider, approve, or make recommendations to the County Council, in relation to any changes to the overall structure of the Council's workforce, and the number and designation of Chief Officer and Deputy Chief Officer posts. c) To determine the terms and conditions relating to employees of the County Council to include the remuneration and terms and conditions of employment for the Head of Paid Service and Chief and Deputy Chief Officers.
<b>Procurement</b>	N/A
<b>Human resources</b>	The appointment will be made in line with appropriate employment recruitment processes. Relevant legal implications have been set out in the body of this report
<b>Property</b>	N/A

<b>The Equalities Act: is a full impact assessment required and attached?</b>	No - no equalities issues identified The appointment will be conducted in line with best practice in relation to the promotion of equality and diversity within the Council
<b>Risk assessment</b>	Consistent with the approved management structure
<b>Crime and disorder</b>	N/A
<b>Customer considerations</b>	N/A
<b>Carbon reduction</b>	N/A
<b>Health and wellbeing</b>	N/A
<b>Wards</b>	Not related to any particular ward but covers the whole of Northumberland

## 7. Appendices

Appendix 1 – CONFIDENTIAL - Application of preferred candidate

## 8. Links to other key reports already published

[StAC report 22 February 2024 - Proposed reconfiguration of role in response to ending of joint arrangement and selection process for vacant Director of Integrated Commissioning and Performance – Adults, Ageing and Wellbeing](#)

## 9. Author and Contact Details

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