

## **STAFF APPOINTMENTS COMMITTEE**

**31<sup>st</sup> October 2023**

<b>REPORT TITLE:</b>	APPOINTMENT OF TIER 2 AND TIER 3 CHIEF OFFICERS – ONETEAM TRANSFORMATION PROGRAMME
<b>REPORT OF:</b>	JONATHAN STEPHENSON – CHIEF EXECUTIVE
<b>REPORT IS FOR:</b>	DECISION

### **REPORT SUMMARY**

To appoint a Sub-Committee that will comprise an interview panel for the selection of Tiers 2 and 3 roles as part of the OneTeam Transformation Programme.

### **RECOMMENDATIONS**

- R1 -** To appoint a Sub-Committee to act as a Member interview panel, as set out in this report.
- R2 -** That appointments to the Sub-Committee be made on a pro rata basis to the 5 seats on the Sub-Committee.

### **SUPPORTING INFORMATION**

#### **1.0 REASON/S FOR RECOMMENDATIONS**

- 1.1 The Council is seeking to recruit to 2 Strategic Director posts (Section 151 Officer) and (Commercial and Regeneration) post.
- 1.2 The current Director of Place is due to leave the Council at the end of the calendar year and there is accordingly a need to recruit to this post to ensure continuity in the New Year.

## **2.0 BACKGROUND INFORMATION**

- 2.1 On 25 January 2022 the Council agreed the Strategic Partnership between the Council and Rochford District Council (RDC). As part of this partnership, the Chief Executive was given delegated authority to create a single officer team supporting both councils. The roles being recruited to sit within tiers 2 and 3 of the officer team structure.
- 2.2 Both Councils have engaged SOLACE to support with this recruitment based on best value for money and recent performance. The selection process will include:-
- Psychometric testing – a personality assessment and a numerical and verbal reasoning assessment;
  - Assessment centre - bespoke assessment exercises designed to assess candidates against role requirements; and
  - Member interview panel.

## **3.0 MEMBER INTERVIEW PANEL**

- 3.1 The Committee and the RDC equivalent – Chief Officer Appointments Committee – must each convene a Sub-Committee. Both Sub-Committees will then come together to comprise the Member interview panel.
- 3.2 It is proposed that the Council's Sub-Committee shall comprise of 5 Members pro-rata to the political alignment of the Council and its terms of reference are:-
- To make recommendations in respect of the relevant Tier 2 roles to Full Council and to make recommendations in respect of the relevant Tier 3 role to be appointed by the Committee.
- 3.3 Both Sub-Committees must agree on the proposed candidates which they believe should be appointed. Each Sub-Committee needs only to come to a majority decision as to its preferred candidates but both Sub-Committees must agree before the candidates can be recommended for appointment.
- 3.4 SOLACE and the Chief Executive will advise the Member interview panel in their deliberations.
- 3.5 The Committee and the RDC – Chief Officer Appointments Committee will then be reconvened to formally appoint the Tier 3 candidate and to recommend their preferred candidates to Full Council for the 2 Strategic Director roles.
- 3.6 The Member interview panel will conduct interviews on 30 November, 1 and 4 December 2023; times and venue to be advised. Training for Members of the Member interview panel will be provided by SOLACE on the afternoon of 22 November 2023.

#### **4.0 RELEVANT RISKS**

- 4.1 The appointment of a single unified officer team is intrinsic to the Strategic Partnership with RDC.
- 4.2 It is necessary to appoint candidates jointly with RDC in order to fulfil the ambitions of the Strategic Partnership.

#### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 The costs associated with this recruitment process will be met from the overall OneTeam Transformation Programme budget, the Council's share of which was agreed by Council on 25 January 2022. The main cost will be SOLACE support which was budgeted at £34,000.

#### **6.0 LEGAL/GOVERNANCE IMPLICATIONS**

- 6.1 Appointment of Chief Officers is defined within Part 3 of the Council's Constitution.
- 6.2 Pro-rata for the Sub-Committee comprises:-
- |                      |   |
|----------------------|---|
| Joint Administration | 3 |
| Conservatives        | 2 |

#### **7.0 EQUALITY & HEALTH IMPLICATIONS**

- 7.1 There are none arising from this report.

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#### **SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
<b>Staff Appointments Committee</b>	<b>10/9/2021</b>
<b>Staff Appointments Committee</b>	<b>1/6/2022</b>
<b>Staff Appointments Committee</b>	<b>16/6/2022</b>
<b>Staff Appointments Committee</b>	<b>14/7/2022</b>
<b>Council</b>	<b>27/7/2022</b>
<b>Staff Appointments Committee</b>	<b>27/9/2022</b>

**Staff Appointments Committee**

**21/3/2023**