

# AUDIT GOVERNANCE AND APPOINTMENTS COMMITTEE

**26 June 2024**

<b>REPORT TITLE:</b>	APPOINTMENT OF A TIER 2 and TIER 3 CHIEF OFFICER – ONETEAM PARTNERSHIP
<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 a Tier 2 and Tier 3 role as part of the OneTeam Partnership.

## 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 will, in so far as is practicable, reflect the political balance of the Council.

## SUPPORTING INFORMATION

### 1.0 REASON/S FOR RECOMMENDATIONS

- 1.1 The Council is seeking to recruit to the Strategic Director – Finance (Section 151 Officer) and the Director of People and Governance.
- 1.2 Both positions are currently being covered on an interim basis which is due to end on the 31 August 2024 and there is accordingly a need to recruit to these posts to ensure continuity of service.

### 2.0 BACKGROUND INFORMATION

- 2.1 On 26 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 For the Strategic Director – Finance (Section 151) both Councils have engaged Allen Lane to support with this recruitment based on best value for money and recent performance. The selection process will include:-

- Assessment centre - bespoke assessment exercises designed to assess candidates against role requirements; and
- Member interview panel.

2.3 For the Director of People and Governance, the role has been externally advertised previously on two occasions, without appointments being made. Officers have undertaken to cover the role on an interim basis since the 1 June 2023 and it is felt that it would be appropriate to advertise internally in the first instance. The selection process will include:-

- 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 3 Members and will, in so far as is practicable reflect the political balance of the Council and its terms of reference are:-

To make recommendations in respect of the Tier 2 role to Full Council.

To make recommendations in respect of the Tier 3 role to the Audit, Governance and Staffing Committee.

3.3 Both Sub-Committees must agree on the proposed candidate which they believe should be appointed. Each Sub-Committee needs only to come to a majority decision as to its preferred candidate but both Sub-Committees must agree before the candidate can be recommended for appointment.

3.4 The member interview panel will be provided appropriate advice in their deliberations by the Chief Executive and Human Resources.

3.5 The Committee and the RDC – Chief Officer Appointments Committee will then be reconvened to recommend their preferred candidate to Full Council for the Strategic Director – Finance (Section 151 Officer) and to the Chief Officer Appointments Committee for the Director of People and Governance.

3.6 The Member interview panel will conduct interviews on 15 July 2024 and depending on the number of applicants, possible the 16 July 2024, times and venue to be advised. Training for Members of the Member interview panel will be provided, if required.

#### **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 existing budgets and shared equally with RDC. The main cost will be Allen Lane support which is budgeted at approximately £15,000 plus VAT, therefore £7,500 plus VAT for each Council.

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

- 6.1 Appointment of Chief Officers is defined within Part 3 of the Council's Constitution.

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

- 7.1 There are none arising from this report.

**REPORT AUTHOR: Name:** Jonathan Stephenson  
**Title:** Chief Executive  
**Phone:** 01277 312500  
**Email:** jonathan.stephenson@brentwood.rochford.gov.uk

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

<b>Council Meeting</b>	<b>Date</b>
Staff Appointments Committee	10/9/2021
Staff Appointments Committee	1/6/2022
Staff Appointments Committee	16/6/2022
Staff Appointments Committee	14/7/2022
Council	27/7/2022
Staff Appointments Committee	27/9/2022
	21/3/2023
Staff Appointments Committee	31/10/2023
	07/12/2023
Council	13/12/2023
Staff Appointments Committee	12/02/2024
	12/03/2024
Council	13/03/2024