

NORTH NORTHAMPTONSHIRE JOINT COMMITTEE (NNJC)

STATUTORY OFFICER APPOINTMENTS WORKING GROUP

SCOPING DOCUMENT

1. Purpose/Objectives of this Working Group

- To consider and prepare a report for the North Northamptonshire Shadow Authority, for prior approval by the NNJC, which will recommend a recruitment process for the selection of:-
 - Interim Head of Paid Service (HoPS);
 - Interim Chief Finance Officer (CFO);
 - Interim Monitoring Officer (MO);
 - And if appropriate a Returning Officer (RO) for the purpose of the first elections to the new unitary body; and
- To recommend a recruitment process for the selection of:-
 - Permanent Head of Paid Service (HoPS).

2. Outcomes Required

Interim Appointments (Internal applicants only)

Draft job descriptions/person specifications for the interim positions (compliant with relevant legislation);

A recruitment process (compliant with the Structural Change Order) for the interim positions;

A selection process for the interim positions; and

Any terms & conditions issues identified that require determination.

Permanent Appointment

Draft job descriptions/person specification for the position of permanent Head of Paid Service (compliant with relevant legislation);

A recruitment process (compliant with the Structural Change Order) for the permanent position of Head of Paid Service;

A selection process for the position of permanent Head of Paid Service; and

Any terms & conditions issues identified that require determination.

3. Information

Information required

- Examples of best and recent practice (to include West Northamptonshire, Dorset etc)
- Legal advice where required
- Human Resources input including from East Midlands Councils (EMC)
- Structural Change Order (SCO)

Methods used to gather and receive information

- Officer reports
- Presentations
- Desktop research

4. Timetable for completion of the Tasks

The dates and times of the Statutory Officer Appointments Working Group are as set out in the table below. It is unlikely that all of these meetings will be required.

Date	Time	Location
4 th September 2019	10:00 am	Kettering
TBC		Kettering
TBC		Kettering

As the Structural Change Order (SCO) is unlikely to have completed its Parliamentary process until December 2019, it was agreed that an interim report only be presented to the North Northamptonshire Joint Committee by the Group Chair on 16th September 2019. This would allow the Group to respond to any issues arising out of the final text of the Order when it is laid in Parliament (October 2019).

The Group recognised there were three distinct topics to be covered:-

- i) Interim statutory officers;
- ii) Permanent Head of Paid Service; and
- iii) Permanent Chief Finance Officer and permanent Monitoring Officer (this to be confirmed by NNJC).

5. Responsible Officers

Sarah Macintosh	Human Resources Manager	Kettering Borough Council
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Stella Jinks	Human Resources Manager	Shared Service - Corby BC, BC of Wellingborough, East Northamptonshire DC
David Pope	Democratic Services	Kettering Borough Council
Sam Maher	Director of HR and Councillor Development	East Midlands Councils
LGSS	Northamptonshire County Council	To be invited to attend and contribute

6. Proposed Methodology

Background

The Structural Change Order is likely to state:-

“Each shadow authority must designate...on an interim basis, an officer of the county council, one of the North Northamptonshire councils or one of the West Northamptonshire councils ...to be responsible for performing, in relation to each shadow authority, the duties ...” of the Head of Paid Service, Chief Finance Officer and the Monitoring Officer.

The Shadow Period

Currently elections for North Northamptonshire Council are due to take place on 7th May 2020. The first meeting of the Shadow Full Council will be held before the end of May 2020.

At that Shadow Full Council meeting Members will need to appoint an Interim Head of Paid Service, Interim Chief Finance Officer and an Interim Monitoring Officer. These appointments need to be made to ensure that the new authority complies with legislation.

Once appointed these statutory officers may deputise functions to colleagues where it is appropriate to do so.

The draft Structural Change Order may detail that permanent statutory officers should be appointed and in post by 31st December 2020. Effectively this means that any interims appointed may be in post for May – December 2020 only.

Those acting as interim may apply for the permanent positions and would be considered *without prejudice* with other applicants as part of a competitive process.

Head of Paid Service (HoPS)

The Local Government and Housing Act 1989 (s.4) requires each local authority to designate one of their officers as the Head of Paid Service.

The Head of Paid Service would be responsible for the staffing and management of the local authority. They would be the senior officer employed by the local authority.

Chief Finance Officer (CFO)

The Local Government Act 1972 (s.151) and the Local Government and Housing Act 1989 (s.6) requires each local authority to designate one of their officers as the Chief Finance

Officer. The Chief Finance Officer is required by law to be an accountant and member of an appropriate body.

The Chief Finance Officer would be responsible for the financial affairs of the local authority.

Monitoring Officer (MO)

The Local Government and Housing Act 1989 (s.5) requires each local authority to designate one of their officers as the Monitoring Officer.

The Monitoring Officer would be responsible for ensuring that the local authority operates in a legal manner and avoids contravention of law or code of practice and avoids maladministration.

Permanent Appointments

The Structural Change Order is likely to require permanent appointments to be made, with successful candidates in post, by 31st December 2020. This would apply to all three statutory officer posts.

Currently the Group has a mandate from the North Northamptonshire Joint Committee to consider the appointment process for the permanent Head of Paid Service only, however given that this mandate is likely to be amended in due course; the Group wishes to be proactive in consideration of the other two positions as well.

Other

The issue of appointment of local Returning Officer (and Electoral Registration Officer) for the May 2020 elections is now likely to be determined as part of the Structural Change Order; the Group does not currently need to consider that appointment.

The Group may need to consider including reference to the appointment of Returning Officer (and Electoral Registration Officer) in the job description for the Interim Head of Paid Service (to cover any by elections) and the permanent Head of Paid Service.

Work Packages

There are certain specific tasks which need to be addressed. These include:-

Interim Appointments

- A job description/person specification for the role of Interim Head of Paid Service;
- A job description/person specification for the role of Interim Chief Finance Officer;
- A job description/person specification for the role of Interim Monitoring Officer;
- The recruitment process to be followed with respect to each of the interim roles;
- The selection process to be followed with respect to each of the interim roles;
- Any terms and conditions issues which may need to be addressed; and
- A timetable for the recruitment and selection process for the respective roles, remembering that the Shadow Full Council (May 2020) will need to make the actual appointments.

Permanent Appointment

- A job description/person specification for the role of permanent Head of Paid Service;
- The recruitment process to be followed with respect to the post of Head of Paid Service;
- The selection process to be followed;
- Any terms and conditions issues which may need to be addressed;
- A timetable for the recruitment and selection process for the permanent role (with the potential need for the successful candidate to be appointed and in post by 31st December 2020).

(Please note this is not an exhaustive list and may evolve as work commences).

7. Resolutions

The Working Group resolved to:

- a) Agree the scope of the Working Group as set out in this document;
- b) Suggest to the North Northamptonshire Joint Committee that it be permitted to consider proposals for the recruitment & selection process for the permanent appointments of Chief Finance Officer and Monitoring Officer;
- c) That the working group be kept updated in relation to work on branding for the Shadow Council; and
- d) Agree a timetable of meetings for the Working Group during 2019/2020; the next meeting to be on 4th September 2019.