

ASHFIELD DISTRICT COUNCIL



Council Offices,
Urban Road,
Kirkby in Ashfield
Nottingham
NG17 8DA

Agenda

Chief Officers' Employment Committee

Date: **Wednesday, 18th April, 2018**

Time: **6.30 pm**

Venue: **Committee Room, Council Offices, Urban Road,
Kirkby-in-Ashfield**

For any further information please contact:

Julie Robinson

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01623 457316

CHIEF OFFICERS' EMPLOYMENT COMMITTEE

Membership

Chairman: Councillor Cheryl Butler

Councillors:

Tim Brown
Jackie James
Keir Morrison
Kevin Rostance

Don Davis
Rachel Madden
Nicolle Ndiweni
Robert Sears-Piccavey

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SUMMONS

You are hereby requested to attend a meeting of the Chief Officers' Employment Committee to be held at the time/place and on the date mentioned above for the purpose of transacting the business set out below.



R. Mitchell
Chief Executive

AGENDA

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1. To receive apologies for absence, if any.
2. **Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests.**
3. To receive and approve as a correct record the minutes of a meeting of the Chief Officers' Employment Committee held on 2nd November, 2017. 5 - 6
4. Recruitment of Corporate Finance Manager & Section 151 Officer. 7 - 16

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CHIEF OFFICERS' EMPLOYMENT COMMITTEE

Meeting held in the Committee Room, Council Offices, Urban Road, Kirkby-in-Ashfield,

on Thursday, 2nd November, 2017 at 6.00 pm

Present: Councillor Cheryl Butler in the Chair;

Councillors Tim Brown, Don Davis,
Jackie James, Rachel Madden, Keir Morrison,
Kevin Rostance and Robert Sears-Piccavey.

Apologies for Absence: Councillor Nicolle Ndiweni.

Officers Present: Mariam Amos, Alan Maher and Robert Mitchell.

CO.19 Declarations of Disclosable Pecuniary or Personal Interests and Non-Disclosable Pecuniary / Other Interests

No Declarations of Interest were submitted.

CO.20 Minutes

The minutes of the meetings of the Chief Officers Employment Committee, held on 3 April 2017 and the Interview & Appraisal Sub-Committee, held on 13 June 2017, were approved as a true record.

CO.21 Exempt Information

RESOLVED

That in accordance with the provisions of Section 100A of the Local Government Act 1972 the press and public be now excluded from the meeting during the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Schedule 12A of the Act and in respect of which the Proper Officer considers that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

CO.22 Interim Director of Place and Communities

Members were reminded that a recruitment exercise for the post of Director of Place and Communities had been held. Unfortunately, it had not proved possible to identify suitable candidates, with the right combination of skills and experience, to be selected for the final interview.

The report to Committee set out the possible next steps following on from this. It recommended that the current interim management arrangements should

continue for a further period.

Members discussed the report. There was a consensus that these interim arrangements had worked well. The potential advantages of continuing them for a further period were also highlighted, including the career development opportunities that it would provide for other officers in the Council.

The Committee supported the proposed approach.

RESOLVED

That the current interim appointment to the post of Director of Place and Communities be confirmed on the terms set out in the report.

Reasons

To provide stability and continuity in order to support the delivery of key corporate objectives.

The meeting closed at 6.16 pm

Chair.

Agenda Item 4



Report To:	CHIEF OFFICERS EMPLOYMENT COMMITTEE	Date:	18 APRIL 2018
Heading:	RECRUITMENT OF CORPORATE FINANCE MANAGER & SECTION 151 OFFICER		
Portfolio Holder:	LEADER		
Ward/s:			
Key Decision:	NO		
Subject to Call-In:	NO		

Purpose of Report

The report seeks approval for the Job Description and Person Specification and proposed process to recruit to the post of Corporate Finance Manager & Section 151 Officer following the resignation of the current post holder.

Recommendation(s)

That the attached Job Description and Person Specification be approved.

That the proposed recruitment and selection process be approved including advertising the vacancy externally and internally.

Reasons for Recommendation(s)

As outlined in the body of the report.

Alternative Options Considered *(with reasons why not adopted)*

To not approve or amend the Job Description and Person Specification and/or not recruit to the Post. The Council has a statutory duty to have a Chief Finance Officer and Section 151 Officer and recruitment to the post is deemed the most operationally and cost effective way of achieving the requirements. The Job Description and Person Specification have been developed using CIPFA (Chartered Institute of Public Finance and Accountancy) guidance for the role of the Chief Finance Officer.

Detailed Information

In accordance with the Committee Terms of Reference (Part 3 of the Constitution) the Chief Officers' Employment Committee and its Interview and Appraisal Sub-Committee are responsible for the appointment and dismissal of, and the taking of disciplinary action against, Chief Officers and Statutory Officers as defined in Article 11. A final decision in respect of the Chief Finance Officer (Section 151 Officer) rests with Council following a recommendation from the Interview and Appraisal Sub-Committee.

The current Corporate Finance Manager & Section 151 Officer has tendered their resignation to take up a position at another local authority and will leave by end June 2018. This post is a Statutory Officer position.

Job Description and Person Specification

The Committee is required to draw up a job description and person specification. A copy is enclosed. The job description and person specification is the existing one that applies to the current post holder and adopts the new template including integration of the key competencies in accordance with the adoption of the Council's Leadership-Competency Framework.

Recruitment and Selection Process

The recruitment and selection process and indicative time line is as follows:

Task	By Whom	By When
Chief Officers Employment Committee-approve Job Description, Person Specification and Recruitment Process	COEC	18 April 18
Post is advertised externally and internally	HR	April 18
Closing date for Applications		May 18
A Longlist of Candidates to be drawn up and preliminary interviews undertaken	Director-R&BT	TBC
A Shortlist of Candidates Drawn Up.	Director-R&BT	TBC
The Shortlisted Candidates undertake on-line assessment testing against the key competencies	HR	TBC
Shortlisted Candidates interviewed by the Interview and Appraisal Sub-Committee. A Preferred Candidate offered the post subject to no well-founded objection by any member of the Executive, satisfactory references and pre-employment checks and Council approval	I&A Sub-Committee	TBC
Preferred candidate notified	Director-R&BT	TBC
Final decision in respect of appointment made by Council	Council	TBC
Final decision/appointment notified to Preferred Candidate	HR	TBC
Interim arrangements for provision of designated S151 Officer role to be approved by Council	Council	TBC

It is proposed to advertise the post both externally and internally to maximise the exposure to potential applicants. The post will be advertised in the following outlets:

- Public Finance (online).
- ADC Website.
- Job Centre.
- Local Government Jobs,
- 6 major job boards.
- Municipal Journal (on-line)
- Local Government Chronicle (on-line)
- ADC Future Leaders Micro-Website

At an estimated total cost of £2k.

The on-line assessments against the key competencies required for the post will include an occupational personality questionnaire and test for managerial judgement. This will involve an estimated cost of £1k. The feedback from the assessments will be given to the Interview and Appraisal Sub-Committee ahead of the final interview.

Salary

The current salary for the post is £57k per annum.

Interim arrangements for provision of S151 role

The recruitment process will result in a time gap between the existing post holder leaving and a new post holder commencing in post. To comply with the statutory requirement to have a responsible Section 151 Officer in place, interim arrangements will be required which will be required to be approved by Council.

Implications

Corporate Plan:

Recruitment and appointment of a suitable Corporate Finance Manager & Section 151 Officer ensures the Council meets its statutory requirements and continues to provide sufficient capacity and the required levels of financial management.

Legal:

The report and recommendations complies with the requirements of the Council's Constitution (Part 3) and the Employment Procedure Rules (Part 4 of the Constitution), specifically in regard to The Chief Officers Employment Committee and its Interview and Appraisal Sub-Committee being responsible for the appointment of Statutory Officers including determining job descriptions and person specifications and the arrangements for recruitment.

Finance:

Budget Area	Implication
General Fund – Revenue Budget	There is existing budget provision for this post.

	<p>There is not a budget within Financial Management to cover the estimated Staff Recruitment costs of £3k. Staff recruitment costs are not normally included in the payroll budget as it is expected that corporately vacancy savings will offset these costs.</p> <p>The recruitment process will result in a time gap between the existing post holder leaving and a new post holder commencing in post. To comply with the statutory requirement to have a responsible Section 151 Officer in place at all times, this may require additional budgetary requirement for any temporary arrangements put in place. The vacancy savings from the post can be used toward the costs of temporary arrangements.</p>
General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	None
Housing Revenue Account – Capital Programme	None

Risk:

Risk	Mitigation
Failure to appoint to the post	The approach and processes outlined within the report aims to lead to a successful appointment.

Human Resources:

HR implications are detailed in the report. The Chief Officers Employment Committee and its Interview and Appraisal Sub-Committee will be required to follow the Council’s Recruitment and Selection Policy. HR will attend and provide advice to the Committee and Sub-Committee.

Equalities:

The recruitment and selection process will be in accordance with the Council’s Recruitment and Selection Policy to ensure an equitable approach is in place.

Other Implications:

None

Reason(s) for Exemption

Background Papers

None

Report Author and Contact Officer

Craig Bonar
DIRECTOR OF RESOURCES AND BUSINESS TRANSFORMATION
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Job Description

Post title	Corporate Finance Manager (& Section 151 Officer)	Grade	JNC
Department	Resources & Business Transformation	Post ref	

Overall job purpose

Undertake the statutory role of Section 151 Officer and provide advice to the Chief Executive, Corporate Leadership Team, Cabinet and Elected Members on all matters relating to the Section 151 role and ensure robust financial management within the Authority

The provision of a professional financial service within the authority

Lead, develop and monitor the Authority's Medium-Term Financial Strategy ensuring that it is aligned with other key plans and strategies of the Council.

Manage the Corporate Finance Section to ensure that all services, activities and initiatives are in accordance with corporate priorities and meet performance targets.

Reporting relationships

Reports to: Director of Resources & Business Transformation

Responsible for: Statutory Section 151 Officer Role (Local Government Act 1972).
Corporate Finance Team

Key tasks and responsibilities – post specific

To provide timely professional advice to the Chief Executive, Corporate Leadership Team, Elected Members and Officers to ensure robust financial management within the Authority

To attend and/or advise CLT , Council and partnership meetings in capacity as Section 151 Officer and provide unfettered professional advice to Officers, Elected Members and partners to inform their decision making.

To report to the Chief Executive on matters relating to statutory responsibilities.

To provide strategic leadership for all activities associated with financial planning financial management, resource planning and risk management.

To lead, develop and prepare the Authority's overall budget and Medium Term Financial Strategy which reflects the needs and priorities as identified within the Corporate Plan, and to ensure financial balance and robust monitoring process.

To certify the Annual Statement of Accounts

To ensure that appropriate capital and revenue budgets are prepared, monitored and reviewed in accordance with corporate protocols, and internal control procedures and to give guidance to officers who are designated budget holders.

To ensure the financial affairs of the Council are in accordance with the Council Financial Regulations, Contract Procedure Rules and appropriate legislation.

To promote and engage in partnership & collaborative working which supports the priorities and objectives of the Council and the Corporate Finance Section and to represent the Authority at

meetings with partners and other public and private sector agencies, voluntary groups and individuals.
To support delivery of the Authority's Anti-Fraud Strategy and implement appropriate measures to prevent and detect fraud and corruption
To lead or attend corporate cross-working groups as and when required.
To participate in Emergency Planning/Civil Contingency activities as required.

Key tasks and responsibilities – corporate
Operate according to the Council's corporate values and codes of behaviour.
Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.
Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including financial regulations, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Managing and / or using resources in ways that ensure value for money and supporting the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature			
<i>This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.</i>			
Employee signature:		Date:	

Person Specification

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below</i>	
Competency framework relevant to this post:	Leadership Level 1
AP = Application Form, I = Interview, A = Assessment	Assessment
Seeing the big picture	AP / I / A

Making effective decisions	AP / I / A
Leading and communicating	AP / I / A
Collaborating and partnering	AP / I / A
Managing a quality service	AP / I / A
Delivering at pace	AP / I / A

Skills	Essential / Desirable	Assessment
Leadership	E	AP / I / A
Advanced analytical skills, report writing, problem solving and creativity	E	AP / I / A
High level ICT skills	E	AP / I / A
Political Awareness and Sensitivity	E	AP/I

Knowledge	Essential / Desirable	Assessment
Public Sector Financial Management	E	AP/I
Local Authority Accounting principles and practice	E	AP/I
Development and implementation of financial strategy	E	AP/I
Organisational Performance Management and Improvement	E	AP / I / A
Framework(s) for assessing public sector financial management performance	E	AP / I / A
Funding sources and their application	E	AP/I
Local government political framework and processes	E	AP/I
Experience	Essential / Desirable	Assessment
Significant experience of the management of financial planning, management, monitoring and review	E	AP/I
Project and Programme Management delivery	E	AP / I / A
Accessing and use of external funding.	E	AP/I

Qualifications	Essential / Desirable	Evidence
CCAB Accountant	E	AP / CERT
Evidence of continuing professional development	E	AP

Additional information / other requirements of the post
<ul style="list-style-type: none"> • This post is politically restricted under the Local Government and Housing Act 1989 • This post is eligible for casual car user allowance • The employee will be required to attend evening meetings as part of their role. • The employee will be required to work as part of an 'on call' rota as part of their role.

Date produced / last amended
April 2018

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