

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

### **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:**

<b>Budget Area</b>	<b>Implication</b>
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:**

<b>Risk</b>	<b>Mitigation</b>
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**

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