

## SENIOR APPOINTMENTS SUB COMMITTEE

Date: Thursday, 5th December, 2019  
Time: 11.00 am  
Venue: Cabinet Room, Wycombe District Council Offices

Councillors: D Martin, N Naylor, M Shaw, M Tett and K Wood

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### AGENDA

1. Previous Minutes (Pages 3 - 6)
2. Declarations of Interest
3. Service Director Corporate Finance - Appointment (Pages 7 - 10)
4. Exclusion of the Public

To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

Paragraph 1 Information relating to any individual

Paragraph 2 Information which is likely to reveal the identity of an individual

5. Verbal Report - Service Director Corporate Finance - Appointment

During the private session of the meeting, the name of the proposed successful candidate for appointment to the role of Service Director, Corporate Finance, will be presented verbally by the Chairman of the Sub Committee for consideration and decision.

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**BUCKINGHAMSHIRE COUNCIL**

**SENIOR APPOINTMENTS SUB COMMITTEE**

THURSDAY, 10TH OCTOBER, 2019

Present: Councillor Martin Tett in the Chair

Councillors A Cranmer, N Naylor, M Shaw and  
A Macpherson

**1 Declarations of interest**

None.

**2 Exclusion of the public**

**RESOLVED –**

**That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.**

**3 Tier 2 Appointments**

The Sub Committee were asked to consider appointing to the posts of Deputy Chief Executive and Corporate Director Resources for Buckinghamshire Council. Members also considered whether the post of Monitoring Officer for Buckinghamshire Council should be vested within the post of Deputy Chief Executive. It was noted that a Member of the opposition was in attendance during the selection process.

The Sub Committee discussed the strengths and weaknesses displayed by each of the candidates, for each of the roles.

In the opinion of the Sub Committee, Sarah Ashmead and Joe O’Sullivan best met the criteria set out for the roles of Deputy Chief Executive and Corporate Director Resources for Buckinghamshire Council respectively. It was agreed that the role of Monitoring Officer for Buckinghamshire Council should be vested within this post of Deputy Chief Executive.

Councillor Angela Macpherson did not attend the full selection process for the Deputy Chief Executive post, and therefore abstained from voting on the decisions relating to this post.

Following the discussion, the Senior Appointments Sub Committee

**RESOLVED:**

- to appoint Sarah Ashmead to the post of Deputy Chief Executive on the agreed leadership pay broad band (Tier 2) and terms and conditions, as approved by the Shadow Executive at their meeting on 23 July 2019, subject to satisfactory references;
- to agree that the appointee to the post of Deputy Chief Executive is designated the statutory role of Monitoring Officer for Buckinghamshire Council in accordance with section 5 of the Local Government and Housing Act 1989; and
- to appoint Joe O'Sullivan to the post of Corporate Director Resources for Buckinghamshire Council, on the agreed leadership pay broad band (Tier 2) and terms and conditions, as approved by the Shadow Executive at their meeting on 23 July 2019, subject to satisfactory references.

*End of meeting: 6.24 pm*

## SENIOR APPOINTMENTS SUB COMMITTEE

FRIDAY, 11TH OCTOBER, 2019

Present: Councillor Martin Tett (Chairman)  
Councillors A Cranmer, A Macpherson, N Naylor  
and M Shaw

### 1 Declarations of interest

None.

### 2 Exclusion of the public

**RESOLVED –**

**That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.**

### 3 Tier 2 Appointments

The Sub Committee were asked to consider appointing to the posts of Corporate Director Communities and Corporate Director Planning, Growth and Sustainability for Buckinghamshire Council.

The Sub Committee discussed the strengths and weaknesses displayed by each of the candidates, for each of the roles.

In the opinion of the Sub Committee, Richard Barker and Ian Thompson best met the criteria set out for the roles of Corporate Director Communities and Corporate Director Planning, Growth and Sustainability for Buckinghamshire Council respectively.

Following the discussion, the Senior Appointments Sub Committee

**RESOLVED:**

- **to appoint Richard Barker to the post of Corporate Director Communities for Buckinghamshire Council on the agreed leadership pay broad band (Tier 2) and terms and conditions, as approved by the Shadow Executive at their meeting on 23 July 2019, subject to satisfactory references; and**
- **to appoint Ian Thompson to the post of Corporate Director Planning, Growth and Sustainability for Buckinghamshire Council, on the agreed leadership pay broad band (Tier 2) and terms and conditions, as approved**

**by the Shadow Executive at their meeting on 23 July 2019, subject to satisfactory references.**

*End of meeting: 7.26pm.*

Report for:	<b>Senior Appointments Sub Committee</b>
Meeting Date:	<b>5 December 2019</b>

<b>Title of Report:</b>	<b>Service Director Corporate Finance - Appointment</b>
Shadow Portfolio Holder	Councillor Martin Tett – Leader of the Shadow Executive Councillor Katrina Wood – Deputy Leader of the Shadow Executive and Resources Portfolio Holder
Responsible Officer	Chief Executive of Buckinghamshire Council, Rachael Shimmin
Report Author Officer Contact:	Nicola Houwayek, 01296 383047, c-nhouwayek@buckscc.gov.uk
<b>Recommendations:</b>	<b>The Senior Appointments Sub-Committee is asked to agree the appointment to the role of Service Director Corporate Finance (s151 Officer) and to agree the proposed salary level.</b>
Corporate Implications:	<u>Resourcing requirements</u> There are no additional financial resourcing requirements as a consequence of this report.  <u>Legal implications</u> As outlined in the report.
Options: (If any)	The options are: (i) To agree the recommended appointment to the role (ii) To not agree the appointment, creating the requirement for a further selection process.
Reason:	To ensure that the senior team for the new Buckinghamshire Council is confirmed and appointed as soon as possible and that the statutory role of Chief Finance Officer is filled.

## 1. Purpose of Report

This report outlines the recruitment process that has been undertaken for the Service Director Corporate Finance post and the agreed pay and terms and conditions for this post. During the private session of the meeting, the name of the proposed successful candidate for appointment to the role will be presented verbally by the Chairman of the Sub Committee.

## 2. Senior Appointments Sub Committee

Senior appointments are a function of the Shadow Executive under The Buckinghamshire Structural (Changes Order) 2019. The Senior Appointments Committee is responsible for discharging functions in relation to senior appointments as set out in Constitution for the Shadow Authority. It was agreed that a smaller sub-group of the Senior Appointments Committee be established to agree appointments to the Tier 2 and the Tier 3 statutory roles. The Senior Appointments Sub Committee is to consist of the Leader of the Shadow Executive, two County Council Members and two District Council Members.

## 3. Recruitment & Selection Process

An external professional partner, Green Park, was selected through one of our procurement frameworks to support with the selection to the post. A technical assessor was also identified to support the process, the Executive Director of Corporate Development (s151 Officer) at Dorset Council. Following national advertising, a longlist of candidates was agreed by Rachael Shimmin, Chief Executive of Buckinghamshire Council, Joe O'Sullivan, Corporate Director Resources, the external professional partner of Green Park and the technical assessor.

Technical interviews took place on 22 November 2019 and the recommendations from these interviews were discussed with the Senior Appointments Sub-Committee at a meeting on 27 November, where a final shortlist of candidates was agreed to invite to the final assessments on 5 December.

The final assessment consisted of the following elements:

- An employee panel session
- Presentation and interview with the Senior Appointments Sub Committee (who also considered the feedback from the employee panels in their decision making process)

## 4. Pay & Key Terms & Conditions

At its meeting of 23 July, the Shadow Executive agreed a single leadership pay broad band of £90,000 - £226,000, with the following expectations set for Tier 3 appointments.

### Buckinghamshire Council - Leadership Broad Band – Detail – Tier 3

Tier	Typical JE Size	Median	Mid-Point Salary	Upper Quartile
T3	1192 - 1358	£90,000	£120,000	£150,000

The job was advertised with a salary of up to £120,000, with more available for exceptional candidates. Proposed salaries will reflect the complexity of the context that the newly appointed Tier 3s will be undertaking and also the assessed quality of the applicant, including skills and experience and the scarcity of the required skills and candidates expectations.

At its meeting of 10 September, the Shadow Executive agreed that salaries above £100,000 could be agreed by the Senior Appointments Committee or its Sub Committee.

Other terms and conditions of employment will be as outlined and agreed by Shadow Executive on 23 July.



## 5. Financial Implications

Salaries for these posts will be agreed in line with the salary bands agreed by the Shadow Executive.

## 6. Legal Implications

Appointment to proper officer and statutory roles will occur after the above recruitment process concludes, in accordance with legal and constitutional requirements.

## 7. Other Key Risks

Appointing as soon as possible to this post will support the budget planning process for the new council.

## 8. Communications Plan

An internal and external communications plan is being developed with the communications team. No communications will be issued until after the call-out period.

## 9. Equalities Implications

None

## 10. Next Steps

Following the appointment decision, Human Resources will make an offer to the recommended candidate. This offer will be conditional on satisfactory references. A formal offer of appointment will be made after the call-in period has lapsed.

<b>Background Papers</b>	None other than those referred to in the report.
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