

## Senior Appointments Sub Committee Agenda

**Date:** 2 March 2020  
**Time:** 12.00 pm  
**Venue:** Holiday Inn - New Road, Weston Turville, Aylesbury HP22 5QT  
**Councillors** N Naylor, M Shaw, M Tett, G Williams and K Wood

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### Fire Alarm

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## AGENDA

Item		Page No
1.	<b>Minutes</b> To agree the minutes of the meeting held on 5 December 2019.	5 - 6
2.	<b>Declarations of Interest</b>	
3.	<b>Corporate Director Resources Appointment</b>	7 - 10
4.	<b>Exclusion of the Public</b> 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 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.	<b>Verbal Report - Corporate Director, Resources</b> During the private session of the meeting, the name of the proposed successful candidate for appointment to the role of Corporate Director, Resources, will be presented verbally by the Chairman of the Sub Committee for consideration and decision.	

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**SENIOR APPOINTMENTS SUB COMMITTEE**

THURSDAY, 5TH DECEMBER, 2019

Present: Councillor Martin Tett in the Chair

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

Also in Attendance:

Ms S Ashmead, Ms N Houwayek, Mr B Parsonage  
(Green Park) and Mr J O'Sullivan

**1 Previous Minutes**

**RESOLVED - The minutes of the meetings held on 10 and 11 October 2019 were AGREED as an accurate record and were signed by the Chairman.**

**2 Declarations of Interest**

The members of the interview panel all declared that they knew the candidate in a professional capacity.

**3 Service Director Corporate Finance - Appointment**

The Chairman referred to the report and explained that the name of the candidate would be presented formally. The Chairman stated that, following a rigorous interview process which involved questions concerning the role, the candidate providing a presentation and responding to supplementary questions, that Mr Richard Ambrose was named as the successful candidate.

All the members of the interview panel felt that Mr Ambrose performed well in response to the presentation, the supplementary questions and the formal questions that followed. All the members of the panel agreed that Mr Ambrose was appointable.

**RESOLVED - The Senior Appointments Sub-Committee AGREED the appointment of Mr Richard Ambrose to the role of Service Director Corporate Finance (s151 Officer) and NOTED that the parameters for the salary level had previously been agreed and that the salary point would be decided by the Chief Executive.**

**4 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 involved 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**

There was no discussion under this item.

*End of meeting: 12.09*

Report for:	<b>Senior Appointments Sub-Committee</b>
Meeting Date:	<b>2 March 2020</b>

<b>Title of Report:</b>	<b>Corporate Director Resources 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	Rachael Shimmin, Chief Executive, 01296 382201, rshimmin@buckscc.gov.uk
Report Author Officer Contact:	Nicola Houwayek, HR Consultant, Tel: 01296 383047 Email: <a href="mailto:c-nhouwayek@buckscc.gov.uk">c-nhouwayek@buckscc.gov.uk</a>
<b>Recommendations:</b>	<b>The Shadow Executive Appointments Sub-Committee is asked to agree the appointment to the role of Corporate Director Resources.</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 appointment to this 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.

## 1. Purpose of Report

This report outlines the recruitment process that has been undertaken for the Tier 2 posts and the agreed pay and terms and conditions for these posts. At the private part of meeting, the name of the proposed successful candidate for appointment to the role of Corporate Director Resources will be presented verbally by the Chair of the Committee.

## 2. Senior Appointments Committee

Senior appointments are made by the Shadow Executive under the The Buckinghamshire Structural (Changes Order) 2019. The Senior Appointments Committee is responsible for discharging functions in relation to senior appointments as set out in the Constitution for the

Shadow Authority. At its meeting of 23 July 2019, the Shadow Executive agreed that a smaller sub-group of this committee be set-up to agree appointments to the Chief Officer/Tier 2 and Tier 3 statutory roles. This sub-group is to consist of the Leader of the Shadow Executive, two County members and two District 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 this post. Following national advertising, a longlist of candidates was agreed by Rachael Shimmin, Chief Executive and Sarah Ashmead, Deputy Chief Executive.

Technical interviews will take place on 24 February 2020 and recommendations from these interviews will be discussed with the Senior Appointments Sub-Committee at a meeting on 27 February 2020, where a final shortlist of candidates will be agreed to invite to the final assessments on 2 March 2020.

The final assessment will consist of the following elements:

- A CMT stakeholder panel
- An employee panel session
- Presentation and interview with the Appointments Committee (who will also consider the feedback from both panels in their decision making process)

### 4. Pay & Key Terms & Conditions

At its meeting of 23 July 2019, the Shadow Executive agreed the following salary bands for Tier 2 appointments.

#### Buckinghamshire Council - Leadership Broad Band – Detail – Tier 2 and Tiers 3

Tier	Typical JE Size	Median	Mid-Point Salary	Upper Quartile
T2	1359 – 1708	£140,000	£155,000	£170,000

The jobs were advertised at £150,000, with more available for exceptional candidates. Proposed salaries will reflect the complexity of the context that the newly appointed Tier 2s will be undertaking and also the assessed quality of the applicant, including skills and experience, the scarcity of the required skills and candidates expectations.

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

### 5. Financial Implications

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

## 6. Legal Implications

Legal implications are set out in this report. This decision will be subject to a 5 day call-in period. Appointment to any proper officer or 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 Chief Executive in her responsibilities for creating a safe and legal council from 1 April 2020 and with the transformation of the new organisation.

## 8. Dependencies

N/A

## 9. Consultation

Not Applicable.

## 10. Communications Plan

No communication will be issued until after the 5 day call-in period.

## 11. Equalities Implications

N/A

## 12. Data Privacy Implications

N/A

## 13. Next Steps

Following the call-in period and in agreement with the successful candidate, the appointment will be communicated and the start date confirmed.

<b>Background Papers</b>	Shadow Executive decisions on the Appointments Sub-Committee and Tier 2 salaries.  <a href="https://shadow-buckinghamshire.moderngov.co.uk/documents/b359/Supplementary%20Agenda%201%2023rd-Jul-2019%2010.00%20Shadow%20Executive.pdf?T=9">https://shadow-buckinghamshire.moderngov.co.uk/documents/b359/Supplementary%20Agenda%201%2023rd-Jul-2019%2010.00%20Shadow%20Executive.pdf?T=9</a>
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