

Report for:	BUCKINGHAMSHIRE SHADOW EXECUTIVE
Meeting Date:	23rd July 2019

Title of Report:	TIER 2 AND 3 RESOURCING AND CHIEF OFFICER DESIGNATION
Responsible Officer or Relevant Member:	Sarah Murphy-Brookman
Officer Contact:	Sarah Murphy-Brookman, Director HR & OD 01296 387931 smbrookman@buckscc.gov.uk
Recommendations:	<p>The Shadow Executive is recommended:</p> <ul style="list-style-type: none"> i) to designate all second tier Officers as Chief Officers ii) to endorse that any Deputy Chief Officer appointments (tier 3) will be Officer only appointments iii) to endorse the process for resourcing the second tier of Buckinghamshire Council. iv) to endorse the process for resourcing statutory officers whose role may be in the third tier of Buckinghamshire Council. v) to consider setting up a smaller sub group of the senior appointments sub committee for Chief Officer and Statutory Officer appointments
Corporate Implications:	<p><u>Resourcing requirements</u> There are no additional financial resourcing requirements as a consequence of this report.</p> <p><u>Legal implications</u> As outlined in the report.</p>
Options: (If any)	Instead of involving the whole Senior Appointments Sub Committee in making Tier 2 and Statutory Officer appointments a smaller group of Members could be agreed. This would be beneficial given the number of posts that we will need to recruit into and the timescale that we will be working to.
Reason: (Executive only)	To ensure the process for the appointment of the Second Tier of the new Buckinghamshire Council is fair and accords with best practice and good governance generally.

Purpose of Report

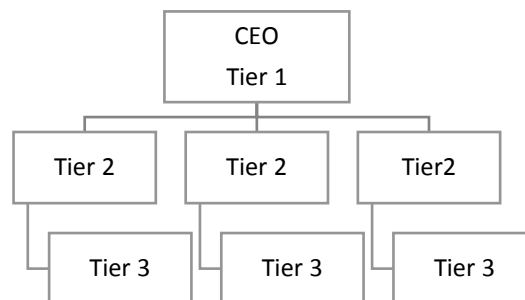
1. The Shadow Executive is asked: :
 - a. to endorse the process for resourcing the second tier of Buckinghamshire Council.



- b. to designate all second tier Officers as Chief Officers
- c. to endorse the process for resourcing statutory officers whose role may be in the third tier of Buckinghamshire Council.
- d. to endorse that Deputy Chief Officer appointments as Officer only appointments.
- e. To consider the option to set up a smaller sub group of the senior appointments sub committee for Tier 2 or Tier 3 Chief Officer and Statutory Officer appointments

Background

2. To ensure that the new council starts to deliver the benefits of Unitary status from day one the Shadow Executive Nominees have agreed the new Senior Leadership team should be in place in advance of Vesting Day. This leadership team is known as Tiers 1-3 which are defined as reporting lines from the CEO with Tier 1 being the CEO and can be represented as follows:



3. A consultation is currently ongoing with As Is Tiers 2 and 3 employees about the structure, roles and resourcing process. This consultation closes on 4th August and subject to the feedback Tier 2 resourcing will commence on 12th August 2019.
4. The resourcing processes recommended in this paper are designed to ensure that there is no capacity or knowledge 'cliff edge'. The transition of senior staff into new roles or their exit will be managed to ensure that Business As Usual continues to be delivered; that transformation takes place at pace; that the winding up of the legacy Councils is managed in an orderly way and that the benefits of the new Council are realised as quickly as possible.

Chief Officer Designation

5. It is recommended that all Tier 2 Officers are designated as Chief Officers, this will provide maximum flexibility of delegation of powers and inter-operability at this Tier 2 level. Delegation to Officers does not affect the powers of the Shadow Authority or Shadow Executive or any Committee who made the delegation, at any time to decide upon any delegated matters.
6. In addition to the status of Chief Officer there are a number of roles which will be Statutory or Proper Officers. These are:
 - a. Head of Paid Service (known as Chief Executive)
 - b. Chief Finance Officer (known as s.151 officer)
 - c. Monitoring Officer
 - d. Director of Childrens Services (known as DCS)

e. Director of Adult Social Services (known as DASS)

7. All Chief Officer and Statutory Officer appointments where they are not at Tier 2 or slotted in (as in the case for the DASS/ DCS) will also be a member appointment process.
8. There is an option for the new Chief Executive to put in place Deputy Chief Officers. There is no statutory or constitutional requirement for this designation. Where a DCO is required this will be a matter for the Chief Executive and these would be Officer appointments.

Resourcing Process for Tier 2

5. There are six roles in Tier 2 of the new structure. Four of these roles will be filled through an open resourcing process. This means that those roles will be advertised internally and externally (nationally). They will be open to all employees and applications are welcomed from any employee across the current Buckinghamshire councils provided that they meet the essential criteria of the post. These are Member appointments.
6. Two of these roles, those of Corporate Director of Adult Care & Health and Corporate Director of Children's Services, will be ring fenced to current incumbents who will be slotted in. This proposal is in recognition that the District councils do not provide these service areas nor do they have similar service areas that could be included in the ring-fence. Therefore Member appointment is not required as these roles are unchanged and the current post holders will transfer directly into the new roles, without interview.
7. This can be summarised as:

	Role	Recruitment process
1	Deputy Chief Executive	Advertised nationally and internally. Member appointment.
2	Corporate Director Resources	Advertised nationally and internally. Member appointment.
3	Corporate Director Communities	Advertised nationally and internally. Member appointment.
4	Corporate Director Planning, Growth & Sustainability	Advertised nationally and internally. Member appointment.
5	Corporate Director Adult Care & Health (DASS)	Ring-fenced to current BCC DASS and slotted in.
6	Corporate Director Children's Services (DCS)	Ring-fenced to current BCC DCS and slotted in.

8. The Tier 2 recruitment timeline is as follows:

Dates	Activity
12 th Aug-1 st Sept	National advertising campaign.



11 th Sept	The Senior Appointments Sub Committee or a subgroup of that committee agree the initial longlist of candidates with the newly appointed CEO acting as advisor to this panel.
16 th Sept – 18 th Sept	The candidates undertake a technical interview with external assessors and the newly appointed Chief Executive, and a competency based interview
20 th Sept	The Chief Executive will recommend a shortlist of candidates.
20 th Sept	Shortlisted candidates are invited to undertake a psychometric assessment.
30 th Sept – 1 st Oct	Candidates attend a 1-day assessment centre which will include an interview with the Senior Appointments Sub Committee, or a subgroup of that committee.

Statutory Officers at Tier 3

9. Where the appointments to Tier 2 roles have the skills and experience to enable them to hold the statutory officer responsibility of Monitoring Officer or s.151 Officer then they will be appointed as such. However, where this is not the case, these Statutory Officer responsibilities will be incorporated into Tier 3 roles. In this instance, those Tier 3 roles will be advertised internally and externally and will be Member appointments.
10. Therefore the skills and qualifications of the Tier 2 appointees will determine whether or not the Monitoring Officer and s.151 responsibility sits at Tier 2. Consequently a level of flexibility is required around these appointments
11. The timeline and resourcing process for Tier 3 Statutory Officers will be as follows:

Dates	Activity
7 th Oct - 27 th Oct	National advertising campaign.
4 th Nov – 5 th Nov	The Senior Appointments Sub Committee or a subgroup of that committee agree the initial longlist of candidates with the newly appointed CEO acting as advisor to this panel.
11 th Nov – 22 nd Nov	The candidates undertake a technical interview with external assessors and the newly appointed Chief Executive, and a competency based interview.
28 th Nov – 29 th Nov	The Chief Executive will agree the shortlist of candidates.
2 nd Dec	Shortlisted candidates are invited to undertake a psychometric assessment.
9 th Dec – 20 th Dec	Candidates attend a 1-day assessment centre which will include a interview with the Senior Appointments Sub Committee, or a subgroup of that committee.

Senior Appointments Sub Committee

12. A Senior Appointments Sub Committee is already established to undertake the Chief Executive selection process. There is an option for the Chief Officer/ Tier 2 appointments and tier 3 statutory appointments to use a smaller subgroup of this committee. The constitution requires that at least three councils should be represented. Nominating a subgroup would reduce the demand on Member time, simplify logistical arrangements and potentially be less intimidating for candidates.

11. An option could be:

	Number
Leader of the Shadow Executive	1
County Members	2
District Members	2

Background Papers	None.
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