

Chief Officer Appointments Committee

13 November 2020

Recruitment to the Post of Interim Corporate Director of Resources



Report of Alison Lazazzera, Head of People and Talent Management

Purpose of the Report

- 1 To update members with proposals for the recruitment to the Corporate Interim Corporate Director of Resources Post.

Executive Summary

- 2 The Council's Chief Executive (Head of Paid Service), Terry Collins, has announced his intention to retire from the council.
- 3 The Chief Officer Appointments Committee (COAC) appointed John Hewitt, as the Interim Chief Executive, subject to full Council approval on 2 December 2020.
- 4 The report to COAC on 30 September referenced the requirement to appoint to an Interim Corporate Director following the appointment to the Interim Chief Executive by the COAC.
- 5 This report sets out proposals for recruiting to the Corporate Director of Resources post on an interim basis, as well as a proposed timeline for recruitment.

Recommendation(s)

- 6 It is recommended that the Chief Officer Appointments Committee:
 - (a) agree to commence an internal recruitment exercise to appoint an interim Corporate Director of Resources
 - (b) consider the job description and person specification for the interim role
 - (c) agree the process as set out in the report.

Background

- 7 In accordance with the Council's Constitution, the appointment of the Chief Executive is the responsibility of COAC. The Head of Legal and Democratic Services is also required to give the Cabinet notice of the proposed appointment, the particulars relevant to the appointment and allow a specified period for the Leader on behalf of the Cabinet to raise any objection to the proposed appointment. Prior to any offer of appointment being made, the Council must approve the proposed appointment. The offer has been made by the COAC, appointing John Hewitt, subject to no objections from Cabinet being received and subject to full Council approval on 2 December.
- 8 As a consequence of appointing John Hewitt as Interim Chief Executive, there is now an interim vacancy for the post of Corporate Director of Resources.
- 9 The Job Description and Person Specification for the post of Corporate Director of Resources was agreed by Council in May 2016. The role includes the statutory Section 151 officer responsibility.
- 10 The Job Description and Person Specification has subsequently been updated following the restructuring of the Corporate Management Team in the last year. This resulted in other services previously aligned to the post of Director of Transformation and Partnerships being added to the remit of this post.
- 11 The Job Description and Person Specification for the role is attached at Appendix 2.

Interim Recruitment Proposals

- 12 Members of the COAC agreed at the last meeting to proceed with an internal interim recruitment to the post of Corporate Director of Resources.
- 13 It is proposed to seek applications from the Resources Management Team. Three officers from the Resources Management Team hold the necessary accountancy qualifications to apply for the post, based on the existing person specification.

The Recruitment Process

- 14 Expressions of Interest will be sought from Resources Management Team, with applicants being required to submit a covering letter, CV and personal statement outlining how they meet the criteria.
- 15 Formal interviews will then take place on Friday 4 December, during which candidates will be asked to deliver a presentation and answer a series of formal questions.

- 16 A range of questions will be provided to Members in advance of the interviews for discussion on the morning of 4 December.
- 17 The questions will reflect the wide range of services now within the remit of the post, and the varied nature of these services and the interviews will once again be held virtually.
- 18 The proposed timetable for the recommended process is as follows:

Date	Recruitment Stage
13 November 2020	Chief Officer Appointments Committee
16 November 2020	Expressions of Interest invited– CV & Supporting Statement
23 November	Closing date for Expressions of Interest
4 December	Formal Interviews with the COAC

Background papers

- List any papers required by law / None

Other useful documents

- Report to Council, Restructuring of the Corporate Management Team

Author(s)

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Appendix 1: Implications

Legal Implications

The recruitment proposals comply with the requirements as set out within the Constitution for the Council in relation to the appointment to Chief Officer posts.

Finance

There are no financial implications

Consultation

Resources Management Team have been advised of the proposals to recruit internally.

Equality and Diversity / Public Sector Equality Duty

The recruitment process will be conducted fairly in accordance with the council's recruitment policy and procedures.

Climate Change

Not applicable.

Human Rights

Not applicable

Crime and Disorder

Not applicable

Staffing

The proposed approach will ensure continuity in terms of the post of Corporate Director of Resources during the interim appointment of the Chief Executive.

Any subsequent actions for appointing to other posts arising from the appointment will be a matter for the Chief Executive as Head of Paid Service.

Accommodation

Not applicable

Risk

None

Procurement

None

Appendix 2: Job Description and Person Specification

Job Description Corporate Director of Resources

Job Title:	Corporate Director
Directorate:	Resources
Reports to:	Chief Executive
Direct Reports:	Heads of Service within Service Area, plus Strategic Manager for Internal Audit, Risk and Corporate Fraud
Job Purpose:	To take a corporate role in supporting the Chief Executive, the Leader and the Cabinet to achieve the Council's vision for the residents and communities of County Durham. Take the lead role on the innovation, development and delivery of services within the Directorate.

Corporate Responsibilities:

Member of the Corporate Management Team developing a strong corporate approach to all aspects of Council business. Ensuring all Council assets, skills, resources, influence and intelligence are collectively focused to maximise impact on priority policy areas. Undertake the statutory role of Section 151 Officer for the Council.

Key Corporate Tasks - Shared accountability with the Chief Executive and other Directors to:

- Develop, deliver and achieve strategic priorities, objectives, values and long-term vision for the Council
- Provide advice and support to Councillors
- Develop and maintain a one organisation ethos with demonstrable commitment to corporate culture
- Manage overall performance of the Council
- Ensure a corporate approach which provides visible and effective leadership which focuses on outcomes for customers and the community

- Develop the Council's wider leadership role and delivery of effective partnership working
- Lead on major cross-cutting theme(s) and/or whole council 'champion' for a geographical area
- Ensure implementation of corporate policy covering the control of Health and Safety risks
- Fulfil the duties of the 151 Officer role

Directorate Responsibilities:

The provision of all services within County Durham related to:

- Corporate Finance and Commercial Services
- People and Talent Management
- Finance and Transactional Services
- Legal & Democratic Services Digital and Customer Services
- Transformation
- Strategy
- Internal Audit, Risk and Corporate Fraud
- *Shared responsibility for COVID-19 Recovery: Health, Welfare & Community

Key Directorate Tasks:

- Lead on the development and strategy and policy
- Lead on development and delivery of a resident focused and outcome-based approach, including the establishment of consultation frameworks and the development of services taking account of residents and business feedback.
- Drive service excellence and sound financial management promoting a culture of value for money, innovation, performance management and empowerment amongst individuals and teams to ensure continuous improvement.
- Represent the Council at local, regional and national forums, and take the lead role in developing regional partnerships with the public, private and voluntary sectors

- Ensure required responses are made to national agenda and legislation.
- Undertake any relevant statutory duties and responsibilities on behalf of the Council associated with the role.
- Ensure provision of advice and guidance to the Chief Executive, the Cabinet and the Overview and Scrutiny Committee as required.
- Ensure the principles of equality and diversity and the Council's other corporate values are embraced and underpin all work for employees and service users.
- Accountable for the effective management and deployment of all resources
- Build capacity and develop skills to enable the Council to deliver on its priorities and ambitions;
- Ensure that effective and efficient Health, Safety and Welfare systems are in place.
- Undertake the statutory Section 73 for the North East Combined Authority, providing effective and impartial advice to NECA and the Joint Transport Committee

All Corporate and Directorate tasks to be undertaken in accordance with the Council's competency framework

Person Specification

Job Title: Corporate Director of Resources

Qualifications

- Degree level or equivalent standard of general education.
- Relevant professional accountancy qualification.

Personal Attributes

- A team focussed approach, commitment to achieving value for money, service excellence and equality in employment and service delivery.
- Commitment to community involvement and participation in the development and delivery of Council strategies and services.

Experience - Corporate

- Consistent and demonstrable achievement at a senior management level in a large, high performing, complex organisation.
- Experience of successful strategic management and a proven track record of leading in the formulation and delivery of strategic objectives and policies.
- A demonstrable track record of leading, motivating and managing multi-disciplinary teams to achieve significant, sustainable service improvements and outstanding results
- Experience of working with partner and stakeholders to deliver outcome focussed services.
- Experience of success in the initiation and management of change within a large and complex organisation.
- A proven track record of leading and managing complex and diverse services, demonstrating strong financial management and the management of diverse staff groups
- Evidence of establishing a performance management culture, including service planning, target setting, performance appraisal.
- A record of managing substantial strategic budgets, with an emphasis on promoting cost-efficiencies and value for money.
- A track record of working with and forging successful partnerships with a wide range of internal and external bodies to successfully deliver cross sector projects.

Experience - Role Specific

- Experience of achievement in a High Performing Local Authority across a range of service areas
- Experience of leading multi - functional teams to deliver a range of front line and support services
- Experience of working corporately and across teams to deliver wider outcomes
- Experience of working with local, regional and national stakeholders to deliver services and to influence the change agenda
- Evidence of Strategic Financial Management and medium-term financial planning
- Clear understanding of the role and responsibilities of the S151 officer and preferably, direct experience of this role.
- Experience of the role and function of internal and external audit in local government
- Evidence of working within a political organisation and ability to work effectively with politicians from all political groups
- Experience of developing a commercial approach to support local regeneration initiatives
- Awareness and understanding/ experience of strategic human resource management and leading wider cultural change
- Experience of transforming services to focus on outcomes and to provide services that provide value for money and demonstrate efficient and effective use of resources
- Experience of performance management and the application of performance management principles to help to improve the councils and partners performance

Knowledge and Skills

- Ability to convey clear vision and manage strategically within a corporate context.
- Ability to initiative and implement creative and imaginative approaches that are outcome focused

- Demonstrate leadership skills and ability to empower, motivate and develop staff, creating a positive inclusive organisational culture and value diversity.
- Highly developed networking, advocacy, written, oral and presentation skills to relate effectively to employees, service managers, Councillors, the general public and other stakeholders and to commend their respect, trust and confidence,
- Understanding of the role and responsibilities of the Section 73 officer
- Understanding the council's legal framework and the responsibilities of the monitoring officer
- Demonstrate a thorough knowledge and understanding of the relevant service legislation, best practice and current issues.
- Ability to convey complex information to senior leaders, politicians and the wider workforce in a way that is meaningful and that assists decision making