



NOTTINGHAM CITY COUNCIL
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

Date: Tuesday, 8 July 2014

Time: 2.00 pm

Place: Loxley House

Councillors are requested to attend the above meeting to transact the following business

Deputy Chief Executive, Corporate Director and Chief Finance Officer

Constitutional Services Officer: Carol M Jackson Direct Dial: 0115 8764297

AGENDA

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IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN ABOVE, IF POSSIBLE BEFORE THE DAY OF THE MEETING

CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO BE ISSUED WITH VISITOR BADGES

NOTTINGHAM CITY COUNCIL

APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

MINUTES of the meeting held at LB31 - Loxley House on 22 April 2014 from 10.02 - 10.30 am

- | | |
|------------------------------|--------------|
| Councillor Toby Neal | (Chair) |
| ✓ Councillor Alan Clark | (Vice-Chair) |
| ✓ Councillor Eunice Campbell | |
| Councillor Graham Chapman | |
| Councillor Jon Collins | |
| Councillor Georgina Culley | |
| Councillor Nicola Heaton | |
| Councillor Nick McDonald | |
| ✓ Councillor David Mellen | |
| ✓ Councillor Eileen Morley | |
| Councillor Alex Norris | |

✓ indicates present at meeting

Colleagues, partners and others in attendance:

- | | |
|-----------------------|---|
| Ian Curryer | - Chief Executive, Nottingham City Council |
| Jo Spilsbury | - Head of Human Resources Strategy and Employee Relations |
| Lynn Robinson | - Human Resources Business Partner |
| Catherine Ziane-Pryor | - Constitutional Services Officer |

63 APOLOGIES FOR ABSENCE

- | | |
|----------------------------|--------------------------|
| Councillor Toby Neal | - Personal Business |
| Councillor Jon Collins |) |
| Councillor Nick McDonald |) Other Council Business |
| Councillor Alex Norris |) |
| Councillor Georgina Culley | - Illness |

In the absence of Councillor Toby Neal, the meeting was chaired by Councillor Alan Clark.

64 DECLARATIONS OF INTERESTS

None.

65 EXCLUSION OF PUBLIC

The Committee decided to exclude the public from the meeting during consideration of the remaining agenda item in accordance with section 100a(4) of the local government act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighed the public interest in disclosing the information as defined in Paragraphs 1,2 and 4 of Schedule 12A to the Act.

66 PUTTING CITIZENS AT THE HEART - NOTTINGHAM CITY COUNCIL NEW OPERATING MODEL (PHASE 2 UPDATE)

Ian Curryer, Chief Executive, and Lynn Robinson, HR Business Partner, presented the report which provides feedback on the outcome of the formal consultation relating to 'Putting Citizens at the Heart - New NCC Operating Model Phase 2' proposals, and sets out the final proposals to realign Tier 3 Senior Management Leadership Group (SLMG) and other relevant posts under the proposed Phase 2 following consultation.

RESOLVED to approve the recommendations contained in the report.

APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE – 8 JULY 2014

Title of paper:	Recruitment to and acting-up arrangements for the post of Corporate Director, Resources and Chief Finance Officer	
Director(s)/ Corporate Director(s):	Ian Curryer, Chief Executive	Wards affected: All
Report author(s) and contact details:	Ian Curryer, Chief Executive (0115) 8763600 Angela Probert, Strategic Director, Organisational Transformation (0115) 8763440	
Date of consultation with Portfolio Holder(s) (if relevant):	Councillor Chapman Deputy Leader Portfolio Holder for Resources & Neighbourhood Regeneration 26 th June 2014	Councillor Neal Chair of ACOS 17 June 2014
Other colleagues who have provided input:	Faye Truong, HR Business Partner Faye.truong@nottinghamcity.gov.uk Tel: (0115) 8762018 Ceri Walters, Finance Business Partner Ceri.walters@nottinghamcity.gov.uk Tel: (0115) 8764128 Sarah Molyneux, Legal Services Manager Sarah.molyneux@nottinghamcity.gov.uk Tel: (0115) 8764435	
Relevant Council Plan Strategic Priority: (you must mark X in the relevant boxes below)		
Cut crime and anti-social behaviour		<input checked="" type="checkbox"/>
Cutting unemployment by a quarter		<input checked="" type="checkbox"/>
Ensure more school leavers get a job, training or further education than any other City		<input checked="" type="checkbox"/>
Your neighbourhood as clean as the City Centre		<input checked="" type="checkbox"/>
Help keep your energy bills down		<input checked="" type="checkbox"/>
Good access to public transport		<input checked="" type="checkbox"/>
Nottingham has a good mix of housing		<input checked="" type="checkbox"/>
Nottingham is a good place to do business, invest and create jobs		<input checked="" type="checkbox"/>
Nottingham offers a wide range of leisure activities, parks and sporting events		<input checked="" type="checkbox"/>
Support early intervention activities		<input checked="" type="checkbox"/>
Deliver effective, value for money services to our citizens		<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):		
As a result of Carole Mills, Deputy Chief Executive, Corporate Director and Chief Finance Officer securing the role of Chief Executive, at Milton Keynes Council, there is a need to put in place a recruitment process to replace her and to identify appropriate acting up arrangements until the recruitment process has concluded.		

The report also sets out a recommendation to reassign the role of Deputy Chief Executive to David Bishop, Corporate Director for Development and Growth.

REASON FOR EXEMPTION AND PUBLIC INTEREST TEST

Appendix Three is exempt from publication under paragraph 3 of Schedule 12A to the Local Government Act 1972 because it contains information relating to the financial or business affairs of particular persons (including the authority holding that information) and, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Recommendation(s):

1	To undertake the interviews for the post of Corporate Director, Resources and Chief Finance Officer and should an appropriate candidate be identified to recommend their appointment to Full Council subject to not receiving any material or well-founded objection from the Executive Board.
2	Subject to there being no material or well-founded objections by any member of the Executive Board received by the Strategic Director of Organisational Transformation by 12 noon on 11 July 2014, Full Council will be recommended to approve the following recommendations, as outlined in more detail in the report. This will be in effect from 15 July 2014 and in relation to recommendation 2 b) terminate following the commencement of the permanent post holder in post as Corporate Director of Resources and Chief Finance Officer: <div style="margin-left: 40px;"> a) the re-assignment of the role of Deputy Chief Executive as outlined in the report b) the acting up arrangements to the role of Corporate Director of Resources </div>
3	To designate Geoff Walker, Acting Director of Strategic Finance as Section 151 Officer with effect from 15 July 2014 until the commencement of the permanent post holder in post as Corporate Director of Resources and Chief Finance Officer.
4	To agree the remuneration details in relation to recommendations 2a) and b) and 3 as outlined in the exempt Appendix Three to this report

1 BACKGROUND

- 1.1 As a result of the resignation of Carole Mills, Deputy Chief Executive and Corporate Director there was a need to recruit to the post of Corporate Director of Resources and Chief Finance Officer.
- 1.2 To enable an appointment to be made in a timely manner and for the new appointee to commence in autumn 2014 it was necessary for an urgent recruitment process to be commenced.

1.3 As a result of the cancellation of the ACOS meeting in June, the Chair of ACOS, in conjunction with the Portfolio Holder for Resources and Regeneration and the Chief Executive, consulted via email with ACOS members in order to make the decision to commence the recruitment process. The consultation outlined the following recruitment process :-

Date	Action	Cllr/Officer involved
ASAP	Job description and person specification to be drawn up (Appendix One)	Strategic Director of Organisational Transformation in consultation with the Chief Executive and the Deputy Leader
2 nd June	National advertising campaign and use of an executive search agency to target applicants	Resourcing Team
26 June	Sift of applications	Deputy Leader and Chief Executive
3 rd July	Technical Assessments	Chief Executive, Councillors and colleagues
4 th July	Agreed recruitment panel to convene to determine the final shortlist for interview	Agreed ACOS recruitment panel
8 th July	Final interviews during the ACOS meeting	Full ACOS

1.4 In accordance with the consultation with ACOS the job description for the role was revised by the Strategic Director, Organisational Transformation and is attached as Appendix 1.

1.5 An advert was placed in the national media and a micro-site was built to give potential candidates a positive overview of the Council and the role with messages from the Chief Executive and the Portfolio Holder. Search activity was also commissioned to identify and attract high calibre candidates for this important role.

1.6 Thirteen applications were received for the role and following consideration of these by the Portfolio Holder for Neighbourhood Regeneration and Resources and the Chief Executive, six candidates were invited in for an assessment centre on 3 July.

1.7 The assessment centre aimed to test out the strategic financial and commercial acumen and their fit with Nottingham and the City Council.

1.8 To assure the final interview panel of candidates' technical robustness, an external assessor supported the activity undertaken in the assessment centre.

1.9 The outcome from the assessment centre was considered at the agreed ACOS recruitment panel on 4 July and three candidates have been taken forward to the final interview at ACOS on the 8 July.

1.10 Acting-up arrangements

1.11 To ensure there is robust leadership for the Resources department following the departure of Carole Mills to support the Council through this challenging financial period, it is proposed acting up arrangements are put in place with effect from 15 July until a new post-holder is in post.

1.12 The following is proposed

- that Glen O'Connell, Director of Legal and Democratic Services, undertakes the role of Acting Corporate Director for Resources, having responsibility for the remit of the role, excluding the s.151 Officer role, following the departure of Carole Mills and until a new post-holder is in post. Mr O'Connell will continue to undertake his role as Director of Legal and Democratic Services for this period and hold the role of Monitoring Officer, with appropriate consequential acting up arrangements being put in place within Legal and Democratic Services.
- that Geoff Walker, currently Acting Director of Strategic Finance, additionally undertakes the role of s.151 Officer for this period. Mr Walker will report directly into the Chief Executive for the Section 151 responsibilities. For other finance matters he will report into Mr O'Connell for the period of the acting up arrangements.

1.13 The additional remuneration attached to these acting up arrangements is set out in exempt Appendix Three and will cease following the commencement of the incoming Corporate Director of Resources and Chief Finance Officer.

1.14 Re-assignment of Deputy Chief Executive responsibility

1.15 The role of Deputy Chief Executive was assigned to Ms Mills in addition to her role as Corporate Director of Resources.

1.16 With the departure of Ms Mills the Chief Executive has needed to consider which member of the Corporate Leadership team should hold this responsibility to undertake the duties set out in Appendix Two.

1.17 ACOS is requested to recommend to Full Council, (subject to not receiving any material or well-founded objection from Executive Board members) that David Bishop, Corporate Director of Development and Growth be assigned the role of Deputy Chief Executive in addition to his substantive role.

1.18 The additional remuneration attached to this responsibility is set out in exempt Appendix Three

2. REASONS FOR RECOMMENDATIONS (INCLUDING OUTCOMES OF CONSULTATION)

These recommendations will ensure that the authority meet statutory obligations and continue the robust leadership within the Resources Department.

3. OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

None

4. FINANCIAL IMPLICATIONS (INCLUDING VALUE FOR MONEY / VAT)

The financial implications are detailed in Appendix Three – which is exempt from publication.

5. RISK MANAGEMENT ISSUES (INCLUDING LEGAL IMPLICATIONS AND CRIME AND DISORDER ACT IMPLICATIONS)

5.1 Under the Council's Constitution, the appointment process for the post of Corporate Director should be carried out by ACOS. The recruitment and appointment process should be conducted in accordance with the Council's Officer Employment Procedure Rules (Standing Orders on Employment Matters). Further, the appointment is subject to final approval by Full Council, subject to there being no material or well-founded objections by any member of the Executive Board.

5.2 Under s.151 of the Local Government Act 1972 every local authority must secure that one of its officers has responsibility for the proper administration of their financial affairs. This officer is known as the 'Chief Finance Officer' or 's.151 officer'.

5.3 It should be noted that the above comments have been provided without sight of Exempt Appendix 3 as the legal advisor may have a personal interest in aspects of that Appendix. It is not considered by the report author that this affects the advice given.

6. EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment has not been carried out on this specific recruitment exercise since this report does not include proposals to fundamentally change policies, services or functions.

7. LIST OF APPENDICES

Appendix 1: Job Description for Corporate Director Resources and Chief Finance Officer to be inserted

Appendix 2: Duties attached to responsibility for Deputy Chief Executive

Appendix 3 (Exempt): Details of the remuneration associated with this proposal

8. **LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION**

Not applicable.

9. **PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT**

Not applicable.

Appendix One – Job Description and Person Specification

Post Title: Corporate Director for Resources and CFO

Grade: Chief Officer

Job Purpose

Providing effective corporate and strategic management through collaborative working with Councillors, the Corporate Leadership Team, colleagues and partners to realise the Council's vision, values and strategic priorities and to improve the quality of life for citizens.

Key Responsibilities

The role has two parts; a cross-cutting corporate element and accountability for a group of services and/or strategic priorities.

Cross-cutting responsibilities

1. As a member of CLT, lead, develop, and realise the Council's vision, values and strategic priorities, providing a clear sense of direction, optimism and purpose at corporate and service levels to build Nottingham's reputation as a 'Great' City.
2. To work collaboratively with Councillors, partners and colleagues to ensure that citizens are at the heart of our decision making and service delivery.
3. Establish, develop, promote and maintain effective working relationships with Council partners to determine and deploy the best strategies to raise standards and promote creative and innovative ways to address local issues.
4. To lead on and take responsibility for cross-cutting corporate transformation projects and specific key corporate areas of activity, themes and programmes for the Council, as allocated from time to time.
5. Through personal example, open commitment and clear action, value and celebrate the diversity of Nottingham's communities. Ensure equal access in employment and services that meet the needs of, and are accessible to, all service users eradicating discrimination.
6. Create a positive working environment to enable colleagues to optimise their contribution by communicating effectively, coaching and mentoring and proactive opportunity and performance management.
7. Deliver projects and services on time, to standard and within budget and within the governance framework.
8. Develop and promote positive support for collaborative internal working to optimise the collective skills, resources and knowledge of the Council and ensure integrated solutions to ensure continuous improvement in service quality, performance and value for money.
9. Develop and foster effective relationships with government, professional bodies and other local, regional and national organisations to represent and promote the Council's interests and influence on key policy issues.

Key Service and/or Strategic Priorities

1. To hold statutory responsibility under Section 151 of the Local Government Act 1972, to ensure proper arrangements are in place for the proper conduct of the Council's financial affairs and monitor their adequacy and effectiveness in practice.

2. To give strategic leadership to identified corporate transformation programmes as determined by the Chief Executive and support colleagues in the overall delivery of the Council's transformation programme to become a 'Great Council'.
3. To work with the Strategic Director Commercialism to embed an operating model that focuses on maximising commercial opportunities.
4. To give strategic leadership of the Resources department (comprising: Finance, Legal & Democratic Services, IT and Business Support) to ensure that the best quality services are provided within the resources available.
5. Ensure that the council operates effectively within a modern, effective and fit for purpose governance framework.
6. Operate as the Council's SIRO and hold accountability for the Council's information management arrangements and framework – requiring a matrix management/leadership model across the organisation.
7. Provide clear, timely and accurate advice and guidance to Councillors and the Council on strategic issues, business cases, options, service issues and programmes from a solutions-focussed and enabling perspective.
8. Lead and develop Directors within the Department to ensure that they:
 - manage and lead their services well;
 - deliver their agreed targets
 - work corporately and collaboratively with CLT, Strategic Directors and Directors
 - develop and coach team members.
9. Manage, as Nottingham City Council's lead client, the development of East Midlands Shared Services (EMSS) and work in partnership with Leicestershire County Council to ensure the success of EMSS in terms of the quality of the services it provides to the two councils, achievement of agreed savings/income targets and to grow the business.
10. Act as the lead advisor and conduit in relation to East Midlands Councils to ensure the Council exercises and optimises its role as Accountable Body and the effectiveness and impact of EMC as a regional entity.
11. Specific key service leadership activities:
 - Lead on financial strategy, innovation and the budget process;
 - Ensuring fit for purpose functions;
 - IT service;
 - Health and safety advice;
 - Business support
 - Revenues, benefits and welfare advice;
 - Legal and democratic services and emergency planning/resilience;
 - Financial planning, evaluation, accountancy and internal audit
 - All other services in the remit and influence of the post.

N.B. This is a politically restricted post under the provision of Section 2(1)(c) of the Local Government Housing Act 1989.

I understand and accept the accountabilities outlined in the above job description.

Print Name:

Signed:

Date:

Post holder's immediate_supervisor: Chief Executive

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties as directed by a supervising officer, the responsibility level of any duties should not exceed those outlined above.

Person Specification: Corporate Director

AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT				
		P	A	T	I	D
1. Work to promote mutual respect and good relations	Able to demonstrate an understanding of the effects of discrimination and exclusion against certain groups of citizens and colleagues.		✓			
	An ability to eradicate discrimination through the promotion of inclusion to a diverse range of service users, partner organisations, staff etc.				✓	
	Complex understanding of equality issues and challenges posed by providing quality public services in a multi-cultural Nottingham.			✓		
	Experience of handling conflict and managing sensitive issues to achieve positive outcomes				✓	
	Experience of developing positive relationships with relevant stakeholders (unions, colleagues, partners, etc.)				✓	
	Ability to create an environment of trust, fairness and openness		✓			
2. Leadership	Ability to develop, communicate and gain ownership for a clear vision and direction to strengthen the Council's community leadership role by inspiring colleagues, external agencies and partners towards local actions to achieve community plans.			✓		
	Experience of establishing a successful and effective working relationship with Councillors / Board members and peers that has resulted in agreement on the strategic direction of a large and complex organisation.		✓		✓	
	Ability to build and lead effective teams and develop relationships which are not dependent on hierarchy and line management.				✓	
	Ability to shape services to address corporate priorities and to integrate and align services with complimentary activities across the council			✓		
	Experience of initiating, leading and managing cultural change at a senior and strategic level		✓			
3. Performance	Understanding and experience of initiating and developing joint working / partnerships that are purposeful.		✓			
	Ability to develop, negotiate and set challenging outcomes and goals with regards to the shared vision, values, strategic priorities and organisational climate. Define performance measures for the success within the service and the wider organisation.		✓			
	Able to take ownership of performance management culture and processes.		✓		✓	

	Ability to proactively manage finance, manage and motivate colleagues and manage other resources to deliver priorities efficiently whilst maintaining visibility and accessibility to all colleagues.		✓	✓		
4. Technical	A professional qualification in an accountancy field and evidence of continuing professional development.		✓		✓	
	Experience of successfully establishing the strategic financial direction of a large and complex organisation in a time of significant budget challenge		✓	✓	✓	
	Successful management background in at least one service area that contributes to the development and provision of resources.		✓		✓	
	Highly developed oral, written and presentational skills. Able to influence, negotiate, develop and implement communication strategies for a large and complex organisation		✓	✓	✓	
P-Pre-Application	A-Application	T-Test	I-Interview	D-Documentary Evidence		
<p>It is assumed in submitting your application that you are:</p> <ul style="list-style-type: none"> • Able to work outside normal office hours • Able and willing to travel both inside and outside the City area as required • Able to participate in a Departmental senior management on-call rota and any other corporate rotas as necessary • Committed to own personal development • Committed to operate with honesty and integrity 						

Appendix Two

Duties to be undertaken by the Deputy Chief Executive

- 1) To deputise for the Chief Executive in his absence.
- 2) To attend the Weekly Leadership Group Meeting to provide strategic leadership and management to the council.
- 3) To support the Chief Executive by having a visible presence in the city.
- 4) To support the range of partner engagement through an active role within the One Nottingham infrastructure.
- 5) To provide support to the Core Cities work and national agenda.
- 6) To meet with internal colleague forums.

By virtue of paragraph(s) 1, 2, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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