

Meeting of:	Senior Management Appointment Committee
Date of Meeting:	Tuesday, 12 October 2021
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Recruitment and Selection Arrangements for the Head of Finance / Section 151 Officer
Purpose of Report:	To set out the recruitment and selection arrangements for the post of Head of Finance / Section 151 Officer
Report Owner:	T Dickinson, Head of Human Resources
Responsible Officer:	R Thomas, Managing Director
Elected Member and Officer Consultation:	T Dickinson, Head of Human Resources
Policy Framework:	The final decision of the Senior Management Appointments Committee will be referred for information to Council
<p>Executive Summary:</p> <ul style="list-style-type: none"> The report sets out the recruitment and selection arrangements proposed for the position of Head of Finance/Section 151 Officer. The Committee is requested to delegate responsibility for agreeing the following to the Head of Human Resources and Organisational Development in consultation with the Managing Director and Leader of the Council; <ul style="list-style-type: none"> advertising long-listing for any assessment process shortlisting for the final interview with Senior Management Appointment Committee 	

Recommendations

1. To approve the recruitment and selection arrangements at the meeting of the Committee.
2. That delegated authority be granted to the Head of Human Resources and Organisational Development, in consultation with the Managing Director and Leader of the Council to progress:
 - advertising for the post,
 - progressing the necessary arrangements for long-listing and any necessary assessment of candidates in advance of shortlisting,
 - drawing up a final short-list for interview (final interview will be undertaken by a future meeting of this Committee) and to,
 - Agree costings and resource requirements relating to the processes required to pursue the recruitment and selection process.

Reasons for Recommendations

1. To ensure the appointment is progressed in accordance with the requirements of the Council's constitution.
2. To allow matters to be progressed in advance of the final stage of recruitment

1. Background

- 1.1 The current post-holder will be leaving the authority in early December 2021 and a recruitment exercise will be undertaken to identify a replacement.
- 1.2 This position is an important appointment and will provide capacity and resilience at a time when the organisation continues to plan for significant challenges.
- 1.3 It is now, therefore, necessary to commence the recruitment process and progress arrangements for the permanent appointment to the post in accordance with the Council's normal recruitment and selection procedure

2. Key Issues for Consideration

- 2.1 On the basis of the above it is proposed to advertise the post (both internal and external) during Autumn 2021.

- 2.2** The current job description and person specification is currently being revised (previously drafted in 2015) to encompass the full scope of the role which includes;
- management of Shared Audit
 - the role of Senior Information Risk Owner
 - any proposed changes in line with the recent Senior Management review
- 2.3** The final version of the Job Description and Person Specification can be circulated in advance of the advert being placed at the request of the Committee.
- 2.4** In order to expedite recruitment, the Committee is requested to delegate responsibility for agreeing the following to the Head of Human Resources and Organisational Development in consultation with the Managing Director and Leader of the Council;
- advertising
 - long-listing for any assessment process
 - shortlisting for the final interview with Senior Management Appointment Committee
- 2.5** Human Resources will undertake an exercise to identify an appropriate assessment process and where necessary, engage an appropriate organisation to undertake assessment centre/psychometric testing ensuring best value for money.
- 2.6** If these delegations are agreed, the Senior Management Appointments Committee will be requested to conduct final interviews once a shortlist is arranged.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** This recruitment and selection exercise will be for a permanent appointment underlining the importance of this role in managing council finance.
- 3.2** In addition, the role will continue managing the Shared Audit collaboration.
- 3.3** The Well-being of Future Generations (Wales) Act will be considered fully during this exercise.

4. Resources and Legal Considerations

Financial

- 4.1** It is requested that approval for costs associated with the recruitment exercise is delegated to the Managing Director in consultation with Human Resources colleagues and the Leader.

- 4.2** Appointment to this position will be on terms and conditions as prescribed by the Joint Negotiating Committee for Chief Officers of Local Authorities and on the current Head of Service salary range of between £72,110 and £80,123.

Employment

- 4.3** There are no employment issues.

Legal (Including Equalities)

- 4.4** This recruitment process is compliant with Local Government, Employment and Equalities legislation.
- 4.5** The recruitment process will be managed in accordance with the Council's equality proofed recruitment and selection policy and the provisions of the Local Authorities (Standing Orders) (Wales) Regulations 2014.

4.6

5. Background Papers