

SHARED SERVICES APPOINTMENTS PANEL

THURSDAY, 6TH SEPTEMBER 2018, FOLLOWING THE SHARED SERVICES JOINT COMMITTEE COMMITTEE ROOM 1, TOWN HALL, CHORLEY

I am now able to enclose, for consideration at the above meeting of the Shared Services Appointments Panel, the following report that was unavailable when the agenda was published.

Agenda No	Item
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4	RECRUITMENT PROCESS FOR AGREED POSTS
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(Pages 3 - 12)

Report enclosed.

GARY HALL
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Shared Services Appointments Panel

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Briefing Paper		
DATE	MEETING	LEAD OFFICER
6 September 2018	Shared Services Appointments Panel	Heather McManus/Gary Hall
SUBJECT	Update on the Shared Services Recruitment Campaign	



1. Summary

As part of implementing the Shared Services structure agreed by both Chorley and South Ribble councils it is proposed to commence a recruitment campaign to appoint to these key positions. This note provides an update for the panel to consider and comment upon.

2. Update

Role Profiles

The role profiles for the new posts in the Shared Services structure have been developed outlining our new way of working, what we are looking for, the statutory responsibilities and the experience, qualifications and attributes we need.

Attached at Appendix 1 are the following role profiles:

1. Director of Legal, Human Resources and Democratic Services (Monitoring officer)
2. Deputy Director of Legal, Human Resources and Democratic Services (Deputy Monitoring officer)
3. Director of Finance & Assurance Services (Section 151 Office)
4. Deputy Director of Finance & Assurance Services (Deputy Section 151 Office)

Process for Recruiting to the Posts

Internal applicants from both councils are required to submit a two-page expression of interest outlining the relevant competencies, knowledge, experience and qualifications they will bring to the role(s) they are interested in.

In addition to the above expression of interest, a two-page discussion paper must be submitted at this time also. The subject of the discussion paper is Blended Working, which will be explored further at a Stakeholder Discussion exercise at the Assessment Centre.

Internal applicants holding the essential qualifications will be invited to the Assessment Centre.

The assessment centre will be held over two days and there will be four activities:

1. A Project Focused Behavioural Event Interview
2. Presentation of your Blended Working Discussion Paper and a Round Table Stakeholder discussion
3. Meeting with both Chief Executives
4. Competency Based Interview

Appointment decisions will be made by the Shared Services Appointments Panel.

Specialist Support e.g. Occupational Psychologist will be funded on a 50/50 basis.

Support available for the process

The shared services appointments panel members will receive assessment training.

Internal candidates will be offered 121 and independent development support pre and post the assessment process outline above.

The associated costs here will be shared on a 50/50 basis.

External Recruitment

In the event that any of the above mentioned posts are not appointed to the Shared Services Appointments Panel will commission an external recruitment campaign.

For any external recruitment campaign specialist support is recommended to the Shared Services Appointments Panel to recruit the right leaders, first time.

The associated costs here will be shared on a 50/50 basis.

Recruitment Timetable

Activity	Timescale
Shared Services Appointment Panel to agree the internal recruitment campaign features	6 th September 2018
Shared Services Appointments Panel recruitment and selection training	Early October (<i>date to be finalised at meeting</i>)
Assessment Centre (Day 1)	Early October (<i>date to be finalised at meeting</i>)
Assessment Centre (Day 2)	Early October (<i>date to be finalised at meeting</i>)
Shared Services Appointment Panel internal appointment decisions and next steps	Early October (<i>date to be finalised at meeting</i>)
External Recruitment (if required)	To commence November 2018

3. Next Steps

The Panel is asked to:

1. Comment and note the above proposals and role proposals at Appendix 1;
2. Confirm dates and timings when Panel Members are available at the meeting.

Heather McManus
Chief Executive of South Ribble Borough Council
Gary Hall
Chief Executive of Chorley Council

Director of Legal, HR & Democratic Services (Monitoring Officer)

Chorley Borough Council, and South Ribble Council Shared Services, buck the trend of traditional services, that feature process focused delivery led in a hierarchical management model, way of doing things. New leaders will be recruited to bring to life service transformation in a new dynamic shared service space that creates high performance conditions through our unique and innovative approach that is Blended Working.



So why join us?

We offer:

- A can do, customer orientated and outcome focused approach to doing business
- Freedom. You will be empowered to think, innovate and deliver
- A one team one council culture where everyone is working collaboratively to deliver our promises
- Constantly changing environment; in a good way! You'll never get bored

What we will want you to do?

- **Lead transformational change across both sovereign councils within a Shared Service context**
- **Advise us as our designated Monitoring Officer**
- **Deliver high performance customer orientated and outcome focused council services in line with the corporate plan for each council, and shared service agreement**
- **Drive specific project to unlock growth in line with our transformation programmes**
- **Execute strategies that enable the effective delivery of each Councils vision and priorities**
- **Inspire direct reports and the wider teams across both councils whilst effectively managing resources and performance**

Statutory Responsibilities

To be the Monitoring Officer under the provisions of Section 5 of the Local Government and Housing Act 1989.

The monitoring officer has three main roles:

- to report on matters he or she believes are, or are likely to be, illegal or amount to maladministration;
- to be responsible for matters relating to the conduct of councillors and officers; and
- to be responsible for the operation of the council's constitution.

You'll need to have experience of?

- Significant operational leadership in a public or private sector organisation of comparable scale and complexity with responsibility for similar services
- A track record for delivering specific change projects in line with ambitious corporate plans and targets
- Experience of contributing to organisational transformation programmes, corporate strategy and plans at a senior level

Qualifications:

- Qualified Solicitor

We also need you to have the following attributes:

- Enables openness between multiple internal and external stakeholders, actively builds and maintains an effective network and identifies opportunities for building mutually supported partnerships
- Facilitates collaboration by creating multi-disciplinary teams to address key issues and priorities
- Systematically and methodically identifies and addresses areas/opportunities for development and capability
- Is able to garner key information from a wide range of sources and will use this to inform their strategic thinking
- Is able to take responsibility for key decisions and not only takes accountability but will make them in a timely way
- Open to innovation but is conceptually agile enough to weigh up the pros and cons of competing viable options
- Clearly sets out expectations and manages performance with fairness and transparency

Director of Finance & Assurance Services (Section 151 Officer)

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Statutory Responsibilities

- You will be a key member of the leadership team, helping it to develop and implement strategy and to resource and deliver the authority's strategic objectives sustainably and in the public interest.

- You will be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and alignment with the authority's financial strategy
- You will be lead the promotion and delivery by the whole authority of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

To deliver these responsibilities you:

- must lead and direct a finance function that is resourced to be fit for purpose
- must be professionally qualified and suitably experienced

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Qualifications:

- CCAB-Qualified

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