



Shadow Authority

Bournemouth, Christchurch and Poole Shadow Authority

Report Subject	Appointment of Director of Children's Services, Monitoring Officer and Section 151 Officer for Bournemouth, Christchurch & Poole Council
Meeting date	21 st February 2019
Report Author	Jon Burrows
Status	Public
Classification	For decision
Executive summary	<p>The appointment of Statutory Officer roles is a key step towards the establishment of the new Bournemouth, Christchurch & Poole Council.</p> <p>In July 2018, the proposed senior management structure at Tier 2 level was agreed by the Shadow Executive Committee. In addition, the approach to appointing to the roles was agreed, in line with constitutional and legal requirements.</p> <p>The selection process for the final Tier 2 role concluded on 21st January 2019, and the Senior Appointments Committee agreed that the Shadow Authority be recommended to appoint a Director of Children's Services as set out in the recommendations below.</p> <p>The process for the remaining statutory officer roles has also now been completed, and the Senior Appointments Committee agreed that the Shadow Authority be recommended to appoint a Section 151 Officer and Monitoring Officer as set out in the recommendations below.</p>

Recommendations	<ol style="list-style-type: none"> 1. That the Shadow Authority approves the appointment of Judith Ramsden as the Corporate Director of Children’s Services, and as the statutory Director of Children’s Service (DCS) under Section 18 of the Children Act 2004. 2. That the Shadow Authority approves the salary range of £120,000 - £140,000 for the DCS role, based on the independent evaluation carried out by Korn Ferry. 3. That the Shadow Authority approves Tanya Coulter as the Director for Law & Governance, and as the statutory Monitoring Officer under Section 2 of the Local Government and Housing Act 1989. 4. That the Shadow Authority approves Adam Richens as the Director for Finance, and as the statutory Section 151 (S151) Officer under Section 2 of the Local Government and Housing Act 1989. 5. That the Shadow Authority delegates authority to the LGR HR Workstream Lead to undertake the necessary HR processes in order to implement these recommendations and to agree the dates from which these decisions take effect.
Reason for Recommendations	<p>The Shadow Authority is empowered to appoint Directors and Statutory Officers by the provisions of the Structural Changes Order, and this decision is for the full Shadow Authority upon recommendation from the Senior Appointments Committee. A rigorous evaluation process has taken place as set out in the body of this report.</p>

1. Background detail

- 1.1. A Task & Finish Group was established in May 2018 to develop the process for appointing to senior leadership roles for Bournemouth, Christchurch & Poole Council.
- 1.2. Recommendations from the Task & Finish Group on the number of Tier 2 Directors, and the process and timeline for appointing to these roles, were subsequently approved by the Shadow Executive Committee at its meeting on 24 July 2018.
- 1.3. A Senior Appointments Committee was also established by the Shadow Authority in July 2018 to undertake the selection of candidates for senior leadership roles. The full terms of reference of this Committee are set out in the constitution agreed by the Shadow Authority on 6 June 2018.
- 1.4. The recommendations of the Senior Appointments Committee for four of the Tier 2 roles were approved by the Shadow Authority in December 2018. However, an external recruitment process was required for the Director of Children’s Services (DCS) role, and this appointment has therefore followed a separate timetable.

- 1.5. Appointments to the two remaining Statutory Officer roles (Monitoring Officer and Section 151 Officer) also require Shadow Authority approval under the Constitution and have therefore been expedited as part of the Tier 3 process in order to ensure that they are in place for April 2019.

2. Recruitment & Selection Process

- 2.1. The following selection process has been followed for the DCS role:

- A job description, role profile and areas of accountability were developed for the purpose of sizing and evaluating the Tier 2 roles
- An independent evaluation was undertaken by Korn Ferry to inform the salary range for the Tier 2 roles
- Following an independent eligibility assessment undertaken by South West Councils to inform the ring-fencing and job-matching for the Tier 2 roles, an external recruitment process was initiated for the DCS
- The role was advertised nationally during November and December 2018
- The Senior Appointments Committee met with representatives from Penna on 19 December 2018 to agree a longlist candidates
- Longlisted candidates were interviewed on 7 and 8 January 2019 by a representative from Penna and a technical assessor
- The Senior Appointments Committee met with representatives from Penna on 15 January 2019 to agree a shortlist of candidates
- The Senior Appointments Committee and representatives from Penna met on 21 January 2019 undertake further assessments and final panel interviews

- 2.2. The following selection process has been followed for the Monitoring Officer and S151 Officer roles:

- A job description, role profile and areas of accountability were developed for the purpose of sizing and evaluating the roles
- An independent evaluation was undertaken by Korn Ferry to inform the salary range for the roles
- An eligibility assessment was undertaken by the LGR HR workstream to inform the ring-fencing and job-matching for these roles
- The outcome from this assessment was that existing post holders could be legitimately job-matched into each role
- The Senior Appointments Committee met with representatives from HR on 6th February 2019 to confirm that existing post holders should be job-matched

3. Summary of Finance and Resourcing Implications

- 3.1. A salary range of £120,000 to £140,000 is recommended by the Senior Appointments Committee for the DCS role following external evaluation, market-rate analysis and benchmarking by Korn Ferry. This is in line with the range agreed for the other Tier 2 roles. The terms agreed with the successful candidate for the DCS role are within this range.

- 3.2. The salary range for the Monitoring Officer and S151 Officer roles will be determined by the external evaluation, market-rate analysis and benchmarking currently being undertaken by Korn Ferry for all Tier 3 posts.

4. Summary of Legal Implications

- 4.1. This process has been undertaken in accordance with local government legal requirements, UK employment law and industry best practice.

5. Summary of Human Resources Implications

- 5.1. Once this decision has been made, appropriate HR employment checks will be undertaken prior to employment contracts being finalised.

6. Summary of Equalities and Diversity Impact

- 6.1. The Tier 2 and Tier 3 appointment processes has been assessed against the requirements of the Equalities Act 2010 – there were no equalities implications identified from the initial screening.

7. Summary and Recommendations

- 7.1. The appointment of Statutory Officer roles is a key step towards the establishment of the new council, providing a basis for appointing to further layers in the organisational structure.
- 7.2. The Shadow Authority is therefore recommended to:
- Approve the appointment of Judith Ramsden as the Corporate Director of Children’s Services, and as the statutory Director of Children’s Service (DCS) under Section 18 of the Children Act 2004
 - Approve the salary range of £120,000 - £140,000 for the DCS role, based on the independent evaluation carried out by Korn Ferry
 - Approve the appointment of Tanya Coulter as the Director for Law & Governance, and as the statutory Monitoring Officer under Section 2 of the Local Government and Housing Act 1989
 - Approve the appointment of Adam Richens as the Director for Finance, and as the statutory Section 151 Officer under Section 2 of the Local Government and Housing Act 1989
 - Delegate authority to the LGR HR Workstream Lead to undertake the necessary HR processes in order to implement these recommendations and to agree the dates from which these decisions take effect.

8. Background Papers

8.1. [Agenda & Minutes of Senior Appointments Committee \(9 July\)](#)

8.2. [Report to Shadow Executive Committee \(24 July 2018\) - Senior Appointments – Tier 2 Leadership Roles](#) (Item 11)

8.3. [Report to Shadow Authority \(18 December 2018\) – Tier 2 Appointments](#) (Item 9)

9. Appendices

None