

COUNCIL – 25 JULY 2019

RECOMMENDATIONS OF THE EMPLOYMENT COMMITTEE (20 JUNE 2019)

Minute / Page No.		DIRECTOR VACANCY AND INTERIM SECTION 151 ARRANGEMENTS
<p>Employment Committee</p> <p>20 June 2019</p> <p>Minute 8.</p>		<p>The Chief Executive introduced the report as presented to the Committee. It was noted the Director of Finance and Organisation position had been vacant since 13 April 2019. In response to questions, it was highlighted that the previous incumbent had originally joined the Council as the Head of Finance and Section 151 Officer. They had retained responsibility for these statutory duties when moving from Head of Service level to the Director position.</p> <p>The Chief Executive explained that the Council was legally required to have a Section 151 Officer and the report set out options for interim arrangements whilst a permanent solution was worked through. The Committee was also informed that interim arrangements had been put in place to ensure key projects / pieces of work continued to be progressed.</p> <p>Following the introduction from the Chief Executive, the Committee considered: relevant statutory powers; legal, financial, communication and equalities implications; consultation undertaken; policy framework considerations; and information from CIPFA in relation to the role of the Chief Finance Officer.</p> <p>During the discussion, the Committee supported proposals for the Council’s Statutory 151 responsibilities being moved from the Director position to Head of Service level. It was noted that this reflected previous arrangements and, by removing the statutory responsibilities from the Director role, it would widen significantly the potential number of professionals that would be able to apply for the Director role.</p> <p>As set out in the report, the Committee noted an update in relation to recruitment to the permanent Head of Finance position and considered a number of matters in relation to the Director vacancy, including:</p> <ul style="list-style-type: none"> - The remit, job summary and person specification for the Director Position, including the Council’s generic role profile set out at Annex 2 to the report; - The recruitment timetable; - The importance of reviewing the roles and responsibilities of the position to ensure the post holder was able to oversee delivery of service/business plans across the Directorate.

<p>Employment Committee</p> <p>20 June 2019</p> <p>Minute 8.</p> <p>Cont.</p>	<p>Following the Committee's discussion it was agreed that a Working Group should be established to allow further consideration of the remit, job summary and person specification of the Director role. On conclusion of their work, the Working Group would report back to the Committee to assist officers recruit to the vacancy.</p> <p>RECOMMENDED that Pat Main, Interim Head of Finance, be appointed as the Council's Interim Section 151 Officer for the period following their appointment, up to the permanent Section 151 Officer starting in their position.</p> <p>RESOLVED that:</p> <ul style="list-style-type: none">(i) The statutory Section 151 responsibilities move from the Director of Finance and Organisation position, to the Head of Finance position.(ii) An Employment Working Group, consisting of Councillors C.M. Neame, V.H. Lewanski and T. Schofield, be established to work with officers during June and July 2019 to review and develop the remit, job summary and person specification of the Director role ahead of reporting back to the Committee in July 2019 so that plans could commence to recruit to the vacancy. <p>Note: Pat Main, Interim Head of Finance and Assets, left the room for consideration of the report.</p>
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