
APPOINTMENT OF TIER 3 CHIEF OFFICERS AS PART OF #ONETEAM TRANSFORMATION PROGRAMME

1 PURPOSE OF REPORT

- 1.1 To appoint a Sub-Committee which will comprise part of an interview panel for the selection of Tier 3 roles as part of the #OneTeam Transformation Programme.

2 INTRODUCTION

- 2.1 On 25 January 2022 the Council resolved to agree the Strategic Partnership between the Council and Brentwood Borough Council (BBC) and appointed Jonathan Stephenson as the Joint Chief Executive for both Councils and the Council's Head of Paid Service with effect from 1 February 2022. In addition, the Council delegated authority to the Joint Chief Executive to undertake a restructure of Tier 3 of both Councils in consultation with the Leader of each Council.
- 2.2 A restructure of Tier 3, which is the Council's Assistant Director tier (Corporate Director tier at BBC), began on 11 April 2022. Following consultation, there is a reduction from the current 12 posts to 9. A proposed structure chart with relevant job descriptions is attached as **Exempt Appendix A**.
- 2.3 The new Tier 3 roles are intended to work across both Councils but represent a step change in responsibility and skills from the current roles, as well as a reduction in number. Accordingly, it is necessary to run a formal HR appointment process. EELGA has been supporting the Joint Chief Executive and both Leaders in this process.
- 2.4 Up to 11 postholders will be undertaking the selection process, which comprises:
- Psychometric testing – a personality assessment and a numerical and verbal reasoning assessment;
 - Assessment centre - bespoke assessment exercises created to test requirements of the new roles and designed to assess candidates against role requirements; and
 - Member interview panel.

3 MEMBER INTERVIEW PANEL

- 3.1 Members will be used to conducting Member interview panels as a whole Committee. However, because this is an appointment to a single officer tier,

intended to serve both Councils, it is necessary to assemble the Member interview panel differently.

- 3.2 The Committee and the BBC equivalent – Staff Appointments Committee - must each convene a Sub-Committee. Both Sub-Committees will then come together to comprise the Member interview panel.
- 3.3 It is proposed that the Council's Sub-Committee shall comprise 5 Members pro-rata to the political alignment of the Council and its terms of reference are:-
- To make recommendations in respect of the relevant Tier 3 roles to be appointed by the Committee
- 3.4 Both Sub-Committees must agree on the proposed candidate which they believe should be appointed. Each Sub-Committee needs only to come to a majority decision as to its preferred candidate but both Sub-Committees must agree before the candidate can be recommended for appointment.
- 3.5 EELGA, together with an independent ex-Chief Executive and the Joint Chief Executive, will advise the Member interview panel in their deliberations.
- 3.6 The Committee and the BBC Staff Appointments Committee will then be reconvened to formally appoint the relevant candidate(s). The Chief Officer Appointments Committee can only appoint candidates who are already employees of the Council and the BBC Staff Appointments Committee equivalent can only appoint candidates who are already employees of BBC. The appointment of the statutory officers (S151 Officer and the Monitoring Officer) will be confirmed at an Extraordinary meeting of Council on 12 July for the Council and 13 July for BBC.
- 3.7 The Member interview panel will conduct interviews on 15, 16 and 17 June 2022; times and venue to be advised. Training for Members of the Member interview panel will be provided by EELGA prior to that.

4 RISK IMPLICATIONS

- 4.1 Creation of a single unified officer team is identified as intrinsic to the Strategic Partnership with BBC and the #OneTeam Transformation Programme.
- 4.2 It is necessary to appoint candidates jointly with BBC in order to fulfil the ambitions of the Strategic Partnership.
- 4.3 Any candidates who are not appointed through this process will be dealt with in accordance with the Council's Managing Organisational Change Policy or BBC's Change Management Protocol, as appropriate.

5 RESOURCE IMPLICATIONS

- 5.1 The costs associated with this selection and appointments process will be met from the overall #OneTeam Transformation Programme budget, the Council's share of which was agreed by Council on 25 January 2022. The main cost will be EELGA support which was budgeted at £20,000 and it is anticipated this budget will be spent in full. There will be some other smaller support costs which can be met within the overall programme budget.

6 LEGAL IMPLICATIONS

- 6.1 Appointment of Chief Officers is defined within Part 3 of the Council's Constitution.

- 6.2 Pro rata for the Sub-Committee comprises:

- Conservative 3
- Rochford District Residents 1
- Liberal Democrats 1

7 EQUALITY AND DIVERSITY IMPLICATIONS

- 7.1 An Equality Impact Assessment has not been completed as no relevant decision is being made.

8 RECOMMENDATION

- 8.1 It is proposed that the Committee **RESOLVES**

- (1) To appoint a Sub-Committee to act as a Member interview panel, as set out in this report.
- (2) That appointments be made on a pro rata basis to the 5 seats on the Sub-Committee.



Jonathan Stephenson

Joint Chief Executive

Background Papers:-

None.

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