

## **APPENDIX A**

### **Appointment of Interim Statutory Officers**

#### **Recruitment process:**

- i. Expressions of interest to be invited from incumbent statutory officers from within the West Northamptonshire Councils.
- ii. Applicants to be asked which role(s) they are interested in and to respond to the following questions:-
  - Why are you applying and what can you bring to the role(s)?
  - How will you balance the demands of the interim role with your substantive role to ensure that you successfully contribute to both the formation of the new council and ensure business as usual within your existing authority?
  - Do you have previous experience as Returning Officer?
- iii. In the event that there are no expressions of interest from incumbent statutory officers, consideration to be given to suitably qualified officers expressing an interest from within the scope of the West Northamptonshire Councils before widening the pool.
- iv. Permanent and Interim officers are within scope of the recruitment process, subject to the agreement of their existing Council to the secondment.
- v. Appointments to the roles will be on the basis of secondment to the proposed West Northamptonshire Shadow Authority (SA).
- vi. There is no enhancement to pay recommended for undertaking the defined role.

#### **Selection process:**

- i. A proportionate selection process to be carried out, recognising that the incumbent statutory officers are experienced local government managers, capable of undertaking the respective interim roles.
- ii. Where there is competition for a role; a panel comprising of one elected Member from each of the constituent West Northamptonshire Councils be established to undertake the selection process, including an interview and presentation.
- iii. The composition of the interview panels to be nominated by Council Leaders, and ratified by the West Northamptonshire Joint Committee; the selection panel should be comprised of the same members for the interviews for each statutory role, but the same panel does not need to consider all of the roles.
- iv. The panel to receive independent advice in the selection process from a HR Advisor invited from the North Northamptonshire Councils.



## West Northamptonshire Shadow Authority

### Job Description

#### Interim Head of Paid Service

##### Purpose

- To act as statutory Head of Paid Service pursuant to Section 4 of the Local Government and Housing Act 1989.
- To ensure the smooth continuance and delivery of the LGR Programme for the West Northamptonshire Council area, enabling the successful transition to the new Council.
- Returning Officer for elections as directed by the Structural Change Order.

##### Key Responsibilities

- Accountable for the delivery of the LGR Programme, acting as co-chair of the programme board.
- Lead and manage the Programme Team including the Interim Monitoring Officer, the Interim Section 151 Officer and Programme Director.
- Build effective working relationships with elected Members and senior officers within the constituent authorities and with national policy makers.
- Exert influence at the most senior levels across the constituent authorities when necessary to overcome potential barriers/issues to ensure the delivery of the programme.
- Represent the Programme through a visible presence and be responsible for regular and appropriate communications to constituent authorities, Government, Local MP's and MHCLG regarding the programme's progress.
- Establish options for potential operating models for the new Council in consultation with the constituent authorities.
- Where he or she considers it appropriate, prepare a report to the Shadow Council setting out proposals for:
  - The manner in which the discharge by the Shadow Council of their different functions is co-ordinated.
  - The number and grade of staff required for the discharge of these functions.
  - Organisation of the Shadow Council's staff.  
Appointment and proper management of the Shadow Council's staff
- This job description describes the general duties of the post and does not preclude other duties which may be necessary for the efficient operation of the Council in meeting its objectives.

##### Person Specification

###### Qualifications

- Relevant degree or professional qualification
- Evidence of work related continuing managerial and professional development.

#### Specialist Knowledge and Experience

- Substantial leadership and managerial experience and skills gained at a senior level, including contributing to the corporate management of an organisation.
- Track record of promoting, leading and managing change.
- Substantial experience of successfully working with elected or Board Members on complex issues, and the ability to work productively and closely with Members, and provide clear advice on policy options.
- A successful track record in corporate performance management and participation in the formulation of corporate objectives, policies and strategies within a large multi-disciplined organisation with comparable scope, responsibilities, budgets and resources.
- Track record of operating strategically on corporate projects and policy development.
- The ability to think creatively and innovatively in developing, recommending and leading strategic initiatives and policies to assist in the achievement of organisational goals
- The ability to work corporately and manage resources effectively in a complex environment, including the ability to interpret and understand complex financial and budgetary information, and to negotiate and influence to direct resources
- Demonstrable experience of partnership working, including the ability to influence and lead corporate and multi-agency projects and initiatives effectively.
- Demonstrable experience of taking difficult or contentious decisions and the ability to constructively manage conflict
- In-depth knowledge and understanding of the statutory, policy, strategic and service delivery framework in which local government operates, and the major issues facing local government.
- Experience of influencing Government Departments and Ministers.

#### Personal Attributes

- A high degree of political awareness and sensitivity and commitment to working closely with all councillors, local organisations and communities.
- Highly developed diplomatic skills, particularly in motivating, negotiating and persuading others outside the span of control, including partner organisations.
- Actively promote the need for change and acts as a role model for change.
- Positive, committed, adaptable, robust and confident approach.
- Ability to work under pressure and to motivate others to work quickly, without undue stress and demonstrate a duty of care.
- Innovative and creative approach to change.
- Personal integrity.
- Drive and self motivation – “can do” attitude.
- Sound judgement in devising and evaluating options and dealing with complex issues.



## West Northamptonshire Shadow Authority

### Interim Section 151 Officer Job Description

#### Purpose

As a member of the Programme Team, co-ordinate the work of the Finance Officers' workstream to establish proper arrangements for the administration of the new Council's financial affairs.

#### Key responsibilities

1. Take overall accountability for the financial probity of the Shadow Council by carrying out the statutory responsibilities under S151 of the Local Government Act for the proper conduct of the Shadow Council's financial activities.
2. Provide the Shadow Executive and the Programme Team with robust strategic financial analysis and advice on the effective allocation of resources.
3. Ensure the establishment of the new Council's Medium Term Financial Plan and Annual Budget for 2020/21.
4. Ensure that appropriate financial standards and processes for the new Council are in place and operational through the development of the following:
  - The Medium Term Financial Planning and Budget Setting Process.
  - Financial Regulations and Procedures.
  - Contract Management Framework
  - Procurement Strategy
  - Risk Management Strategy
  - Treasury Management Policy/Strategy
  - Anti-Fraud, Bribery and Corruption Policy
  - Money Laundering Policy
  - The Budget Management Framework
  - Annual Audit Plan
  - Debt Management Strategy
  - Council Tax Benefit Scheme
  - Business Rate Scheme
  - Capital Strategy
  - Corporate Debt Policy
5. Maintain a strategic overview of all aspects of the Northamptonshire Pension Fund. Including ensuring that the funding and investment strategy is monitored and reviewed and that appropriate governance and quality assurance procedures are in place.

6. This job description describes the general duties of the post and does not preclude other duties which may be necessary for the efficient operation of the Council in meeting its objectives.

## **Person Specification**

### Qualifications

- Relevant degree or professional qualification.
- Membership of one or more professional bodies as set out in S113 of the Local Government Finance Act 1988.
- Evidence of work related continuing managerial and professional development.

### Specialist Knowledge and Experience

- Extensive experience of managing, setting and monitoring budgets and financial management information, including developing and using management information.
- A successful track record in corporate performance management and participation in the formulation of corporate objectives, policies and strategies within a large multi-disciplinary organisation with comparable scope, responsibilities, budgets and resources.
- Substantial leadership and managerial experience and skills gained at a senior level, including contributing to the corporate management of an organisation.
- Track record of promoting, leading and managing change.
- Significant experience of successfully working with Elected or Board Members on complex issues, and the ability to work productively and closely with Members, and provide clear advice on policy options.
- Evidence of operating strategically on corporate projects and policy development.
- Demonstrable experience of partnership working, including the ability to influence and lead corporate and multi-agency projects and initiatives effectively.
- Understanding of Government Accounting with a demonstrable level of commercial acumen.
- Knowledge of effective and innovative financial planning and controls across a diverse organisation.
- In-depth knowledge and understanding of the statutory, policy, strategic and service delivery framework in which local government operates, and the major issues facing local government.

### Personal Attributes

- Actively promotes the need for change and acts as a role model for change.
- Positive, committed, adaptable, robust and confident approach.
- Ability to work under pressure and to motivate others to work quickly, without undue stress, and demonstrate a duty of care.
- Innovative and creative approach to change.
- Personal integrity.
- Drive and self-motivation – “Can do” attitude.
- Sound judgement in devising and evaluating options and dealing with complex issues.



## West Northamptonshire Shadow Authority

### Interim Monitoring Officer

#### Job Description

##### Purpose

As a member of the Programme Team, co-ordinate the work of the Monitoring Officers' work stream to establish the constitutional arrangements for the new Council.

##### Key responsibilities

- 1) Take overall responsibility for the probity of the Shadow Council by carrying out the statutory responsibilities as Monitoring Officer.
  - a) Decision Making: Ensures all decisions taken by members and officers are lawful.
  - b) The Constitution: Responsibility for the design, implementation and maintenance of the Council's Constitution including the Full Council Procedural Rules, the schemes of delegation/scrutiny/ and partnership arrangements – in accordance with the requirements of the members, ensuring legal requirements are met.
  - c) Proper Officer for access to information: Ensure that member decisions ( and officer decisions where required), together with the reasons for those decisions, and relevant officer reports and background papers are properly recorded and made publicly available as soon as possible and retained for public access in accordance with legislative requirements.
  - d) Provides high level advice and guidance to the Shadow Executive Committee and Programme Team on the scope of powers and authority to take decisions, maladministration, financial impropriety (in conjunction with the Interim Section 151 Officer), standards and probity and Budget and Policy Framework issues.
  - e) Provides 'trouble-shooting' expertise to the Shadow Executive Committee and Programme Team as necessary where expert knowledge and sound interpretation of democratic processes, statutory guidance and/or Constitution of the Council is vital to the resolution of issues/problems.
  - f) Lead Officer for the management of the Council's Strategic Risk Register, its operational risk registers and ensuring that action to mitigate risk is taken across all services.
  - g) Lead Officer for ensuring that appropriate impact assessments in support of decision making are prepared and published ensuring that all statutory requirements are met.
  - h) Leads and manages the preparations for the new Council's first elections.
  - i) Leads and manages the Council's involvement in the review of the Council's electoral arrangements as required by the Local Government Boundary Commission for England

ensuring that legislative requirements are met and that any resulting changes reflect the needs of the Council.

- j) This job description describes the general duties of the post and does not preclude other duties which may be necessary for the efficient operation of the Council in meeting its objectives.

## **Person Specification**

### Qualifications

- Relevant degree or professional qualification
- Evidence of work related continuing managerial and professional development

### Specialist Knowledge and Experience

- Extensive experience of providing strategic legal advice to a large and diverse organisation.
- A successful track record in corporate performance management and participation in the formulation of corporate objectives, policies and strategies within a large multi-disciplines organisation with comparable scope, responsibilities, budgets and resources.
- Substantial leadership and managerial experience and skills gained at a senior level, including contributing to the corporate management of an organisation.
- Track record of promoting, leading and managing change.
- Significant experience of successfully working with elected or Board Members on complex issues, and the ability to work productively and closely with Members, and provide clear advice on policy options.
- Evidence of operating strategically on corporate projects and policy development.
- Demonstrable experience of partnership working, including the ability to influence and lead corporate and multi-agency projects and initiatives effectively.
- Understanding of Government Accounting with a demonstrable level of commercial acumen.
- Knowledge of effective and innovative financial planning and controls across a diverse organisation.
- In-depth knowledge and understanding of the statutory, policy, strategic and service delivery framework in which local government operates, and the major issues facing local government.

### Personal Attributes

- Actively promotes the need for change and acts as a role model for change.
- Positive, committed, adaptable, robust and confident approach.
- Ability to work under pressure and to motivate others to work quickly, without undue stress, and demonstrate a duty of care.
- Innovative and creative approach to change.
- Personal integrity.
- Drive and self-motivation – “Can do” attitude.
- Sound judgement in devising and evaluating options and dealing with complex issues.