

## POLICY AND RESOURCES

27 April 2016

Is the final decision on the recommendations in this report to be made at this meeting?

Yes

### Recruitment of a Director of Mid Kent Services

<b>Final Decision-Maker</b>	Policy and Resources Committee
<b>Lead Head of Service</b>	Alison Broom - Chief Executive
<b>Lead Officer and Report Author</b>	Lead Officer – Alison Broom Report Author – Estelle Culligan, Deputy Head of Legal Partnership
<b>Classification</b>	Public
<b>Wards affected</b>	All

#### **This report makes the following recommendations to this Committee:**

1. To confirm that the post of Director of Mid Kent Services will be employed by MBC.
2. To authorise the Chief Executive to start the process of recruitment and appointment.
3. To delegate authority to the Chief Executive to sign the collaboration agreement between the three Councils on behalf of MBC.

#### **This report relates to the following corporate priorities:**

- Keeping Maidstone Borough an attractive place for all -
  - Securing a successful economy for Maidstone Borough -
- The post is a crucial part of the shared services structure and contributes to all corporate priorities of the Council.

#### **Timetable**

<b>Meeting</b>	<b>Date</b>
Policy and Resources Committee	27 April 2016

# Recruitment of a Director of Shared Services

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report seeks authority to start the process of recruitment and appointment to the post of Director of Mid Kent Services (MKS)
  - 1.2 Budgetary approval for the post has been given by MBC, SBC and TWBC, within their 2016/17 budget meetings.
  - 1.3 However, formal approval for recruitment to the post has not yet been given by Policy and Resources Committee.
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## 2. INTRODUCTION AND BACKGROUND

- 2.1 The current Director of MKS is seconded from his full time role at TWBC. His secondment ends on 31 July 2016 .
- 2.2 The MKS Board and each Council agree that the Director post is a valuable strategic lead for the shared services and the post should continue.
- 2.3 At its meeting on 17 December 2015, the MKS Board agreed that the post should be funded equally by contributions from the three Councils, for the first three years. It was envisaged that the post would become self financing from year four, through savings that it had achieved (and those savings would not be limited to the cost of the post).
- 2.4 The Councils have approved funding for an equal share of the cost of the post in their budget meetings for 2016/17 (MBC on 2 March, SBC on 17 February, TWBC on 24 February).
- 2.5 The MKS Board agreed at its meeting in March 2015 that MBC will be the employing Council. The Chief Executives have discussed the arrangements for the post on this basis. However, the formal decision on this point needs to be made.
- 2.6 Marianne Abley of iESE Local Government Consultancy has worked with the three Chief Executives to prepare the Brief for the role, the job description and person specification. They are attached at Appendix 1. A proposed structure is attached at Appendix 2.
- 2.7 The three Councils will sign a collaboration agreement for the role. This agreement is being finalised by the three Chief Executives and is available to view if members wish. The document clarifies that, as employing authority, MBC will have responsibility for managing the post and the Chief Executive will be line manager. However the agreement sets out how she will liaise and consult with SBC and TWBC and the input that each Council will have to the role. It also sets out the clear line of responsibility that the Director will have for all of the shared services, irrespective of which Council employs each service.

### **3. AVAILABLE OPTIONS**

- 3.1 There is an option *not* to appoint a Director of MKS. This option is not recommended for the following reasons:
- The current Director's secondment ends on 31 July 2016.
  - It has been established through experience that the Director is a valuable strategic lead for the shared services.
  - The principle of the requirement for the post has been accepted both by the MKS Board and the Councils, as shown in the approval of the shared costs of the post in each Council's 2016/17 budget.
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### **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 The recommended option is to approve the process of recruitment and appointment for the reasons set out in this report.
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### **5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 5.1 The MKS Board discussed and agreed the proposal at its meetings in March and December 2015.
- 5.2 Each Council has approved its share of the budget for the post.
- 5.3 The Chief Executive discussed the proposals for the post in her report, "Proposed Senior Leadership Arrangements" to Policy and Resources Committee on 29<sup>th</sup> July 2015. The Committee agreed her recommendations.
- 5.4 The three Chief Executives have discussed the proposals for the post with Ms Abley and have agreed the Brief, job description and person specification.
- 5.5 A draft collaboration agreement has been prepared for the Councils to sign setting out how they will cooperate to manage the post. It also defines the responsibility of MBC as employer and MBC's Chief Executive as line manager.

### **6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION**

- 6.1 The Chief Executive will continue to work with the Chief Executives of TWBC and SBC and the Head of HR to complete the necessary documents for the post and to agree a timetable for recruitment. The Chief Executive will continue to report progress to the MKS Board.
- 6.2 The Employment Committee (or a panel of it) has the remit of shortlisting and interviewing candidates for the post. It is envisaged that the recruitment panel will also comprise councillors from TWBC and SBC,

together with the Chief Executives in an advisory capacity. However, as employing authority, only MBC's members will have voting rights.

## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	The Director of Shared Service post is a vital strategic lead for the shared services	Deputy Head of the Legal Partnership
<b>Risk Management</b>	The postholder will be subject to MBC's employment contract, policies and procedures. The arrangements for managing the post within the shared arrangements of the three councils are set out within a collaboration agreement which will be signed by the Councils	Deputy Head of the Legal Partnership
<b>Financial</b>		Head of Finance and Resources
<b>Staffing</b>		Head of HR
<b>Legal</b>	These comments are covered in the body of the report	Deputy Head of the Legal Partnership

## 8 APPENDICES

Appendix 1            Brief, job description and person specification

Appendix 2            Structure Chart