

Joint Report of the Corporate Director - Place and Corporate Director-Adult Services

Appointment of Sub-Committee for appointments of Assistant Directors

Summary

1. This paper makes proposals to permanently recruit to two Assistant Director posts (one which is vacant and other covered by a secondment).
2. This report seeks formal approval to establish an Appointments Sub-Committee for Chief Officer Appointments and to delegate sufficient powers to those Sub-Committees to enable them to conduct the recruitment process, select and appoint a candidate, subject to the requirements of the standing orders on appointment.

Background

3. The review of the senior management structure (as approved by the Executive on 30 June) retained the establishment of 12 Assistant Director Posts. Following the assimilation of the current Assistant Directors.
4. The objective of the senior management review was to ensure that the structure of the senior management in the organisation would meet the council's future challenges, is sustainable through a period of significant ongoing change and to ensure the delivery of outcomes for customers, residents and communities.
5. The posts this report seeks approval to permanently recruit to are:
 - i. Assistant Director (responsible for functions of Public Realm / Parks and Open Spaces; Highways; Transport; Waste; Fleet and Parking). This post became vacant following the promotion of the previous post holder in to the post of Director and was held pending the outcome and implementation of the senior manager review.

- ii. Assistant Director (responsible for the functions of Housing Services, Housing Maintenance and Repairs; Housing Operations; Emergency Planning and Community Safety). This post is currently being covered on a temporary basis, (through an internal secondment), following the resignation of the substantive post holder. The interim arrangement was agreed by Staffing Matters and Urgency Committee on 5 September 2016 pending permanent recruitment to the vacancy

Assistant Director with functional responsibilities for Public Realm/Parks and Open Spaces; Highways; Transport; Waste; Fleet and Parking).

6. This role is crucial not only to ensure sufficient senior level capacity in the Directorate but also to ensure the continuation of the delivery of the Council's Vision and strategic plans in these service areas.
7. The role will focus on increasing operational efficiency and creating an environment whereby the City and its residents can reach their full potential and all stakeholders and individuals have the opportunity to contribute to the City's success. These activities will be, guided by the principals of the One Planet York policy in order to ensure balanced and sustainable delivery of outcomes.
8. The Assistant Director provides strategic direction and leadership to deliver the high level transport agenda; Strategic waste agenda; fleet management services for the whole Council; Operational Highways, Surface Water Management, Waste, Public Realm and Emergency Planning functions. The Assistant Director is supported by 2 Heads of Service and an Emergency Planning Coordinator.
 - i. Head of Transport
 - ii. Head of Operations

Assistant Director with function responsibilities for Housing Services; Housing Maintenance and Repairs, Housing Operations; and Community Safety).

9. This role is key to ensure that the council is equipped to create safe resilient communities that are fundamental to maintaining York's status as one of the best places to live and bring up a family in the country. There are a number of critical issues that need to be addressed immediately:

- Take forward the stock options appraisal to lever in additional investment in the City, which can be used to create additional affordable homes, create job and training opportunities and improve the quality of the environment as well as the housing stock
 - Modernise the way the council delivers its landlord functions, including it's housing and estate management services, to reflect the changing nature of relationships between the council and its citizens
 - Report on options to improve the organisation and delivery of responsive and planned maintenance repairs to the council's housing stock,
 - Support tenants who are disadvantaged as a result of welfare reforms, to ensure that tenants are able to maintain sustainable tenancies
 - Establish close working arrangements with other social landlords and housing providers, to bring about an improvement in standards in the city and improve residents feeling of safety.
10. A copy of the current Job Descriptions for both posts are included in Annexes 1 & 2. Please note that these job descriptions will be reviewed as part of phase 3 of the implementation of the senior management review and the recruitment process will reflect any changes needed to the existing job description.

Remuneration Package

11. Attached at Annex 3 are details of the pay package and Conditions of Service for the post of Assistant Director. The Committee is asked to confirm the pay package for this post which will be offered as part of the recruitment process which is set at a job evaluated grade for Assistant Director with a salary of £68,063 to £75,618 with access to the standard set of Chief Officer Terms and Conditions. There are no other enhancements recommended for these roles.

Appointments Committee

12. The council's Constitution allows for an Appointments Committee, including at least one member of the Executive, to interview applicants for a post and to determine who should be offered the vacant post.

13. It is requested that for each Assistant Director post the Appointments Committee shall be made up of one member from each of the main parties. The details of the process for each post will be approved by the Appointments Committee.

Consultation

14. Consultation has taken place with the Corporate Management Team as to the need for this appointment. It is requested the three largest political groups now nominate members to participate in the Appointments Committee.

Options/Analysis

15. There are no alternative options for Members on the recruitment process to consider, other than simply not proceeding with the recruitment to the post. The failure to create Appointment Committees at this stage would delay any subsequent appointment to the posts.

Council Plan

16. Making an appointment to these posts will contribute to delivering the Council Plan and its priorities. It will also enable the organisation to fully implement the Senior Management Review.

Implications

17. The following implications have been considered:
 - **Financial** – The Assistant Director post is within the pay range £68.1K to £75.6K. Including on costs this totals £90 -£100K for a full year per post. The cost of the posts and associated recruitment costs will be managed within existing departmental budgets.
 - **Human Resources (HR)** – The job description for the Assistant Director roles have been subject to the Council's established job evaluation mechanism and a grade established for the post. Any changes to the existing Job Description as a result of the recent Senior Manager Review will be reflected in the recruitment process. The Appointments Committee is in line with the constitutional requirements for the recruitment and appointment of Chief Officers. The appointment will be carried out in accordance with the Chief Officer recruitment protocol attached (Annex 1).
 - **Equalities** - There are no equalities implications.

- **Legal** – The Appointments Committee is created pursuant to S.102 (1)(c) of the local Government Act 1972 and its terms of reference are to exercise the functions of the Council in relation to the selection and appointment of the successful applicant in respect of the Assistant Director posts. The proceedings of the Appointments Committee are likely to be held mainly in exempt session due to the nature of the information that it will be considering.

The proposed distribution of seats meets the political balance requirements contained in the Local Government and Housing Act 1989.

The process of appointing officers of this level is regulated by the Local Authority (Standing Orders) (England) Regulations 2001. Amongst other things, these regulations require that an appointment committee must include at least one member of the Executive and further, that no formal offer of appointment may be made until all members of the Executive have been informed of the details of the intended appointee, and have raised no objection within the specified period, (usually 5 clear days).

- **Crime and Disorder** – There are not crime and disorder implications.
- **Information Technology (IT)** – There are no IT implications.
- **Property** – There are no property implications.
- **Other** – There are no other implications.

Risk Management

18. The risk of no or delayed appointment could risk delivery against the Council Plan and its priorities.

Recommendations

19. It is recommended that Council:
 - i. Approve the filling of these posts and remuneration package for the Assistant Director posts at a job evaluated salary of £68,063 to £75,618. Establish an Appointments Sub-Committee consisting of three members, one from each main party (1 Conservative, 1 Liberal Democrat and 1 Labour) to include a member of the Executive.

- ii. The Appointments Sub-Committee be authorised to conduct the final interviews, select a successful candidate and make an offer of employment subject to the necessary employment procedures

Reason: To allow appointment to the Assistant Director posts to be made.

Contact Details

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Report Approved



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Specialist Implications Officer(s)

Legal: Andrew Docherty, Assistant Director, Information Technology (IT), Democratic & Legal Services

Finance: Patrick Looker Finance Manager

Human Resources (HR): Kay Crabtree, HR policy and Trade Union Engagement Manager

Wards Affected:

All

For further information please contact the author of the report

Annex:

1. Job Description –Assistant Director
2. Job Description –Assistant Director
3. Conditions of Service – Assistant Director
4. Chief Officer Recruitment Protocol