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**Staffing Matters & Urgency Committee**

**21 June 2021**

Report of the Corporate Director of People

**Appointment of Sub-Committee for appointment of Assistant Director Adult Social Care**

**Summary**

1. Following the promotion of the current post holder this paper makes proposals to permanently recruit to the post of Assistant Director Adult Social Care.
2. This report seeks approval to:
  - i. Establish an Appointments Sub-Committee for Chief Officer Appointments. To delegate sufficient powers to the Sub-Committee enabling them to conduct the recruitment process, select and appoint a candidate, subject to the requirements of the standing orders on appointment.
  - ii. To engage a recruitment agency to support the Sub-Committee with the recruitment process.

**Background**

3. This post is part of the senior management structure, (as approved by Staffing Matters and Urgency Committee in November 2020), reporting into the Corporate Director of People.
4. The current Assistant Director for Adult Social Care takes up the role of Director of Safeguarding on 1 June 2021.
5. Following his promotion, permission is sought to appoint permanently to this central role. This will enable the authority not only to discharge its statutory responsibilities in terms of adult social care, but will provide key strategic leadership in the delivery of some of the council's priorities.
6. Approval to recruit on an interim basis is being sought outside of this committee meeting.

7. A copy of the job description is attached at Annex A

### **Remuneration Package**

8. Attached at Annex B 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. It is set at a job evaluated grade for Assistant Director with a salary of £73,488 to £81,644 with access to the standard set of Chief Officer Terms and Conditions. It is also proposed that relocation costs may be reimbursed up to a maximum of £7383 as per the Council's policy. There are no other enhancements recommended for this role.

### **Appointments Committee**

9. 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.
10. It is requested that 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.
11. To attract the strongest field of candidates with the right knowledge and skills it is recommended that an external recruitment consultancy, that has experience and a proven track record in the sector, is engaged to support the Appointments Sub-Committee.

### **Consultation**

12. 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**

13. 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 post.

## Council Plan

14. Making an appointment to these posts will contribute to delivering the Council Plan and its priorities.

## Implications

15. The following implications have been considered:

- **Financial** – The Assistant Director post is within the pay range £73,488 to £81,644. Including on costs this totals £95,057 to £105,740 for a full year. The cost of the post 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. 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 C).

A procurement exercise would need to be undertaken to engage a recruitment agency to support the recruitment activity to fill the position.

- **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.

In circumstances where the appointing committee agrees, without any member voting against, S.17 of the Local Government & Housing Act 1989 provides that the distribution of seats on a sub-committee need not comply with the political balance requirements contained in Part 1 of that Act.

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**

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

### **Recommendations**

17. It is recommended that Council:
  - i. Approve the filling of this post and remuneration package for the Assistant Director posts at a job evaluated salary of £71,521 to £79,459. Establish an Appointments Sub-Committee consisting of three members, one from each main party (1 Liberal Democrat, 1 Labour and 1 Green) to include a member of the Executive.
  - ii. That a recruitment agency be engaged, as per the councils' procurement rules, to support the appointments sub-committee with the recruitment and selection process. The remit for engagement and appointment to be agreed by the sub-committee.
  - iii. 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 post to be made.

## Contact Details

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**Chief Officer Responsible for the report:**  
Amanda Hatton - Corporate Director for People

**Report Approved**



**Date** 10/06/2021

## Specialist Implications Officer(s)

Legal: Janie Berry – Director of Governance

Finance: Richard Hartle - Finance Manager

HR: Claire Waind, HR Manager (Performance and Change)

**Wards Affected:**

**All**

**For further information please contact the author of the report**

## Annex:

- A. Job Description –Assistant Director
- B. Conditions of Service – Assistant Director
- C. Chief Officer Recruitment Protocol