
Staffing Matters & Urgency Committee

3 June 2019

Report of the Chief Executive

Appointment of Director – Governance & Improvement

Summary

1. This report makes proposals to permanently recruit to the newly created post of Director of Governance & Improvement.
2. This report seeks formal approval to establish an Appointments Sub-Committee for Chief Officer Appointments and to delegate sufficient powers to that Sub-Committee to enable them to conduct the recruitment process, select and appoint a candidate, subject to the requirements of the standing orders on appointment. Appendix 1 details the Chief Officer Recruitment Protocol.

Background

3. The review of the Corporate Service Structure, approved by Staffing Matters and Urgency in December 2018, saw the deletion of the post of Assistant Director Legal & Governance and the creation of this new post Director of Governance and Improvement.
4. The formal restructure process concluded in March 2019.
5. This report is still seeking approval to establish an appointments sub committee to deal the consequential appointment of a Director of Governance and Improvement in accordance with normal procedures for appointment of a chief officer.
6. Attached at Annex 2 is a copy of the job description as agreed at Staffing Matters and Urgency Committee in December 2018.
7. Council approved the new chief officer graded pay structure in March 2019, and therefore this role falls within the Director pay band.

Remuneration Package

8. 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 £87,623 - £97,149 subject to the Chief Officer Terms and Conditions set out in Appendix 3.
9. If appropriate the successful candidate would be able to access relocation.

Appointments Committee

10. The Council's Constitution allows for an Appointments Committee of no less than three elected members, including at least one member of the Executive, to interview applicants for a post and to determine who should be offered the vacant post.
11. It is suggested that the Appointments Committee shall be made up of two members from the Liberal Democrat Group and one member from the Labour Group.

Consultation

12. Consultation has taken place in line with the Customer and Corporate Services restructure and the Council's transformational change policy and procedure.
13. As part of the consultation process, nominations to the Appointments Sub Committee have been requested from the Liberal Democrat Group and the Labour Groups.

Options/Analysis

14. There are no alternative options for Members on the recruitment process to consider, other than simply not proceeding with the recruitment to the post.

Council Plan

15. Making an appointment to this post will contribute to delivering the Council Plan and its priorities.

Implications

16. The following implications have been considered:

- **Financial** – The Corporate Director post is within the pay range £87,623 - £97,149. The cost of the posts and associated recruitment costs will be managed within existing departmental budgets.
- **Human Resources (HR)** – The job profile is based on the revised Job Description used in the Customer and Corporate Services restructure. 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

17. There are no known risks associated with the recommendations in the report other than the potential risk to delivery of services if the committee either fails to or delays setting up an Appointments Sub Committee for the recruitment of this post.

Recommendations

18. The committee is asked to:
1. Approve the filling of this post and remuneration package for the Director post at a job evaluated salary of £87,623 - £97,149, in accordance with the procedural rules set out in the constitution for the appointment of chief officers.
 2. Establish an Appointments Sub-Committee consisting of three members (2 Liberal Democrats, and 1 Labour) to include a member of the Executive.

Reason: In order to appoint to the newly created post of Director of Governance and Improvement

Contact Details

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Chief Officer Responsible for the report:

Mary Weastell
Chief Executive

Report
Approved



Date 20/5/19

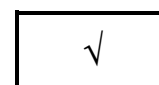
Specialist Implications Officer(s)

Human Resources: Trudy Forster, Head of HR

Finance: Debbie Mitchell, Finance Manager

Wards Affected: List wards or tick box to indicate all

All



For further information please contact the author of the report

Background Papers:

None

Annexes:

1. Job Description
2. Chief Officer Recruitment Protocol
3. Chief Officer Terms and Conditions
4. Structure Chart