
Staffing Matters & Urgency Committee

2 July 2018

Report of the Chief Executive

Appointment of Interim Corporate Directors for Health, Housing & Adult Social Care and Children's, Education and Communities.

Appointment of Permanent Corporate Directors for Health, Housing & Adult Social Care and Children's, Education and Communities.

1. Summary

Both the Corporate Director for Health Housing and Adult Social Care (HHASC) and Children's, Education and Communities (CEC) have submitted their resignations, to take up opportunities in other local authorities.

This report makes proposals to:

- permanently recruit to both the Corporate Director post in HHASC and CEC
- make interim appointments through internal recruitment to provide cover until permanent appointments are in place.

Approval is sought to establish two Appointment Sub-Committee's for Chief Officer Appointments and to delegate sufficient powers to those Sub-Committees. This is to enable them to conduct the recruitment process, select and appoint candidates, subject to the requirements of the standing orders on appointment. Annex 1 details the Chief Officer Recruitment Protocol.

2. Background

The senior management structure (as approved by the Executive on 30th June 2016) is made up of four Corporate Director posts reporting into the Chief Executive.

The Corporate Directors of HHASC and CEC will be leaving the Authority in August and September 2018.

Following their resignations permission is sought to appoint permanently to both these key roles. This will enable the Council to fully discharge its responsibilities in both Adults and Children's Social Care and continue to meet its statutory responsibilities.

Permission is also sought to put interim arrangements in place for the management of these services. This will ensure that both Directorates continue to have sufficient leadership capacity in the intervening period prior to permanent appointments being made.

It is proposed that the temporary interim appointments are advertised internally, as a development / secondment opportunity for senior staff in the Council.

Attached at Annex 2 are copies of the role profiles, based on the current job description, which will be reviewed prior to advertising to ensure they relate to the council's current operating model. However, this will not be large scale change.

3. Remuneration Package

Attached at Annex 3 are details of the pay package and Conditions of Service for the post of Corporate 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 £91,647 to £104,832, with access to the standard set of Chief Officer Terms.

It may be necessary for the appointments sub committee to consider a market supplement for both posts, as a recruitment incentive. The current post holder for Corporate Director CEC is on a £12,000 market supplement. Data will be provided to the sub committee for consideration.

4. Appointments Committee

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.

It is requested that both Appointment Committees 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.

5. Consultation

Consultation has taken place with the Corporate Management Team as to the need for these appointments. It is requested the three largest political

groups now nominate members to participate in the Appointments Committee

6. Options/Analysis

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.

7. Council Plan

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

8. Implications

The following implications have been considered:

- **Financial** – The Corporate Director posts are paid within the pay range **£91,647 to £104,832**. Including on costs this totals £122,605 to £140,404 for a full year per post. The cost of the posts and associated recruitment costs will be managed within existing departmental budgets. A market supplement is currently paid for one post at £12,000 (£16,200 including on costs).
- **Human Resources (HR)** – The job profile is based on the current Job Descriptions for the Corporate Director roles and is subject to the Council's established job evaluation mechanism with 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 1).

It is proposed that Resourcing Solutions (North Yorkshire County Council) will be engaged to support the recruitment process.

- **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 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.

9. Risk Management

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

10. Recommendations

It is recommended that the Committee:

- a) Approve the filling of these posts both permanently and on an interim basis on the remuneration package for the Corporate Director post at a job evaluated salary of £91,647 to £104,832.
- b) Establish two Appointment Sub-Committees consisting of three members, one from each main party (1 Conservative, 1 Liberal Democrat and 1 Labour) to include a member of the Executive.

Reason: To progress the appointments and reduce risks highlighted in the report in relation to these critical roles required to deliver the Council's statutory responsibilities.

Contact Details

Author:

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Chief Executive

Chief Officer Responsible for the report:

Mary Weastell
Chief Executive

Report
Approved



Date 19/6/2018

Specialist Implications Officer(s)

Human Resources: Trudy Forster, Head of HR , Kay Crabtree, HR Manager and Claire Waind, HR Manager

Finance: Richard Hartle, Finance Manager

Wards Affected: List wards or tick box to indicate all

All



For further information please contact the author of the report

Annex:

1. Chief Officer Recruitment Protocol
2. Job Profiles
3. Pay & Conditions of Service