

Staffing Matters & Urgency Committee

5 August 2019

Report of the Head of Human Resources

Customer & Corporate Services Restructure and Feedback from Appointments Sub Committee

Summary

1. This report provides an update to SMU after agreement to progress the CCS Restructure (December 2018) and approval to recruit to the Director of Governance & Improvement.
2. The report provides the committee with the outcome for the Appointments Sub Committee and seeks further approval to consider a revised role.
3. If the revised role is approved to progress then to retain the current Appointments Sub-Committee for Chief Officer Appointments as agreed in June 2019.

Customer and Corporate Services Structure

Background

4. 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 a new post of Director of Governance and Improvement.
5. The formal restructure process concluded in March 2019, when Council agreed to the deletion of the AD Legal & Governance. The post holder left the organisation on 30 June 2019.
6. The structure could not be implemented until the post of Director of Legal and Governance was appointed and had commenced in the role.
7. Interim arrangements have been agreed through SMU to appoint an interim AD Legal & Governance to ensure that the statutory duty of Monitoring Officer is being carried out at the authority.

8. Whilst the recruitment for the permanent Director of Governance & Improvement was being carried out there was no change to the rest of the structure, and in effect the DCEX took on additional duties as the Interim AD Legal & Governance is part time and hence focusing on the legal and governance aspect of the role.
9. SMU in June agreed to establish a sub-committee to recruit to the post of Director of Governance & Improvement.

Appointment Sub Committee

10. The Appointments Sub Committee approved the advert and the recruitment and selection process for the Director of Governance and Improvement.
11. During the advertisement period, feedback from the market was clear that the role was atypical and it was unlikely that applicants would have the full range of experience and knowledge that was requested within the job description.
12. Whilst there were 18 applicants, the initial longlist identified that whilst candidates had experience in legal and governance they did not have the experience around customer and corporate improvement.
13. The appointments sub-committee took the decision not to progress with the selection process and to reconsider the role, after taking on board the feedback from the market.
14. The role has been reconfigured to focus on the legal and governance aspects of the role, keeping the main requirements of the agreed restructure in which the post would be part of CMT, report direct to the Chief Executive and be responsible for audit.
15. For this amended role to progress it is proposed that the rest of the structure in CCS remains as is until the Chief Executive considers the structure again.
16. To not progress with a revised Director of Governance role could leave the authority at risk of no monitoring officer, and hence it is recommended that the role is progressed.
17. This therefore means that the structure as agreed by SMU, shown in appendix 1, in December 2018, is now amended to reflect this unique situation.
18. The new amended structure, until the Chief Executive has the opportunity to reconsider, is shown in appendix 2.

19. The amended job description has been graded using the Hay Evaluation methodology in line with the Chief Officer Pay policy. This amended role has been graded as a Director and can be seen in appendix 3.

Consultation

20. Consultation has taken place with CMT, Appointments Sub Committee and the trade unions.

Options/Analysis

21. There are no alternative options for Members on the recruitment process to consider, other than simply not proceeding with the recruitment to the post and progressing an extension to the interim arrangements.

Council Plan

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

Implications

23. The following implications have been considered:

- **Financial** – The pay range for the post is within £87,623 - £97,149. The cost of the post and associated recruitment costs will be managed within existing departmental budgets.
- **Human Resources (HR)** – The job profile is based on the revised Job Description. The Appointments Committee is in line with the constitutional requirements for the recruitment and appointment of Chief Officers.
- **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 Chief Officer 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

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

Recommendations

24. It is recommended that Staffing Matters & Urgency Committee:
- a) Approve the filling of the revised post and remuneration package for the Director post at a job evaluated salary of **£87,623 - £97,149**.
 - b) Agree to retain the existing membership already established for the Appointments Sub-Committee in relation to this post.

Reason: To ensure that the revised role is filled and to mitigate any risk of having no Monitoring Officer.

Contact Details

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**Report
Approved**



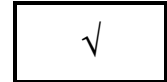
Date 22/7/19

Specialist Implications Officer(s)

Human Resources: Trudy Forster, Head of HR

Wards Affected: List wards or tick box to indicate all

All



For further information please contact the author of the report

Appendices:

1. Structure as agreed by SMU December 18
2. Amended Structure to reflect current situation August 19
3. Amended Job Description Director of Governance