

Report of the Chief Executive to the meeting of the Appointment Panel to be held on 28th February 2018

A

Subject:

Appointment process to the positions of Strategic Director, Corporate Resources and Director of Human Resources

Summary Statement:

The Appointment Panel is asked to consider, in accordance with the Council's Officer Employment Procedure Rules, the elements required for the search, assessment and appointment process for the recruitment to the positions of Strategic Director Corporate Resources and Director of Human Resources

Kersten England
Chief Executive

Portfolio:
Corporate

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1. SUMMARY

- 1.1 The Officer Employment Procedure Rules in the Council's Constitution require Staffing Committee to determine whether to fill a vacancy at Strategic Director level and Director level and, if so, to establish an Appointment Panel or delegate the power to make the appointment to the Chief Executive or her nominee.
- 1.2 On the 31st January 2018 Staffing Committee determined that the vacant positions of Strategic Director Corporate Resources and Director of Human Resources need to be filled. Staffing Committee delegated the responsibility to appoint to these positions to Appointment Panels.
- 1.3 This report outlines the proposed steps within the recruitment process to appoint to the positions of Strategic Director, Corporate Resources and the Director of Human Resources and the elements that need to be considered by the Appointment Panel.

2. BACKGROUND

- 2.1 On 31st January 2018 Staffing Committee delegated the responsibility to appoint to the positions of Strategic Director Corporate Services and Director of Human Resources to Appointment Panels.
- 2.2 Staffing Committee agreed to enter into a procurement process for a search and selection consultant to assist in a number of appointments at senior officer level. This tender process closed on the 16th February and evaluation of the tenders will take place on the 22nd February 2018. The outcome from the evaluation will be reported at the Appointment Panel meeting
- 2.3 In accordance with the Council's Officer Employment Procedure Rules the Appointment Panel needs to consider the process for each stage in the recruitment process, including advertising, short listing and interviewing to ensure a thorough and robust appointments process is undertaken.
- 2.4 The main elements of the recruitment process requiring consideration by the Appointment Panel are:
 - The role of the search and selection consultant.
 - The contents and requirements of the Job Profile.
 - Advertisement / Executive Search – discussion and agreement as to the elements of this stage of the process.
 - Stakeholder Engagement –to decide whether any stakeholder involvement is required. If it is decided there should be stakeholder involvement to decide whether this is by way of stakeholder panels and if so what the role of such panels would be. It is recommended, that if a decision is made to include stakeholder engagement, that the stakeholders provide feedback to the Appointment Panel in a consultative/advisory capacity.
 - Technical Advice to the Appointment Panel – discussion and agreement as to whether technical advice is required as part of the process, and if so, who should provide technical advice to the Panel.

- Assessment Centre activities - discussion and agreement as to the elements within this stage of the process to fully measure and assess the suitability of applicants, for example by way of technical interviews.
- Timetable- as far as possible to agree a proposed timetable for the recruitment process.

3. OTHER CONSIDERATIONS

- 3.1 It is also recommended that the Appointment Panel delegate to the Chief Executive in consultation with the chair of the Appointment Panel, the responsibility to liaise directly with the search and selection consultant, stakeholder participants (if it is agreed to use stakeholders) and technical advisors, in order to manage the process effectively.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 In accordance with Section 4 of the Council's Pay Policy Statement appended to this Report as Appendix 1, the post of Strategic Director, Corporate Services is graded at Strategic Director 1, which is a salary level of £132,798 rising to £139,223 and appointed pursuant to the terms and conditions of employment of the Joint Negotiating Committee (JNC) for Chief Officers as amended and supplemented by local agreements and decisions. Other aspects of the remuneration are set out in Appendix A of the Pay Policy Statement.
- 4.2 The post of Strategic Director Corporate Services is currently the Council's S151 Officer. It is a requirement for the S151 Officer to hold an appropriate accountancy qualification. In order to attract a broader field of candidates it is proposed that this qualification is not required at this level. Should the successful candidate hold this qualification the S151 duties could remain in this post. If the successful candidate is not a qualified Accountant it is proposed that the S151 responsibilities sit within the post of Assistant Director Finance and Procurement. This may have grading implications for the post of Assistant Director Finance and Procurement
- 4.3 In accordance with Section 4 of the Council's pay policy Statement appended to this Report as Appendix 1, the post of Director of Human Resources is graded at Assistant Director 1 which is a salary level of £92,852 rising to £98,315 and appointed pursuant to the terms and conditions of employment of the Joint Negotiating Committee (JNC) for Chief Officers as amended and supplemented by local agreements and decisions. Other aspects of the remuneration are set out in Appendix A of the Pay Policy Statement.
- 4.4 It is estimated that the cost of the consultancy services referred to at 2.2 above will be in the region of £65,000, this cost includes the search and selection of a further two appointments at a senior officer level. Depending on the recruitment process additional costs may need to be factored in.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 It is important that the Council has the right skills and knowledge within the Senior Management team of the Council

6. LEGAL APPRAISAL

- 6.1 Section 112 of the Local Government Act 1972 allows the Council to appoint such Officers that it thinks necessary for the proper discharge by the Authority of its duties. Such officers shall hold office on such reasonable terms and conditions as the Council thinks fit.
- 6.2 The position of Strategic Director Corporate Resources is a statutory chief officer post pursuant to section 2 Local Government and Housing Act 1989 if this post remains the Council's section 151 officer (Chief Finance Officer).
- 6.3 In accordance with the Article 4 of the Council's Constitution and the Council's published Pay Policy Statement for the financial year 2017/18 full Council must approve any proposed salary package of £100,000 pa or more before it is offered in respect of a new appointment.

7. OTHER IMPLICATIONS

- 7.1 There are no equality and diversity, sustainability, greenhouse gas emission impacts, community safety, Human Rights Act, Ward and Area Committee Action Plan implications.

7.2 TRADE UNION

The Trade Unions (Unison and GMB) are aware of the intention to appoint to the positions of Strategic Director, Corporate Resources and Director of Human Resources

8. RECOMMENDATIONS

- 8.1 That the Appointment Panel agrees the elements required for the recruitment process to the post of Strategic Director Corporate Resources as briefly outlined in Section 2.4 above.
- 8.2 That the Appointment Panel agrees the elements required for the recruitment process to the post of Director of Human Resources as briefly outlined in Section 2.4 above.
- 8.3 That the Appointment Panel delegates to the Chief Executive in consultation with the chair of the Appointment Panel, the responsibility to liaise directly with the search and selection consultant, stakeholder participants if involved and technical advisors to ensure an effective and efficient recruitment process.

9. APPENDICES

Appendix 1 – the Council’s Pay Policy Statement –2017/18

10. BACKGROUND DOCUMENTS

Invitation to Quote (ITQ) Senior Recruitment Specialist BFDMDC DN321003

The received tender responses are Not for Publication on the grounds that they contain exempt information within paragraph 3 (information relating to the financial or business affairs of the tenderer) of Schedule 12A of the Local Government Act 1972 (as amended) and the public interest in applying this exemption outweighs the public interest in disclosing this information.