

Report of the Chief Executive to the meeting of the Appointment Panel to be held on 25 March 2019

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Subject:

Appointment process to the position of Director of Finance.

Summary statement:

The Appointment Panel is asked to consider, in accordance with the Council's Officer Employment Procedure Rules, applications received for the advertised position of Director of Finance, select a short list of qualified applicants and agree to assess and interview those included on the short list.

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Portfolio: Corporate

Cllr Hinchliffe, Cllr Khan & Cllr Pollard

1. SUMMARY

- 1.1 On the 29th January 2019 Staffing Committee determined that, following the resignation of the current Director of Finance, that this post needed to be filled subject to Council approving the salary package for the post. Staffing Committee delegated the responsibility to appoint to the position to an Appointment Panel.
- 1.2 On 29th January 2019 the Appointment Panel agreed the elements of the recruitment process.

2. BACKGROUND

- 2.1. At the meeting of the Appointment Panel on 29th January 2019, the Panel were advised that through a procurement process, the Chief Executive had appointed Proventure Consulting Limited to assist in a number of appointments at senior officer level including the appointment to the position of Director of Finance.
- 2.2 In accordance with the Council's Officer Employment Procedure Rules the Appointment Panel needs to consider the applications received for the post, select a short list of qualified applicants and agree to assess and interview those included on the short list.

3. OTHER CONSIDERATIONS

- 3.1 At the meeting of the Staffing Committee on 29th January 2019 it was agreed to 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 and technical advisors to ensure an effective and efficient recruitment process.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 In accordance with Section 4 of the Council's Pay Policy Statement the post of Director of Finance is subject 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. The post is graded at AD1 (Assistant Director 1) with a salary range of £94,709 - £100,281 being one of the grade ranges and salary levels within the Council's Pay Policy Statement. Other aspects of the remuneration for the post are set out in Appendix A of the Pay Policy Statement a number of which are currently under review.
- 4.2 As the post carries a salary package of over £100,000 per annum Full Council must approve the salary package before it is offered in respect of a new appointment in accordance with Article 4 of the Council's Constitution, the Officer Employment Procedure Rules and the Council's Pay Policy Statement 2018/19.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 Governance issues are detailed in this Report.

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 functions. Such officers shall hold office on such reasonable terms and conditions as the Council thinks fit subject to the terms of the Council's Pay Policy statement.
- 6.2 The position of Director of Finance is a statutory chief officer post under Local Government and Housing Act 1989 and is Section 151 Officer under the Local Government Act 1972.
- 6.3 In accordance with Article 4 of the Council's Constitution, the Officer Employment Procedure Rules and the Council's Pay Policy Statement 2018/19 full Council must approve any salary package of £100,000 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 or Area Committee Action Plan, Corporate Parenting or Privacy Impact Assessment Implications.
- 7.2 The Trade Unions have been informed of the intention to appoint to the permanent position of Director of Finance.

8. NOT FOR PUBLICATION DOCUMENTS

- 8.1 The recruitment documentation to be considered by the Appointment Panel when short listing, assessing and interviewing for the post of Director of Finance is Not for Publication on the grounds that it contains both confidential information and exempt information within Paragraphs 1 (Information relating to an individual) and 2 (information identifying an individual) 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 the information.

9. RECOMMENDATIONS

- 9.1 That the Appointment Panel considers applications received, selects a short list of qualified applicants and agrees to assess and interview those included on the short list.
- 9.2 That the Appointment Panel considers and agrees the final stage of the recruitment process including specific elements of the formal assessment and interview process including elements around timetabling and presentation/interview questions.

10. APPENDICES

Appendix 1 - The Council's Pay Policy Statement 2018/19

11. BACKGROUND DOCUMENTS

- Report to Staffing Committee 29 January 2019