

## Report of the Chief Executive to the meeting of Appointment Panel to be held on 19 May 2021

**B**

---

### **Subject:**

Appointment process to the position of Strategic Director, Place

### **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 Strategic Director, Place, select a short list of qualified applicants and agree to assess and interview those included on the short list.

### **EQUALITY & DIVERSITY:**

The appointment to the post will support a number of priority outcome areas in the Bradford Council Plan 2021 – 2025 and in particular the priority of 'An Enabling Council' and working towards making the Council a great place to work and reflects the communities we serve. In addition, it will support the Council Equality Objectives and Equality Plan around Leadership and Workforce Diversity.

---

Kersten England  
Chief Executive

#### **Portfolio:**

Corporate

Report Contact: Anne Lloyd  
Human Resources Director  
Phone: (01274) 437335  
E-mail: [anne.lloyd@brdford.gov.uk](mailto:anne.lloyd@brdford.gov.uk)

#### **Overview & Scrutiny Area:**

Corporate & Regeneration and Environment

## **1. SUMMARY**

- 1.1 On 14<sup>th</sup> January 2021 Staffing Committee agreed to appoint to the permanent position of Strategic Director Place and delegated the responsibility to appoint to the position to an Appointment Panel.
- 1.2 On 22<sup>nd</sup> March 2021 the Appointment Panel discussed the key elements of the recruitment process.

## **2. BACKGROUND**

- 2.1. At the meeting of the Appointment Panel on 22<sup>nd</sup> March 2021, the Panel were advised that, through a procurement process, the Chief Executive had appointed Tile Hill to assist in the appointment to the Strategic Director Place.
- 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 final short list. Appendix 1 shows the Job Description and Personnel Specification for the post of Strategic Director Place.

## **3. OTHER CONSIDERATIONS**

- 3.1 At the meeting of the Appointment Panel on 22<sup>nd</sup> March 2021 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 (Tile Hill), stakeholder participants if involved and technical advisors to support and ensure an effective and efficient recruitment process.
- 3.2 Appendix 2a gives an overview of the recruitment process so far and next steps in the recruitment process. Appendix 2b also details the participants for the two Stakeholder panels.

## **4. FINANCIAL & RESOURCE APPRAISAL**

- 4.1 In accordance with Section 4 of the Council's Pay Policy Statement 2021/22 the post of Strategic Director Place 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 and is graded at Strategic Director 1 with a salary level of £141,962 rising to £148,830 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 the Pay Policy Statement at Appendix 3.

## **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 functions. Such officers shall hold office on such reasonable terms and conditions as the Council thinks fit.
- 6.2 The Council is under a statutory duty to appoint on merit pursuant to section 7 of the Local Government and Housing Act 1989.
- 6.3 In accordance with Article 4 of the Council's Constitution, the Officer Employment Procedure Rules and the Council's Pay Policy Statement 2021/22 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 sustainability, greenhouse gas emission impacts, community safety, Human Rights Act, Ward or Area Committee Action Plan, Corporate Parenting or Privacy Impact Assessment Implications.

## **8. TRADE UNION**

The Trade Unions have been informed of the intention to appoint to the permanent position of Strategic Director Place.

## **9. ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT**

The organisation appointed will need to demonstrate compliance with data protection and information security as part of the procurement process.

## **10. NOT FOR PUBLICATION DOCUMENTS**

- 10.1 The recruitment documentation to be considered by the Appointment Panel when short listing, assessing and interviewing for the post of Strategic Director Place 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.

## **11. OPTIONS**

- 11.1 That Members consider whether to agree to the recommendations or not.

## **12. RECOMMENDATIONS**

- 12.1 That Members consider applications received and select a short list of qualified applicants and agree to assess and interview those included on the short list.
- 12.2 That Members consider progress made on the recruitment process so far and agree

the final stage of the recruitment process including specific elements of the formal assessment, stakeholder panels and interview process including elements around timetabling and presentation/interview questions.

### **13. APPENDICES**

- **Appendix 1** – SD Place Job Description and Person Specification
- **Appendix 2a and 2b** – Overview of Recruitment Process and Next Steps
- **Appendix 3** - The Council's Pay Policy Statement 2021/22

### **14. NOT FOR PUBLICATION**

Appendix 2a and 2b are not for publication and is exempt from disclosure in accordance with paragraph 3 (financial or business affairs) of Schedule 12A of the Local Government Act 1972. It is considered that, in all the circumstances, the public interest in maintaining these exemptions outweighs the public interest in disclosing the information.

### **15 BACKGROUND DOCUMENTS**

None