

Report of the Chief Executive to the meeting of Appointment Panel to be held on 21 February 2023

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Subject:

Appointment process to the position of Chief Executive for Bradford Council in accordance with the Council's Constitution and Pay Policy Statement.

Summary statement:

The Appointment Panel is asked to consider, in accordance with the Council's Constitution and Pay Policy Statement:

- (a) Interim Chief Executive, Bradford Council
- (b) Permanent Chief Executive for Bradford Council.

Equality & Diversity:

The appointment to these posts will support a number of priority outcome areas in the Bradford Council Plan 2021 – 2025. In particular, the priority of 'An Enabling Council' contributing to making the Council a great place to work and reflective of the communities we serve. In addition, it will support Council Leadership & Workforce Equality Objectives.

Kersten England
Chief Executive

Portfolio: Corporate

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Overview & Scrutiny Area:

Corporate

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 for the position of Chief Executive of Bradford Council and, if so, to establish an Appointment Panel or delegate the power to make the appointment.
- 1.2 On 31 January 2023 the Staffing Committee agreed to appoint to the position of an Interim Chief Executive and permanent Chief Executive and delegated the responsibility to the Appointment Panel.
- 1.3 This report outlines the proposed steps within the recruitment process to appoint to the position of Chief Executive of Bradford Council the elements that need to be considered by the Appointment Panel.

2. BACKGROUND

- 2.1. On 31 January 2023 the Staffing Committee agreed to appoint to the position of a permanent Chief Executive and if necessary an Interim Chief Executive and delegated the responsibility to the Appointment Panel.
- 2.2. A procurement process has taken place to secure the services of a search and selection consultant. Proventure Consulting have been appointed to support with the recruitment process. Proventure have already supported with the advertisement for the position and the post has been advertised.
- 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 search, 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 role. Appendix 1 shows the Job Profile and Person Specification for the post of Chief Executive of Bradford Council.
 - Selection Process – 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 In accordance with Article 12A.4 and Part 3H (the Officer Employment Procedure Rules) of the Constitution it is a function of Staffing Committee to appoint chief officers including Chief Executive. This function has been delegated to the Appointment Panel. The power to make the appointment can also be delegated to the current Chief Executive or a nominee.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 In accordance with Section 4 of the Council's Pay Policy Statement the post of Chief Executive 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 Chief Executive post is graded at CEX with a range of £197,472 being one of the grade ranges and salary levels within the Council's Pay Policy Statement. Other aspects of the remuneration for these posts are set out in Appendix A of the Pay Policy Statement.
- 4.2 It is estimated that the cost of the consultancy services will be in the region of £35,000. Depending on the recruitment process additional costs may need to be factored in.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 It is essential that person with the rights skills is recruited to this post to enable the successful performance. If the Appointment Panel decide there be no appointment to the positions as detailed in paragraph 3.4 above, then the Appointment Panel is asked to instruct officers to prepare alternative proposals to fulfil the duties on an Interim basis and re-look at the proposal to appoint to the post of Chief Executive.

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 the Article 4 of the Council's Constitution and the Council's last published Pay Policy Statement for the financial year 2022/23 full Council must approve any proposed salary package of £100,000 pa or more before it is offered in respect of a new post not listed in Appendix B of the Council's Pay Policy Statement 2022/23 or if it is proposed to pay more than the top of the salary range for an existing post in Appendix B (excluding pay awards) unless paragraph 9 of the pay policy statement applies.

7. OTHER IMPLICATIONS

- 7.1 There are no sustainability, greenhouse gas emission impacts, community safety, Human Rights Act, Ward or Area Committee Action Plan or Privacy Impact Assessment Implications.

8. TRADE UNION

- 8.1 The Trade Unions will be informed of the intention to appoint to the permanent positions of Chief Executive of Bradford Council.

9. ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

- 9.1 The selection consultants will be asked 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 these posts 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 If Appointment Panel decide that there be no appointment to this position, then Appointment Panel will instruct officers to prepare alternative proposals to fulfil the duties and responsibilities of the Chief Executive.

12. RECOMMENDATIONS

- 12.1 That the Appointment Panel agrees the elements required for the recruitment process to the post of Chief Executive of Bradford Council and if necessary consider any Interim arrangements as briefly outlined in Section 2.1 above.
- 10.2 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.

13. APPENDICES

Appendix 1: Senior Management Structure

Appendix 2: The Council's Pay Policy Statement 2022/23

Appendix 3: CEX Job Profile

14. BACKGROUND DOCUMENTS

None