

Report of the Chief Executive to the meeting of Appointment Panel to be held on 5 April 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.

The Panel is asked to review the longlist of applicants and agree for a technical process which will result in the creation of a shortlist of applicant to consider for the next stage of recruitment.

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

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Portfolio: Leader & Corporate

Overview & Scrutiny Area:
Corporate

1. SUMMARY

- 1.1 On 31 January 2023 following the resignation of the current postholder, 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.
- 1.2 On 21st February the Appointments panel met to agree the processes for the advertisement and recruitment of the post of Chief Executive of City of Bradford Metropolitan Council (CBMDC). The Panel also approved the specific elements of the formal assessment, stakeholder panels and interview process.
- 1.3 This report outlines the progress with the recruitment process to appoint to the position of Chief Executive of CBMDC and the next stages to be considered by the Appointment Panel.

2. BACKGROUND

- 2.1. 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.
- 2.2. In accordance with the Council's Officer Employment Procedure Rules the Appointment Panel needs to consider the course of action for each stage in the recruitment process, including search, short listing and interviewing to ensure a thorough and robust appointments process is undertaken.
- 2.3. The next processes in the recruitment to be considered are:
 - **Longlist** – consider a longlist of applicants that have expressed interest in the post of Chief Executive of CBMDC. A number of applications have been received and the advert is still live. Should any more applications be submitted these will be considered in line with the recruitment process.
 - **Technical assessment** – a schedule of dates has been provided for technical assessment interviews for short listed candidates. This will consist of a rigorous interview prior shortlisting.
 - **Stakeholder Engagement** – a number of stakeholder panels have been agreed that will provide a robust challenge and capability for the role of Chief Executive of CBMDC.
 - **Technical Advice to the Appointment Panel** – Proventure are co-ordinating the technical discussions with an expert and will provide a detailed analysis of each candidate shortlisting for the next process.
 - **Timetable** – an update on the next stages in the timetable of 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 the 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 proposed that the appointment of the Chief Executive of CMBDC is in accordance with the provisions of the Council's Constitution and Pay Policy Statement as set out in section 3 above and as detailed in Appendix 2.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 It is essential that person with the rights skills and experience is recruited to this post to enable the successful performance of the individual and CBMDC as a local authority. If the Appointment Panel decide there is to be no appointment to the position 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 substantively 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 have been informed of the intention to appoint to the permanent position of Chief Executive of CBMDC.

9. ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

- 9.1 The selection consultants will ensure 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 this post 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 the Appointment Panel decide that there be no appointment to this position, then the 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 consider the longlist of applications received, agree on the technical process and agree on shortlist of applicants to take forward for stakeholder engagement and interview.
- 12.2 That the Appointments Panel 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: Senior Management Structure

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

Appendix 3: CEX Job Profile

14. BACKGROUND DOCUMENTS

None