

Report To:	CHIEF OFFICERS' EMPLOYMENT COMMITTEE
Date:	21 MARCH 2023
Heading:	ARRANGEMENT FOR THE APPOINTMENT OF THE EXECUTIVE DIRECTOR - PLACE
Executive Lead Member:	NOT APPLICABLE
Ward/s:	NOT APPLICABLE
Key Decision:	NO
Subject to Call-In:	NO

Purpose of Report

- a) For the Committee to approve the arrangements for the appointment of the Executive Director – Place including:
 - to agree the Job Description and Person Specification for the role
 - to agree to the process for appointing a recruitment specialist
 - to consider an indicative timeline.
- b) To confirm the salary band of Executive Directors
- c) To consider interim arrangements for the position of Executive Director - Place

Recommendation(s)

Committee is asked to:

1. Authorise the Chief Executive to commence an external recruitment process for the appointment of a permanent Executive Director – Place.
2. Confirm agreement of the Job Description and Person Specification for the role of Executive Director – Place as attached to the report at Appendix 1.
3. Authorise the HR Manager to produce a specification for the services required from a recruitment agency to assist in the recruitment process and to seek quotations for these services.
4. Delegate authority to the Chief Executive (in consultation with the Leader) to appoint the successful recruitment agency.
5. Approve the indicative timeline set out in the report.
6. Confirm the salary band of Executive Directors as set out in the report.
7. Delegate authority to the Chief Executive to seek interim arrangements for the position of Executive Director – Place.

Reasons for Recommendation(s)

The recommendations are in line with the remit of the Committee as set out in the Council's Constitution and detailed below.

The recommendations ensure the recruitment process is commenced as soon as possible.

The authority for the Chief Executive to seek interim arrangements for the position of Executive Director – Place is prudent to ensure strategic leadership, management and delivery of the functions for which this role is responsible.

Alternative Options Considered

The recruitment process could be delayed. This is not recommended as it would not be prudent to delay the recruitment to this role due to the crucial role this post plays in strategically leading, managing and delivering the functions for which the role is responsible.

The Committee could recommend that interim arrangements are not put in place but this would not be prudent as without the strategic leadership and management of the functions for which this role is responsible, service delivery may be adversely affected.

Detailed Information

The Role of the Chief Officers' Employment Committee

In accordance with the Constitution, the Chief Officers' Employment Committee is responsible for the appointment of Chief Officers and Statutory Officers.

The Committee is required to:

- approve the arrangements for recruiting to Chief Officer/Statutory Officer roles (as defined in the Constitution);
- approve a job description and person specification for the role;
- interview shortlisted candidates in accordance with the Council's Recruitment and Selection Policy;
- consider interim arrangements;
- recommend appointments (including interim appointments) of statutory officers to Council for approval

It is also expected that the Committee will approve further details of the recruitment process such as advertising arrangements, the use of a recruitment agency or other advisers to the Committee and the timeline for recruitment.

The Executive Director – Place will be leaving the Authority for pastures new on 21 May 2023. As such, the Committee is asked to Authorise the Chief Executive to commence an external recruitment process for the appointment of a permanent Executive Director – Place.

Job Description and Person Specification

Committee will recall a report was presented to it by the Chief Executive at its meeting on 1 September 2022 regarding the review of the roles and structure of the Corporate Leadership Team in light of the Decision-Making Accountability Review (DMA) undertaken by the Local Government Association (LGA).

Committee will recall that DMA is a methodology which supports organisational design. Adopted as an Organisational Design tool by the LGA, it is used to identify efficient and cost-effective organisational structures for the future. It is a robust, proven framework to help diagnose and design healthy management hierarchies. The Council's 5-year Strategic Direction has recently been approved, this coupled with Devolution, Climate Change, Physical Regeneration projects such as UKSPF, Towns Fund and Levelling Up and changes to Housing Regulations highlights the emerging challenges the Council is facing. The LGA-Recovery & Renewal and DMA reports also highlighted the importance of a Retention Strategy to ensure the Council maximises its resilience and ability to deliver these ambitious projects. In addition, it also represented an opportunity to align functions and to improve synergy between service areas.

The Committee authorised the Chief Executive, in consultation with the Leader, *"to undertake consultation for the restructure of the Corporate Leadership Team and thereafter to implement the restructure"* (Committee Minute CO.4 refers). Revised job roles and structures were subsequently consulted upon and a decision was taken to implement the changes from 20 February 2023 by the Chief Executive in consultation with the Leader.

The new structure aims to:

- Nurture the right environment to get the best for our employees, residents, businesses, Councillors and the environment
- Continue to positively challenge the status quo
- Embeds the Core Values and Behaviours of the Council
- Enables a stronger, balanced and clearer leadership
- Enables clear decision making and accountability
- Empowers all employees
- Facilitates collaboration and consistency across services
- Enables the Authority to adapt to a changing environment
- Promotes the 'One Council' ethos

The roles and job descriptions for CLT were reviewed as part of this restructure process. The revised Job Description and Person Specification for the role of Executive Director – Place is attached as Appendix 1. The job description includes technical and specialist knowledge based on the specifics of the role together with wider leadership competencies expected of an Executive Director and the expectation that all Executive Directors will work as a team across the Council, leading on corporate projects alongside their functional responsibilities. All Executive Director roles include a requirement to deputise for the Chief Executive in their absence. As the Job Description has only recently been reviewed, there are no recommended changes to be made.

Terms and Conditions of Employment

In order to ensure the salary and terms and conditions for all the new Executive Director roles are in line with those of similar positions a benchmarking exercise has been undertaken as part of the recent review. It is crucial for roles to be benchmarked to both ensure retention of existing employees and also to encourage the largest pool and best candidates in the field apply for vacancies.

As a result of the benchmarking exercise, the Committee is recommended to approve the Executive Director salary band as follows:

- £92,000

The terms and conditions of service for the Executive Director posts are governed by the “Joint National Councils (JNC) for Chief Officers”. The Council’s employment policies are also applicable.

Recruitment Agency

It would be advisable for the Council to use a specialist recruitment agency as part of the process to assist with an Executive Director search. In order to comply with Contract Procedure Rules, the Council will be required to seek a minimum of 3 written quotations before appointing a recruitment agency.

Specialist skills which exist within HR mean that we do not require the full range of services to be provided by a recruitment agency. We require specialist headhunting skills and the direction of potentially suitable candidates to our employment microsite. HR staff also have skills in psychometric testing.

Committee is asked to:

- a) Authorise the HR Manager to produce a specification for the services required from the recruitment agency and to seek quotations; and
- b) Delegate authority to the Chief Executive (in consultation with the Leader) to appoint the successful recruitment agency.

Indicative Timeline and Process

It is proposed that the formal external recruitment will commence as soon as the Recruitment Agency has been appointed. Committee is asked to approve the outline timeline set out below:

- a) Approval by Chief Officers’ Employment Committee – 21 March 2023
- b) Seek quotations from Recruitment Agencies – 23 March 2023
- c) Appointment of Recruitment Agency – 5 April 2023
- d) Briefing meetings to take place with the selected Recruitment Agency – w/c11 April 2023
- e) Advertisement in the relevant publication(s); 3 week search period – w/c 24 April 2023
- f) Closing date for applications – 21 May 2023
- g) Longlisting – w/c 22 May 2023
- h) Longlisting interviews and testing – w/c 5 June 2023
- i) Final interviews (COEC) – June 2023

Interim Appointment

As set out above, the current Executive Director - Place will leave the Authority on 21 May 2023. Bearing in mind the indicative timeline above, the District Election period and subsequent induction process followed by the successful candidate needing to give notice for their current employment, it will not be possible for the post to be filled prior to the current Executive Director’s departure. In light of this, the Committee is asked to authorise the Chief Executive to seek interim arrangements for the position of Executive Director – Place.

Implications

Corporate Plan:

The use of fair and transparent policies are central to the Corporate Plan.

Legal:

The Scheme of Delegation within the Council's Constitution delegates all employment matters to the Head of Paid Service (CEO) save for those specified in the Employment Rules in accordance with legislation (Local Government and Housing Act 1989, Section 4).

Where staffing relates to Chief Officers, the Head of Paid Service is required to report to the COEC the manner in which she intends for the Council's functions to be co-ordinated, the number and grades of staff required by the authority for the discharge of their function, the organisation of the authority's staff and the appointment and proper management of the authority's staff.

Part 3, Section 1.8 (Committee Terms of Reference) and Part 4 (Employment Procedure Rules) of the Constitution set out the remit of the Chief Officers Employment Committee in relation to the appointment of Chief Officers, the job descriptions for those roles and for recommending appointment of the Statutory Officers to Council for approval. [RLD 06/03/2023]

Finance:

The salary of the Executive Directors is included within the Revenue Budget for 2022/2023 and 2023/2024.

Costs of recruitment – These are estimated to be approximately £20k

Any additional costs associated with the recruitment and interim cover will in the first instance be contained within the overall Place Directorate budget for 2023/24 and if this is not possible, the costs will be funded from the General Reserve. [PH 09/03/2023].

Budget Area	Implication
General Fund – Revenue Budget	See above
General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

Risk:

Risk	Mitigation
A suitable candidate cannot be identified.	This will be mitigated by the Committee proceeding as recommended. It is intended to appoint a specialist recruitment agency to undertake headhunting so that suitable candidates can be approached and directed to a microsite. The salary band recommended will also ensure suitable calibre of candidates are attracted to apply for the role.

Successful candidate needing to serve a notice period.	This will be mitigated by the Committee proceeding as recommended to authorise the Chief Executive to seek interim arrangements for the vacancy.
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Human Resources:

Recruitment will be open and transparent and will take place according to HR procedures. [KB 10/03/2023]

Environmental/Sustainability

There are no environmental/sustainability issues associated with this report.

Equalities:

The process which will be utilised reflects a transparent and equitable approach to recruitment.

Other Implications:

None.

Reason(s) for Urgency

Not applicable.

Reason(s) for Exemption

Not applicable.

Background Papers

Not applicable.

Report Author and Contact Officer

Ruth Dennis
EXECUTIVE DIRECTOR - GOVERNANCE
ruth.dennis@ashfield.gov.uk
01623 457009

Theresa Hodgkinson
CHIEF EXECUTIVE
Theresa.hodgkinson@ashfield.gov.uk
01623 457250