

| | | |
|--------------------------------|--|---------------------------------|
| REPORT TO: | FINANCE AND MANAGEMENT COMMITTEE | AGENDA ITEM: 16 |
| DATE OF MEETING: | 24 NOVEMBER 2022 | CATEGORY: DELEGATED |
| REPORT FROM: | CHIEF EXECUTIVE | OPEN |
| MEMBERS' CONTACT POINT: | FRANK MCARDLE ext. 5700 Frank.mcardle@southderbyshire.gov.uk | DOC: |
| SUBJECT: | APPOINTMENT OF A RECRUITMENT AND SELECTION PANEL | |
| WARD(S) AFFECTED: | ALL | TERMS OF REFERENCE: FM05 |

1.0 Recommendations

- 1.1 That the appointment and recruitment into the post of Strategic Director (Corporate Resources) (SM02) is delegated to a panel of five (5) Members from this Committee along with the Chair or Vice Chair of the employing Committee in accordance with the Appointment Procedure for the Chief Executive and Directors.
- 1.2 That the Committee confirms nominations for the Panel that reflects the current political balance of the Council.
- 1.3 Final arrangements regarding the recruitment and selection procedure to be followed including timescales, along with determining the selection process for the final appointment, will be agreed between the Chief Executive and Elected Members of the Panel.
- 1.4 That the Chief Executive appoints an external recruitment partner to support the recruitment process in line with the Council's Financial Procedures rules.

2.0 Purpose of the Report

- 2.1 To appoint a Recruitment and Selection Panel to complete the recruitment in to the post of Strategic Director (Corporate Resources) (SM02).
- 2.2 That the recruitment is completed in accordance with the Appointment Procedure for the Chief Executive and Directors.
- 2.3 To propose the appointment of an external partner to support the recruitment process subject to the requirements of the Council's Financial Procedure rules being met.

3.0 Detail

Review of existing structure

- 3.1 The current postholder in the post of Strategic Director (Corporate Resources) (SM02) has submitted his resignation and will take voluntary early retirement with effect from 17 March 2023.
- 3.2 The Chief Executive has obtained independent advice from the Local Government Association to complete a review of the existing Leadership Team structure that has been in place from 1 December 2017 along with the revised Head of Service structure implemented from 1 April 2019. As reported to Full Council on 3 November 2022, it is considered that the existing arrangements provide the Council with the appropriate levels of resources and resilience to lead the delivery of high performing and customer focused services for the District.
- 3.3 A key consideration made on the effectiveness of the current arrangements was the work completed over the past two years to respond to the national, regional and local requirements arising from the pandemic. Throughout this period, the response from the Council was positive and at times at the forefront of the different arrangements that had to be put in place quickly and safely which has enhanced the Council's reputation within the District and wider whilst sustaining high levels of service for residents and customers.

Appointment of a Recruitment and Selection Panel

- 3.4 As this is a senior appointment at the Council it will require this Committee to appoint a Panel of Elected Members to complete the recruitment in line with the Appointment Procedure for Chief Executive and Directors. This Panel should consist of five members chosen from this Committee.
- 3.5 Once appointed, this Panel will then have delegated authority from the Committee to:
- Complete the appointment into the post of Strategic Director (Corporate Resources)
 - Agree the recruitment and selection procedure, including the use of selection criteria, shortlisting candidates and assessment methods.
- 3.6 In line with the Appointment Procedure for Chief Executive and Directors this Committee is required to approve the following;
- To fill the vacant post
 - To agree that an external recruitment process is commenced
 - To agree that the Panel will meet and determine;
 - The final shortlisting of candidates
 - The arrangements for the formal panel interview and method of assessment
 - Procedure for making an appointment
 - Agreeing the convention for making an appointment. This would normally be a majority vote of the members of the Panel. Officers attend in an advisory capacity only

- 3.7 When appointing in to the post of Strategic Director (Corporate Resources), other members of this Committee will be informed when the shortlisting of candidates has been completed and provided with an opportunity to view all shortlisted applications.
- 3.8 Before any appointment is confirmed, the Chief Executive will notify all Members of this Committee of the decision taken. Members of this Committee will be given a maximum of three (3) working days in which to raise any objections to the decision taken.

Support for the recruitment process

- 3.9 To support the recruitment in to the post of Strategic Director (Corporate Resources) (SM02), it is proposed that an external partner is appointed, subject to meeting the requirements of the Council's Financial Procedure rules.
- 3.10 Proposals have been sought from three companies to provide this support and the Chief Executive will review and appoint a partner to support the Council with this appointment.

4.0 Financial Implications

- 4.1 There is no proposed changes to the grade for the post of Strategic Director (Corporate Resources) so the salary budget is unaffected.
- 4.2 The cost of appointing an external recruitment partner is estimated to be around £15,000 and subject to the support that is required by the Council. This can be met from existing budgets including salary savings from the vacant post.

5.0 Corporate Implications

Employment Implications

- 5.1 There are no changes proposed to the existing terms and conditions of employment and duties of the post.
- 5.2 The recruitment is to be completed in line with the Appointment Procedure for Chief Executive and Directors which will provide a robust framework for the appointment to be completed in a fair and transparent manner.

Legal Implications

- 5.3 None directly arising from the report.

Corporate Plan Implications

- 5.4 The appointment in to this post provides the strategic leadership resilience and resources to lead the delivery of services to achieve the Council's Corporate Plan. In particular this post will provide corporate leadership around;
- To be the Council's principal advisor on finance matters in order to discharge the statutory Section 151 Officer role and ensure the controlled delivery of the Medium Term Financial Plan.

- Drive the achievement of the Council's Business Change and Transformation Plan 2020-24 and demonstrate value for money services for internal and external customers.

Risk Impact

5.5 None directly arising from the report.

6.0 **Community Impact**

Consultation

6.1 None directly arising from the report.

Equality and Diversity Impact

6.2 None directly arising from the report.

Social Value Impact

6.3 None directly arising from the report.

Environmental Sustainability

6.4 None directly arising from the report.

7.0 **Background Papers**

Appointment Procedure for the Chief Executive and Directors