

# FULL COUNCIL

7 FEBRUARY 2018

## REPORT OF CHIEF EXECUTIVE

### DIRECTOR RECRUITMENT UPDATE AND APPOINTMENT OF RECRUITMENT COMMITTEE

#### 1.0 PURPOSE OF REPORT

- 1.1 On 12<sup>th</sup> December 2017, Council approved a new management structure. This report is to update members on the initiation of the recruitment process for the 2 Director roles and to advise on the next steps. The report seeks approval to establish a Recruitment Committee to oversee the appointment process.

#### 2.0 RECOMMENDATIONS

- 2.1 To establish a politically-balanced 7 member Recruitment Committee to oversee the recruitment process for the two Director roles, in line with the attached terms of reference (Appendix A) and as set out in the exempt Appendix B. The Recruitment Committee to be authorised to make an employment offer as appropriate.
- 2.2 To appoint the following as members and substitutes for the Recruitment Committee:

**Committee Member**

**P Cumbers**

**M Glancy**

**L Higgins (Vice Chair)**

**J Illingworth**

**J Orson (Chair)**

**A Pearson**

**E Holmes**

**Substitutes**

**M Graham**

**J Wyatt**

- 2.3 To delegate authority to the Chief Executive to make amendments to the appointments in accordance with the wishes of group leaders.
- 2.4 In line with other Chief Officer roles to confirm the Director roles will have a 6 point incremental salary scale.

#### 3.0 KEY ISSUES

- 3.1 Following consideration by the Ad Hoc Policy, Finance and Administration Committee on 7<sup>th</sup> December 2017 a new Corporate Management Structure was approved by Council on 12<sup>th</sup> December. Members will recall the new structure created two new Director roles; *Growth and Regeneration* and *Legal and Democratic Services*; both of which now need to be filled.
- 3.2 The new structure sought to bridge a number of significant gaps in leadership and to refocus our resources more clearly on growth and our customers, as well as ensure we can manage the governance of the Council more effectively.

- 3.3 Members will be aware that the Council needs to re-build its capacity having carried some significant vacancies for a number of months. This is not only impacting on the Council's ability to deliver new projects, it is also affecting our ability to manage 'business as usual.' As part of the developing workforce strategy there is a determination to ensure that Melton is a good place to work and resourcing key areas of business appropriately is part of this approach.
- 3.4 Since the Council decision, formal termination notice has been served on Harborough District Council for the shared legal service. This has triggered a maximum 15 month period after which the legal service will revert to Melton; being no later than end March 2019. It is anticipated that an earlier termination date will be agreed subject to the new legal structures within both authorities being in place. In accordance with the relevant delegations an Interim Director for Growth and Regeneration has been appointed and started with the Council on 5<sup>th</sup> February. Due to the anticipated recruitment timetable and likely notice to be served, it is anticipated the interim arrangement would need to remain in place for approximately 4 months, though this will of course depend on the specific circumstances of any successful candidate.
- 3.5 A number of steps have already been taken to progress the recruitment process. Given the importance of these roles, it was considered appropriate to engage a specialist recruitment consultant to assist both with the search and the recruitment process. A procurement exercise has been undertaken and Gatenby Sanderson were selected as the preferred consultant to support the Council's recruitment process.
- 3.6 The recruitment process commenced on 25<sup>th</sup> January and it is anticipated final member interviews will take place mid-March.
- 3.7 It is proposed that a politically-balanced, 7 Member Recruitment Committee is established to oversee the recruitment process. To protect the integrity of this process, the details are set out in an exempt Appendix B.

#### **4.0 POLICY AND CORPORATE IMPLICATIONS**

- 4.1 The two Director roles will have a significant role in delivering the Council's Corporate Plan. The Director for Growth and Regeneration will provide a lead role for the Council's Place aspirations, whilst the Director for Legal and Democratic Services will provide a key role in ensuring Council business is conducted effectively and legally. Both roles will have overlapping corporate leadership responsibilities.

#### **5.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS**

- 5.1 The new corporate structure has been built into the budget proposals for 2018/19. The cost of the recruitment consultant is being met from underspends within the 2017/18 budget.

#### **6.0 LEGAL IMPLICATIONS/POWERS**

- 6.1 As these appointments are both Director-level, reporting to the Chief Executive, they are Chief Officer posts. Under the Officer Employment Procedure Rules, the

appointment of a Chief Officer is a decision for a committee or sub-committee of the Council. The establishment of a Recruitment Committee creates an appropriate vehicle for the appointments to be made.

**7.0 COMMUNITY SAFETY**

7.1 There are no direct community safety implications associated with this report.

**8.0 EQUALITIES**

8.1 The recruitment process will fully comply with all equalities legislation.

**9.0 RISKS**

9.1 *To consider and give any risks related to this report. Number any risks and plot them in the coloured table by number ie. 1, 2, 3 and explain the risk in the Risk Description table below.*

<b>L I K E L I H O O D</b>	<b>A</b>	<b>Very High</b>				
	<b>B</b>	<b>High</b>				
	<b>C</b>	<b>Significant</b>			2	
	<b>D</b>	<b>Low</b>		1		
	<b>E</b>	<b>Very Low</b>				
	<b>F</b>	<b>Almost Impossible</b>				
			<b>Negligible 1</b>	<b>Marginal 2</b>	<b>Critical 3</b>	<b>Catastrophic 4</b>

<b>Risk No</b>	<b>Risk Description</b>
<b>1</b>	Fail to agree an earlier termination date with Harborough Borough Council and have an overlap in both internal and shared legal resources.
<b>2</b>	Fail to identify a suitable candidate for either role

**10.0 CLIMATE CHANGE**

10.1 There are no direct climate change implications associated with the report.

## 11.0 CONSULTATION

11.1 The new structure was developed following a full consultation process with affected colleagues and trade unions.

## 12.0 WARDS AFFECTED

12.1 The appointment of directors to the Council's senior management team will have a significant impact on the Council's ability to deliver services and support all wards within the Borough.

Contact Officer            Edd de Coverly – Chief Executive

Date:                         10 January 2018

Appendices :                Appendix A – Recruitment Committee - Proposed Terms of Reference  
Exempt Appendix B – Summary of Recruitment Process

Background Papers:        Senior Management Realignment report presented to Policy Finance and Administration  
Committee on 7<sup>th</sup> December 2017

Reference :                 X:\Cttee, Council & Sub Cttees\Full Council\2017-18\7 February 2018