

## NOTICE OF MEETING

# STAFFING AND REMUNERATION COMMITTEE

**Monday, 7th December, 2020, 3.00 pm (or on the rise of the interview panel, whichever is later) - MS Teams (view it [here](#))**

**Members:** Councillors Dhiren Basu (Chair), Julie Davies (Vice-Chair), Paul Dennison, Yvonne Say and Matt White

Quorum: 3

### 1. **FILMING AT MEETINGS**

Please note this meeting may be filmed or recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they are likely to be filmed, recorded or reported on. By entering the 'meeting room', you are consenting to being filmed and to the possible use of those images and sound recordings.

The Chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual, or may lead to the breach of a legal obligation by the Council.

### 2. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (IF ANY)**

To receive any apologies for absence.

### 3. **URGENT BUSINESS**

Under Part 4, Section B, Paragraph 17, no new items of urgent business shall be considered.

### 4. **DECLARATIONS OF INTEREST**

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

(i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and

(ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct

**5. APPOINTMENT TO THE POST OF ASSISTANT DIRECTOR FOR DIRECT SERVICES (PAGES 1 - 4)**

In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 and Part 4 Section K of the Council's Constitution applicable at the time of advertisement, the Staffing and Remuneration Committee is required to approve the appointment to the post of Assistant Director for Direct Services, following the recommendation of the Interview Panel.

**6. EXCLUSION OF PRESS AND PUBLIC**

Item 7 is likely to be subject to a motion to exclude the press and public from the meeting as it contains exempt information as defined in Section 100a of the Local Government Act 1972 (as amended by Section 12A of the Local Government Act 1985); paragraph 1, information relating to an individual.

**7. APPOINTMENT TO THE POST OF ASSISTANT DIRECTOR FOR DIRECT SERVICES**

To consider exempt information in relation to agenda item 5.

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Bernie Ryan  
Assistant Director – Corporate Governance and Monitoring Officer  
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Friday, 27 November 2020

**Report for:** Staffing & Remuneration Committee: 7 December 2020

**Title:** Appointment to the post of Assistant Director Direct Services

**Report authorised by :** Stephen McDonnell – Director of Environment and Neighbourhoods  
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**Lead Officer:** Anthony Tamattiris - Human Resources  
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**Ward(s) affected:** All

**Report for** Non Key Decision

### 1. Describe the issue under consideration

- i. The recruitment and selection campaign for the Assistant Director Direct Services began in August 2020 with a closing date of 14 September 2020. 22 candidates applied for the role and a long-list of 9 were considered and put forward for the technical assessment stage. Following the technical assessment the Member Panel considered the outcomes and short-listed 4 candidates to take part in the final assessment stage. The final assessment stages will take place on the 7 December 2020.
- b. In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 and Part 4 Section K of the Council's Constitution applicable at the time of advertisement, the Staffing and Remuneration Committee is required to discharge the Council's functions in respect of the appointment of a suitable candidate to the post the Assistant Director Direct Services.

### 2. Cabinet Member Introduction

Not applicable.

### 3. Recommendations

- a. That the Committee considers the recommendations of the Member Panel and appoints a suitable candidate to the post of Assistant Director Direct Services subject to the objections process of the Cabinet whereby this Committee may only make the offer of appointment of the Assistant Director Direct Services when:
  - (i) no objection has been made by any member of the Cabinet, or
  - (ii) if any objection is made, the Staffing and Remuneration Committee has declared itself satisfied that the objection is not material or well-founded.

- b. Subject to (a) above, that the appointment of the candidate to the post of Assistant Director Direct Services to be on the salary that is proposed to the Committee by the Member Panel. This will be in the range of £99,600 - £115,800 as set out in the Council's Pay Policy Statement.
- c. Subject to (a) above, any appointment made will take effect when the appointed candidate accepts in writing the contract of employment offered to him/her by the Council.
- d. That the committee agrees that if the successful candidate decides not to accept the role for any reason and there is an alternative appointable candidate, recommended by the Member Panel that this candidate is appointed to the role subject to (a), (b) and (c) above.

#### **4. Reason for decision**

- a. To fill a senior post in the Council's organisation structure which is responsible for leading the delivery of services within the accountabilities of the role.

#### **5. Alternative options considered**

- a. To fill this role on a temporary basis. However, this would not have been as cost effective nor offer the service the stability of a permanent appointment.

#### **6. Background information**

- a. The recruitment and selection process for the Assistant Director Direct Services has been as follows:
  - i. The post was advertised in August with a closing date of 14 September 2020. 22 candidates applied for the role and a long-list of 9 were considered and put forward for the technical assessment stage.
  - ii. Following the technical assessments the Member Panel considered the outcomes and short-listed 4 candidates to take part in the final assessment stage.
  - iii. The short-listed candidates will take part in a final assessment process concluding on 7 December 2020 and will comprise:
    - Interviews with an internal Stakeholder Panel made up of senior officers from across Council.
    - A final interview Panel with Members and the Director of Environment and Neighbourhoods.
    - The final Member Panel interview will consist: Cllrs Basu, Chandwani, Ejiofor, Palmer and Stephen McDonnell.
  - iv. The post of Assistant Director Direct Services has a proposed salary which is within a pay range of £99,600 to £115,800 and is recognised as a HB1A role within the Council's Senior Leadership pay bands.

v. In accordance with the Council's Pay Policy Statement, if the appointee salary will be in excess of £100,000 per annum, it has to be agreed by the Staffing and Remuneration Committee.

b. The recommendation that the appointment will take effect if and when the appointed candidate accepts in writing the contract of employment offered to him / her by the Council is intended to ensure that the appointed candidate signs up to the contract of employment which the Council offers him / her.

**7. Contribution to strategic outcomes**

a. The post of Assistant Director Direct Services is a key role and part of the strategic leadership of the Council, responsible for the delivery of Council priorities and the Borough Plan.

**8. Statutory Officers' comments Chief Finance Officer (including procurement)**

a. The cost of the Assistant Director Direct Services post, within the range set out above, can be met from the approved budget for this post.

**9. Assistant Director of Corporate Governance, Equalities**

a. A local authority shall appoint such officers as it thinks necessary for the proper discharge by the authority of such of their functions (section 112 Local Government Act 1972).

b. In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001( "the 2001 Regulations") and Part 4 Section K of the Council's Constitution, any proposed appointment to the post referred to in this report will be required to be appointed by this Committee. In addition, the 2001 Regulations state that where a committee or a sub-committee of the council is discharging the function of appointment on behalf of the authority, at least one member of the cabinet must be a member of that committee or sub-committee.

c. The offer of appointment of the Assistant Director Direct Services shall only be made where:

- (i) no objection has been made by any member of the Cabinet, or
- (ii) if any objection is made, the Staffing and Remuneration Committee has declared itself satisfied that the objection is not material or well-founded.

d. In accordance with the Council's Pay Policy Statement and Part 3 Section B of the Constitution, where it is proposed to appoint an officer and the proposed salary is £100,000 per annum or more, the Staffing and Remuneration Committee must consider and approve the proposed salary.

- e. Under section 7 of the Local Government and Housing Act 1989, every appointment to a paid office or employment to a Council post must be made on merit.

**10. Use of Appendices**

Not applicable

**11. Local Government (Access to Information) Act 1985**

Not applicable.