

**Report for:** Staffing & Remuneration Committee: 24 July 2020

**Title:** Appointment to the post of Assistant Director Strategy, Communications & Delivery

**Report authorised by :** Richard Grice – Director of Customers, Transformation & 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 Strategy, Communications & Delivery began in June 2020 with a closing date of 19 June 2020. 130 candidates applied for the role and a long-list of 17 were considered and put forward for the technical assessment stage. Following the technical assessment the Member Panel considered the outcomes and short-listed 7 candidates to take part in the final assessment stage. The final assessment stages will take place on the 24 July 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 Strategy, Communications & Delivery.

**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 Strategy, Communications and Delivery subject to the objections process of the Cabinet whereby this Committee may only make the offer of appointment of the Assistant Director Strategy, Communications & Delivery 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 Strategy, Communications & Delivery 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 Strategy, Communications and Delivery has been as follows:
  - i. In February 2020, the Council appointed Penna as the recruitment partner to undertake a campaign of advertising and an executive search for the Assistant Director Strategy, Communications and Delivery. Due to the pandemic the post was not advertised until early June with a closing date of 19<sup>th</sup> June 2020. 130 candidates applied for the role and a long-list of 17 were considered and put forward for the technical assessment stage.
  - ii. Following the technical assessments the Member Panel considered the outcomes and short-listed 7 candidates to take part in the final assessment stage.
  - iii. The short-listed candidates will take part in a final assessment process on 24 July 2020 as follows:

- iv. Candidates will be interviewed by a Stakeholder Panel made up of various officers from across the service areas that will be lead by the role. This session will then be followed by a small Directors Panel.
  - v. The 2 stakeholder sessions will be followed by the final interview with the Member Panel: Cllr Joseph Ejiofor, Cllr Tammy Palmer and Cllr Makbule Gunes.
  - vi. The post of Assistant Director Strategy, Communications and Delivery 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.
  - vii. 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 Strategy, Communications and Delivery 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 Strategy, Communications and Delivery 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 Strategy, Communications and Delivery shall only be madewhere:

- (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.