

Report for: Staffing and Remuneration Committee – 7 November 2022

Title: Appointment to the Post of Service Director, Adults Social Care

Report authorised by: Beverley Tarka, Director of Adults, Health, and Communities

Lead Officer: Sunny Rana, Recruitment Business Manager,
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Ward(s) affected: All

Report for: Non-Key Decision

1. Describe the issue under consideration

- 1.1. The recruitment and selection campaign for Service Director, Adults Social Care, began in August 2022 with a closing date of 28 September 2022. Six candidates applied for the role and a long list of five candidates were considered, however one candidate withdrew from the process after technical assessment, so four candidates were put forward to member shortlist. Following a review of the four candidates presented, three candidates were shortlisted by the members and selected to take part in the final assessment stage, which will include informal conversations with the Chief Executive and the Leader. The final assessment stages will take place on 7 November 2022.
- 1.2. 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 of Service Director, Adults Social Care.

2. Cabinet Member Introduction

- 2.1. Not applicable.

3. Recommendations

- 3.1. To consider the recommendations of the Member Panel and appoint a suitable candidate to the post of Service Director, Adults Social Care subject to the objections process of the Cabinet whereby the Staffing and Remuneration Committee may only make the offer of appointment of the Service Director, Adults Social Care when:
 - (a) no objection has been made by any member of the Cabinet, or
 - (b) if any objection is made, the Staffing and Remuneration Committee has declared itself satisfied that the objection is not material or well-founded.
- 3.2. Subject to (3.1) above, to agree that the appointment of a candidate to the post of Service Director, Adults Social Care to be on the salary that is proposed to the

Staffing and Remuneration Committee by the Member Panel. This will be in the range of £103,836 - £120,786 as set out in the Council's Pay Policy Statement.

- 3.3. Subject to (3.1) above, any appointment made will take effect when the appointed candidate accepts in writing the contract of employment offered to them by the Council.
- 3.4. To agree 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 (3.1), (3.2), and (3.3) above.

4. Reason for decision

- 4.1. 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

- 5.1. 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

- 6.1. The recruitment and selection process for the Service Director, Adults Social Care was as follows:
 - (a) In August 2022, the Council utilised an executive recruitment agency to undertake a campaign of advertising for the Service Director. The advert had a closing date of September 2022. Six candidates applied for the role and a long-list of five were considered, however one candidate withdrew after technical assessment stage.
 - (b) Following a review of the longlist, three candidates were selected to take through to the informal interview stage with all candidates taken through to final assessment process.
 - (c) The short-listed candidates will take part in a final assessment process on 24 October 2022 and 7 November 2022 as follows:
 - i. Candidates will attend a stakeholder day on 24 October, where they will attend stakeholder panels.
 - ii. The stakeholder sessions will be followed by the informal conversations with the Chief Executive and the Leader.
 - iii. The final interviews will be with the Member Panel: Cllr Reg Rice, Cllr Pippa Connor and Cllr Lucia das Neves.
 - iv. The post of Service Director, Adults Social Care has a proposed salary which is within a pay range of £103,836 - £120,786 and is recognised as a HB1 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.

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

7. Contribution to strategic outcomes

- 7.1. The post of Service Director, Adults Social Care 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

Finance (including Procurement)

- 8.1. The cost of the post Service Director, Adults Social Care within the range set out above, can be met from the approved budget for this post.

Head of Legal & Governance (Monitoring Officer)

- 8.2. 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).
- 8.3. 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.
- 8.4. The offer of appointment of the Service Director, Adults Social Care 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.
- 8.5. 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.
- 8.6. 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.

9. Use of Appendices

- 9.1. Not applicable.

10. Local Government (Access to Information) Act 1985

10.1. Not applicable.