

# Report to Appointments and Disciplinary Committee

Date: 12 November 2018

## ITEM 4

Title: Appointment to posts of Head of Law and Governance (and Monitoring Officer) and Head of Regeneration and Economic Development

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| Report from Service Area: | Resources   |
| Responsible Officer:      | Janice Gillespie, Head of Resources (Tel: 643 5701) |
| Wards affected:           | All   |

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### 1. Executive Summary

This report sets out the proposed appointment process in relation to the currently vacant posts of Head of Law and Governance (and Monitoring Officer) and Head of Regeneration and Economic Development.

### 2 Recommendation

The Appointments and Disciplinary Committee is requested to agree the appointment process, as set out in this report, in relation to the currently vacant posts of Head of Law and Governance (and Monitoring Officer) and Head of Regeneration and Economic Development.

### 3. Information

At its meeting on 15 October 2018 Cabinet agreed to the restructuring of the Senior Leadership team. There are two Heads of Service roles vacant in the structure agreed by Cabinet at its meeting. Those roles are:

1. The Head of Law and Governance (and Monitoring Officer); and
2. The Head of Regeneration and Economic Development.

Following the Cabinet meeting, the Elected Mayor and Deputy Mayor have indicated, on behalf of the Cabinet, their intention to proceed to appoint to these two roles as soon as possible.

An external recruitment process, supported by an executive recruitment agency, to the two vacant posts commenced on 8 November 2018. The closing date for the submission of applications is 30 November 2018.

Following the closing date the executive recruitment agency alongside the Chief Executive will undertake a "long-listing" process to identify suitable candidates for both roles.

This Committee will then be required to undertake a "short-listing" process from the long list to identify those candidates who will then go through to the formal interview selection process. A meeting of the Committee has been arranged for 5 December 2018 to

undertake the “short-listing process”. The candidates that are successful in the short listing process will then be subject to an assessment process. Candidates which do not meet the relevant criteria linked to the assessment process will not progress to the Committee. Where candidates do meet the relevant criteria the outcomes of the assessment process will be provided to the Committee along with the relevant candidates’ applications for the final selection process to be undertaken by the Committee.

The Committee then meet again on 17 December 2018 to undertake the formal selection interview process. The candidates will be invited to attend this meeting and will be interviewed by the Committee.

If the Committee are able to identify suitable candidates to either role, the Officer Employment Procedure Rules, as set out in the Authority’s Constitution, make certain provisions in relation to the appointment of Heads of Service that must be complied with. In particular, the Elected Mayor is required to confirm to the Head of Paid Service whether the Cabinet have any objections to the appointment of the individuals identified by the Committee through the selection process. If no objections are raised offers of employment would then be made by the Authority to the successful candidate(s).

In relation to the post of Head of Law and Governance (and Monitoring Officer) a report would then be submitted to a future Full Council Meeting to seek approval to designate the successful candidate for this role as the Authority’s Monitoring Officer.

The Job Description and Person Specification for the roles of Head of Law and Governance (and Monitoring Officer) and Head of Regeneration and Economic Development are attached as Appendix 1.

#### **4. Legal Implications**

In accordance with the allocation of functions as between the Cabinet and Council under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, it is the responsibility of Cabinet to determine the Authority’s senior management structure and the timeframe within which the structure is to be implemented and the timeframe for appointments to such posts. This responsibility includes the determination of relevant Job Descriptions, Person Specifications and associated salaries.

It is a Council responsibility, which is undertaken on behalf of the Council by the Appointments and Disciplinary Committee, to appoint Chief Executive and Heads of Service. In fulfilling that responsibility the Appointments and Disciplinary Committee are responsible for determining the appointments process, and undertaking the selection and recruitment process in accordance with the Officer Employment Procedure Rules which form a part of the Authority’s Constitution.