

Chief Officer Appointments Panel



Date of meeting:	02 June 2023
Title of Report:	Recruitment to Service Director for Human Resources and Organisational Development
Lead Member:	Councillor Sue Dann (Cabinet Member for Customer Services, Sport, Leisure, and Human Resources and Organisational Development)
Lead Strategic Director:	Tracey Lee (Chief Executive)
Author:	Di Saunders-Brewer (HR Culture Partner)
Contact Email:	diana.saunders-brewer@plymouth.gov.uk
Your Reference:	Click here to enter text.
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

This report updates Members on the recruitment of both the permanent Service Director for HROD and the proposed temporary arrangements.

Recommendations and Reasons

It is recommended that the Appointments Panel:

1. Note progress on the recruitment of a permanent Service Director for Human Resources and Organisational Development.
2. Undertake a recruitment process for the post of Interim Service Director for Human Resources and Organisational Development.

Alternative options considered and rejected

To leave the role vacant until the new Director of Resources (S151 Officer) commences employment. This has been rejected as it is important to ensure continuity in the leadership of the directorate.

Relevance to the Corporate Plan and/or the Plymouth Plan

The Corporate Plan outlines the strategic direction of the Council and recommendations within this report align to this.

Implications for the Medium Term Financial Plan and Resource Implications:

The post is a permanent role with established budget contained within the Medium Term Financial Plan. Further information relating to financial implications are contained within the body of the report.

Financial Risks

Full cost of any proposal will be available to Members ahead of any commitment of resources. There will be appropriate scrutiny by the Council's Section 151 Officer.

Carbon Footprint (Environmental) Implications:

It is the responsibility of all senior officers to ensure we develop and deliver our plans for both ensuring the Council is carbon neutral by 2030 and leading the City in carbon reduction. Digital will be a significant contributor to enable the Council and City to work, connect and behave differently in the future. In respect of the recruitment process, steps will be taken to ensure that where meetings can be undertaken virtually this is done to reduce travelling time, costs and associated carbon implications. The minimum use of printing and paper will be encouraged.

Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:

Any recruitment and selection processes will be undertaken with reference to the Council's established procedures and relevant legislation.

Appendices

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
		1	2	3	4	5	6	7
A	Role Profile Service Director Human Resources and Organisational Development							

Background papers:

Title of any background paper(s)	Exemption Paragraph Number (if applicable) <i>If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</i>						
	1	2	3	4	5	6	7

Sign off:

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Originating Senior Leadership Team member: Tracey Lee											

Please confirm the Strategic Director(s) has agreed the report? Yes

Date agreed: 24/05/2023



Cabinet Member approval:

Date approved: 24/05/2023

I. INTRODUCTION

The Local Authorities (Standing Orders) Regulations 1993 and The Local Authorities (Standing Orders) Regulations 2001 prescribe a number of actions when recruitment to a Chief Officer post is required.

The definition of 'Chief Officer' for the purposes of these regulations refers to:

- the Head of Paid Service,
- the Monitoring Officer,
- the Section 151 Officer,
- a statutory Chief Officer (as defined by section 2(6) of the 1989 Act),
- non-statutory Chief Officers as defined by section 2(7) of the 1989 Act (which essentially include officers who report directly to the head of paid service): regulation 1(2) of the 1993 Regulations.
- a Deputy Chief Officer (those reporting to a Chief Officer)

There are a number of defined activities that must be undertaken in any recruitment, including:

- The creation of a document clearly stating the duties of the officer, what qualifications, experience and skills they will need to undertake the role (the role profile).
- Making arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it.
- Providing a copy of the role profile to any person requesting this.

Once advertised as above, authorities will either interview all those who are qualified to undertake the role or select a short list of qualified applicants. If there are no qualified applicants the local authority will then make further arrangements.

2. CHIEF OFFICER APPOINTMENTS PANEL DELEGATED FUNCTIONS

Council has delegated the function of interviewing candidates to the Chief Officer Appointments Panel (COAP). COAP acts with the delegated authority of the Council to appoint to Chief Officer roles where the law prohibits the Head of Paid Service from making the appointment but allows full Council to delegate the responsibility.

3. BACKGROUND

The current Service Director for Human Resources and Organisational Development was appointed to this role following a recruitment process undertaken by the Appointments Panel on 29 March 2019. She recently tendered her resignation and leaves the Council in June. This role is critical for leading the People Strategy and supporting the Council to transition to a new organisational culture. It provides leadership for the Human Resources and Organisational Development service and is a key role within the Senior Leadership Team in contributing to the wider organisational leadership needs. The role profile is attached at Appendix A.

4. RECRUITMENT TO POSTS

A verbal update was provided to the Chief Officer Appointments Panel on 14 April 2023 and approval was given for permanent and interim recruitment to commence.

Since that date, an initial search for an interim appointment has been undertaken, with suitable candidates sought via the Council's preferred supplier, Matrix. A large number of candidate CVs have

been reviewed. A smaller number of candidates have been screened by the Chief Executive and representatives from CMT. Members will be invited to interview a number of suitable interim candidates on 2 June 2023. A full recruitment pack will be provided.

The permanent recruitment timetable is shown below, and the involvement of COAP is indicated. The recruitment process will be closely managed to ensure a good candidate experience.

Stage	Proposed date
Role advertised, search commences	w/c 22 May
Advert and search closes	16 June
Longlist prepared by agency	By 21 June
Longlist meeting	w/c 26 June
Technical interviews by the agency	3/4 July
Technical interview reports sent to PCC	7 July
Shortlist meeting	w/c 10 July
Assessment day	w/c 17 July
COAP – Member Panel	w/c 17 July

Members will be supported in the recruitment process by the HROD department, and the Council's recruitment and selection policy and guidance notes will be followed to ensure fairness and equity. Refreshed training in recruitment and selection will be offered to new panel members ahead of any recruitment activity commencing.

Based on the timetable and the likelihood that a successful candidate will be required to give three months' notice (subject to negotiation with their employer), they may not be available to start employment with Plymouth City Council until October/November 2023.

5. FINANCIAL INFORMATION

The Service Director for HROD role is within Band 4 of the Chief Officer pay and grading structure £82,949 to £115,330 per annum for 2023/24.

An external executive search company is leading on the recruitment and selection campaign and the total cost incurred will be in the region of £22,000 to £25,000. These costs cover items including search and attraction of candidates, advertising, initial candidate sifting, services of a technical adviser and psychometric testing.

The Service Director HROD will provide further detail on interim pay rates if an appointment is recommended.

Cabinet approval will be required if Members recommend an appointment.

6. RECOMMENDATIONS

It is recommended that the Appointments Panel:

1. Note progress on the recruitment of a permanent Service Director for Human Resources and Organisational Development.
2. Undertake a recruitment process for the post of Interim Service Director for Human Resources and Organisational Development.