



Employment and Appointments Committee

Date: Monday, 30 January 2012

Time: 6.15 pm

Venue: Committee Room 2 - Wallasey Town Hall

Contact Officer: Andrew Mossop

Tel: 0151 691 8501

e-mail: andrewmossop@wirral.gov.uk

Website: <http://www.wirral.gov.uk>

SUPPLEMENTARY AGENDA (1)

6. SENIOR MANAGEMENT RECRUITMENT PROCESSES (Pages 1 - 8)
7. SENIOR MANAGEMENT RECRUITMENT CONTRACT (Pages 9 - 12)
8. SENIOR MANAGEMENT CHANGES (Pages 13 - 16)
13. EXEMPT APPENDIX - SENIOR MANAGEMENT RECRUITMENT CONTRACT (Pages 17 - 18)

Appendix to agenda item 7, exempt by virtue of paragraph 1.

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WIRRAL COUNCIL

EMPLOYMENTS AND APPOINTMENTS COMMITTEE

30 JANUARY 2012

SUBJECT:	SENIOR MANAGEMENT RECRUITMENT PROCESSES 2012
WARD/S AFFECTED:	ALL
REPORT OF:	THE DIRECTOR OF LAW, HR AND ASSET MANAGEMENT
RESPONSIBLE PORTFOLIO HOLDER:	COUNCILLOR ADRIAN JONES
KEY DECISION	YES

1.0 SENIOR MANAGEMENT SUMMARY

- 1.1 The purpose of this report is for The Employment and Appointments Committee to consider the Senior Management Recruitment processes for 2012, and agree the appointment of a Sub Committee for the Director of Regeneration, Housing and Planning recruitment.
- 1.2 The Employment and Appointments Committee on 29 September 2011 agreed the following (Minute 36):
- I. That the posts of Director of Regeneration, Housing and Planning; Head of Strategic Development and Regeneration and Head of Housing be established on a permanent basis and that an appropriate recruitment process to fill these posts be commenced.
 - II. That the post of Head of Finance and Performance in the Department of Adult Social Services be established on a permanent basis, and that a recruitment process to fill the post is commenced.
 - III. That the Interim Director of Children's Services be asked to continue as the Acting Director of Children's Services for a further year on a fixed term basis, and that an external recruitment process takes place to ensure that a new Director of Children's Services is in post by the end of September 2012.

2.0 RECOMMENDATION/S

- 2.1 It is recommended that The Employment and Appointments Committee:
- (i) Note that the upcoming Senior Management Recruitment processes for 2012.
 - (ii) Note that the proposed future restructure of the Department of Adult Social Services will be presented to the next Employment and Appointments Committee, and to approve the extension of the fixed term contract for the

current post holder of the Head of Finance and Performance: DASS, for up to six months, effective from 1 January 2012, pending the restructure.

- (iii) Agree the appointment of a proportionate sub-committee of five members to reflect the balance of the political groups on The Employment and Appointments Committee and comply with the rules of proportionality. The Sub-Committee to have delegated responsibility for the recruitment process of The Director of Regeneration, Housing and Planning and The Director of Children's Services, and to appoint to these positions.
- (iv) Agree the dates for the recruitment process for the Director of Regeneration, Housing and Planning: proposed timetable attached at Appendix One.
- (v) Delegate the timetable for the recruitment of The Director of Children's Services to The Chief Executive, to be brought back to the Employment and Appointments Sub-Committee.

3.0 REASON/S FOR RECOMMENDATION/S

- 3.1 The Employment and Appointments on 29 September 2011 agreed the Senior Management recruitment process for a number of Chief Officer/Deputy Chief Officer positions as detailed above.
- 3.2 Due to changes in the leadership of the Department of Adult Social Services (DASS), the Director of DASS will submit a report proposing a revised structure at the next Employment and Appointments Committee for its consideration. The Employment and Appointments Committee are asked to approve the extension of the fixed term contract for the current post holder of the Head of Finance and Performance to assist the Director during this period of change in leadership.
- 3.3 The Employment and Appointments Committee to establish a proportionate Sub-Committee for The Director of Regeneration, Housing and Planning recruitment process.
- 3.4 The Employment and Appointments Sub Committee to agree the recruitment dates for The Director of regeneration, Housing and Planning so that the recruitment process can be delivered in a timely manner.
- 3.5 Delegate the timetable for the recruitment of The Director of Children's Services to The Chief Executive so that the process can be delivered in a timely manner.

4.0 BACKGROUND

4.1 Director of Regeneration, Housing and Planning

The post of Director of Regeneration, Housing and Planning was made permanent by The Employment and Appointments Committee on 29 September 2011. The post is currently being filled on an 'acting up' basis until 31 March 2012, or until a permanent appointment has been made (Minute 36).

The recruitment process has begun with an advertisement placed in The Municipal Journal on Friday 20 January 2012, with a free repeat in the publication on Friday 27 January 2012. External recruitment consultants from Penna Plc have been

engaged to assist the process in line with the requirements of The Employment and Appointments Sub-Committee.

The proposed recruitment timetable is attached at Appendix One, for the consideration of The Employment and Appointments Committee.

4.2 Head of Service: DASS

The post of Head of Finance and Performance was made permanent by The Employment and Appointments Committee on 29 September 2011 (Minute 36). The post is currently being filled on a fixed term basis.

The Director of Adult Social Services took up the post on 1 January 2012. In addition, a Head of Service within Adult Social Services left The Council by mutual agreement in January 2012. The Director of Adult Social Services will therefore propose a revised structure for the department. In order to assist the Director during this period of change in the leadership of DASS, The Employment and Appointments Committee are asked to approve the extension of the fixed term contract for the current post holder of the Head of Finance and Performance. It is proposed that this be extended for up to six months, until 30 June 2012, with the provision to end the contract earlier, depending on the recruitment process.

4.3 Director of Children's Services

It was agreed by The Employment and Appointments Committee on 29 September 2011 that the Interim Director of Children's Services continued as the Acting Director of Children's Services for a further year on a fixed term basis, and that an external recruitment process takes place to ensure that a new Director of Children's Services is in post by the end of September 2012 (Minute 36).

5.0 RELEVANT RISKS

- 5.1 The decision to start the recruitment process for The Director of Regeneration, Housing and Planning has been delayed due to the need to conduct a tender exercise for the Senior Management recruitment contract in line with procurement procedures. The tender exercise has been thorough and took into account the need to consider both cost and quality in the assessment process. The contract is time limited, with the option to extend. This should minimise the risk to the Council and the Senior Management Recruitment Tender will support the Council in ensuring the best possible range of candidates for key senior roles within the organisation. The current leadership arrangements will be in place until the end of the recruitment process. However, the timetable proposed takes account of the need for expediency to alleviate organisational uncertainty.

6.0 OTHER OPTIONS CONSIDERED

- 6.1 Due to the cost of the contract it was necessary to conduct a tender exercise in accordance with Procurement procedures. No other options were considered.

7. CONSULTATION

None.

8. IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

The service provider has met the Equality requirements specified in the tender documentation. The recruitment process will take account of implications for voluntary, community and faith groups.

9. RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

9.1 The estimated cost of the Senior Management Recruitment contract for the Director of Regeneration, Housing and Planning and the Director of Children's Services is £27,000 plus advertising costs.

9.2 All Senior Management Recruitment Services will be supported internally by the Human Resources and Organisational Development Section.

10. LEGAL IMPLICATIONS

10.1 The Council will ensure that all relevant employment legislation is complied with in relation to Senior Management Recruitment.

11. EQUALITIES IMPLICATIONS

11.1 The specification was devised using the Council procurement template. Issues relating to equality and diversity are covered in terms of the tender process and how the contract will be delivered to ensure both statutory compliance and best practice.

11.2 Equality Impact Assessment (EIA)

(a) Is an EIA required? No

(b) If 'yes', has one been completed?

12. CARBON REDUCTION IMPLICATIONS

12.1 There are no carbon usage implications or other relevant environmental issues arising from this report.

13. PLANNING AND COMMUNITY SAFETY IMPLICATIONS

13.1 There are no planning and community safety implications arising from this report.

REPORT AUTHOR: Chris Hyams
Head of HR and OD
Department of Law HR and Asset Management
Telephone: (0151 691 8590)
Email: chrishyams@wirral.gov.uk

APPENDICES

Appendix One: Proposed Timetable for the Director of Regeneration, Housing and Planning.

REFERENCE MATERIAL

There is no reference material for this report.

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
The Employment and Appointments Committee	29 September 2011

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Director of Regeneration, Housing and Planning
Proposed Timetable

Activity	Draft Timescale (to be confirmed)	Employment & Appointments Sub Committee Meetings
Meet Tender provider	w/c 9 January 2012	
Agree the Job Description and the Person Specification	w/c 9 January 2012	
Advert Design	w/c 9 January 2012	
Placement of Advert and Search	20 January 2012	
Advert closing date	17 February 2012	
The Process of Long Listing	w/c 20 February 2012	Long List Meeting 22 February 2012: 6pm
The Long List Assessment	w/c 27 February 2012	
The Process of Short Listing	w/c 5 March 2012	Short List Meeting 5 March 2012: 4.30pm
Invitation to selection day(s)	w/c 5 March 2012	
Selection day(s)	w/c 5 March 2012	Selection days: 8 and 9 March 2012 End of Day One Meeting: 8 March 2012: 4.30pm
Appointment	w/c 5 March 2012	
Notice period	3-6 months	
CRB clearance Medical clearance	During notice period	
Potential start date	June - September 2012	

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WIRRAL COUNCIL

EMPLOYMENTS AND APPOINTMENTS COMMITTEE

30 JANUARY 2012

SUBJECT:	SENIOR MANAGEMENT RECRUITMENT CONTRACT
WARD/S AFFECTED:	ALL
REPORT OF:	DIRECTOR OF LAW, HR AND ASSET MANAGEMENT
RESPONSIBLE PORTFOLIO HOLDER:	COUNCILLOR ADRIAN JONES
KEY DECISION?	YES

1.0 SENIOR MANAGEMENT SUMMARY

- 1.1 The purpose of this report is for The Employment and Appointments Committee to note the award of The Senior Management Recruitment Tender to Penna Plc.
- 1.2 The contract will run from 16 January 2012 to 15 January 2013, with an option to extend for a further year.
- 1.3 Penna Plc is a private company with over 20 years experience in Senior Management Recruitment Contracts in both the private and public sector, including extensive work with a number of Local Authorities.
- 1.4 The spend for the duration of the contract, until 15 January 2013 is dependent on the number of Chief Officer and Head of Service roles that require external advertisement. The estimated spend is attached at Appendix One, and is based on two Director roles: The Director of Regeneration, Housing and Planning, and The Director of Children's Services, and one Head of Service role in The Department of Adult Social Services.

2.0 RECOMMENDATION/S

- 2.1 It is recommended that The Employment and Appointments Committee:
 - (i) Note the award of The Senior Management Recruitment Contract to Penna plc.

3.0 REASON/S FOR RECOMMENDATION/S

- 3.1 The Council sent an invitation for service providers to tender for The Senior Management Recruitment Tender on 26 October 2011. The tender process closed on Monday 21 November, with 10 providers submitting tenders.

- 3.2 All tenders were evaluated on the basis of 40% price, 60% quality to ensure the best value and quality service for the Council.
- 3.2 The evaluation outcome resulted in Penna plc being awarded the contract.

4.0 BACKGROUND

- 4.1 Wirral Council had an Senior Management Recruitment Contract in place from April 2006 to 31 March 2010. This was provided by Gatenby Sanderson.
- 4.2 Since the end of this contract in March 2010, The Council has undergone a significant amount of change, including a number of departmental and service restructures and a review of senior management arrangements. This has resulted in the need for an Senior Management Recruitment Service so that The Council attracts the best possible range of candidates for some of the key senior roles within the organisation.

5.0. THE TENDER PROCESS

- 5.1 In October 2011, Wirral Council commenced a tender process to secure a new provider of Senior Management Recruitment Services due to organisational need and the expiration of the previous contract in March 2010.
- 5.2 The Tender documentation was written by Human Resources (HR) with the support of The Procurement Team to ensure compliance with The Council's Procurement procedures.
- 5.3 The Tender documentation included specific information on the scope of the contract, the technical requirements and the evaluation criteria, including a range of method statements.
- 5.4 The award of the contract has been based on the most economically advantageous tender, taking into consideration the award criteria of 40% price, 60% quality.
- 5.5 The tender submissions were received from ten service providers, all of which were analysed and evaluated against the method statements and award criteria as detailed above.
- 5.6 A preferred provider was identified as an outcome of the procurement process.

6.0 RELEVANT RISKS

- 6.1 The tender exercise has been thorough and took into account the need to consider both cost and quality in the assessment process. In addition the contract is time limited, with the option to extend. This should minimise the risk to the Council. The Senior Management Recruitment Tender will support the Council in ensuring the best possible range of candidates for key senior roles within the organisation.

7.0 OTHER OPTIONS CONSIDERED

- 7.1 Due to the cost of the contract it was necessary to conduct a tender exercise in accordance with Procurement procedures. No other options were considered.

8. CONSULTATION

Consultation was not required for this tender.

9. IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

The service provider has met the Equality requirements specified in the tender documentation.

10. RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

- 10.1 The financial implications were assessed as part of the award criteria: 40% price.
- 10.2 The estimated cost of the Senior Management Recruitment contract is attached at Appendix One.
- 10.3 All Senior Management Recruitment Services will be supported internally by the Human Resources and Organisational Development Section.

11. LEGAL IMPLICATIONS

The Council will ensure that all relevant employment legislation is complied with in relation to Senior Management Recruitment.

12. EQUALITIES IMPLICATIONS

- 12.1 The specification was devised using the Council procurement template. Issues relating to equality and diversity are covered in terms of the tender process and how the contract will be delivered to ensure both statutory compliance and best practice.
- 12.2 Equality Impact Assessment (EIA)
- (a) Is an EIA required? No
- (b) If 'yes', has one been completed?

13 CARBON REDUCTION IMPLICATIONS

There are no carbon usage implications or other relevant environmental issues arising from this report.

14. PLANNING AND COMMUNITY SAFETY IMPLICATIONS

There are no planning and community safety implications arising from this report.

REPORT AUTHOR: Chris Hyams
Head of HR and OD
Department of Law HR and Asset Management
Telephone: (0151 691 8590)
Email: chrishyams@wirral.gov.uk

EXEMPT APPENDICES

Appendix One: Approximate cost of Senior Management Recruitment Contract.

REFERENCE MATERIAL

There is no reference material for this report.

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
The Employment and Appointments Committee	29 September 2011

WIRRAL COUNCIL

EMPLOYMENT AND APPOINTMENTS COMMITTEE

30 JANUARY 2012

SUBJECT:	SENIOR MANAGER CHANGES
WARD/S AFFECTED:	ALL
REPORT OF:	THE CHIEF EXECUTIVE
RESPONSIBLE PORTFOLIO HOLDER:	COUNCILLOR ADRIAN JONES
KEY DECISION?	NO

1.0 EXECUTIVE SUMMARY

1.1 The purpose of the report is for The Employment and Appointments Committee to note that:

- The post holder of The Head of Support Services, Finance Department, left the Council on 6 January 2012 by mutual agreement.
- The post holder of The Head of Community Services, Department of Adult Social Services, left the Council on 9 January 2012 by mutual agreement.

2.0 RECOMMENDATION/S

2.1 That the Employment and Appointments Committee notes the report.

3.0 REASON/S FOR RECOMMENDATION/S

3.1 The post holders of The Head of Support Services and The Head of Community Services left the organisation by mutual agreement.

4.0 BACKGROUND AND KEY ISSUES

4.1 The post holder of The Head of Support Services, Finance Department, had worked at Wirral Council since July 2003 and had previous Local Government Service from 1984.

4.2 The post of Head of Support Services will be deleted. The Director of Finance and Deputy Chief Executive will undertake a review of senior management arrangements within the department and report back to the Employment and Appointments Committee with a proposed future structure. The duties of The Head of Support Services have been assigned to other officers in the interim period.

- 4.3 The post holder of The Head of Community Services had worked at Wirral Council since August 2000 and had previous Local Government Service from 1989.
- 4.4 The post of Head of Community Services will be deleted. The Director of Adult Social Services will undertake a review of senior management arrangements within the department and report back to The Employment and Appointments Committee with a proposed future structure. The duties of The Head of Community Services have been assigned to other officers in the interim period.
- 5.0 RELEVANT RISKS**
- N/A
- 6.0 OTHER OPTIONS CONSIDERED**
- 6.1 N/A
- 7.0 CONSULTATION**
- 7.1 N/A
- 8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**
- 8.1 N/A
- 9.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**
- 9.1 The Financial implications will be reported directly to the Employment and Appointments Committee at the meeting.
- 10.0 LEGAL IMPLICATIONS**
- 10.1 There are no specific implications arising out of this report.
- 11.0 EQUALITIES IMPLICATIONS**
- 11.1 There are no specific implications arising out of this report.
- 11.2 Equality Impact Assessment (EIA)
- | | |
|---------------------------------------|----|
| (a) Is an EIA required? | No |
| (b) If 'yes', has one been completed? | |
- 12.0 CARBON REDUCTION IMPLICATIONS**
- 12.1 There are no implications arising out of this report.

13.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

13.1 There are no planning and community safety implications arising out of this report.

REPORT AUTHOR: Chris Hyams
Head of HR and OD
Department of Law, HR and Asset Management
Telephone: (0151 691 8590)
Email: chrishyams@wirral.gov.uk

APPENDICES: To be tabled at The Employment and Appointments Committee.

REFERENCE MATERIAL

SUBJECT HISTORY (last 3 years)

Council Meeting	Date

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