

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