

# WIRRAL COUNCIL

## Employment and Appointments Committee

27 October 2014

<b>SUBJECT:</b>	<b>Head of Specialist Services Appointment</b>
<b>WARD/S AFFECTED:</b>	<b>All</b>
<b>REPORT OF:</b>	<b>Head of Human Resources &amp; Organisational Development</b>
<b>RESPONSIBLE PORTFOLIO HOLDER:</b>	<b>Cllr Adrian Jones</b>
<b>KEY DECISION?</b>	<b>No</b>

### 1.0 EXECUTIVE SUMMARY

1.1 The purpose of this report is for The Employment and Appointments Committee to consider and agree the following in respect of The Head of Specialist Services post:

- The setting up of an Appointments Panel
- The potential use of recruitment consultants to support the process.
- The job description and person specification.
- The recruitment timetable.

### 2.0 BACKGROUND AND KEY ISSUES

2.1 The current post holder has resigned from the position of Head of Specialist Services and will leave the Council in December 2014.

2.2 The Head of Specialist Services post is a vital position within Children Services, with key responsibilities for children's social work, fostering, adoption and children in care, which are high risk areas for the Council.

2.3 In line with the Council's Pay Policy, appointment of Chief Officers is delegated to the Employment and Appointments Committee. The Head of Specialist Services is a Chief Officer role. Wirral's Chief Officer pay scales are attached at Appendix One.

### 3.0 ISSUES FOR CONSIDERATION AND DECISION

#### 3.1 Delegation to an Appointments Panel

3.1.1 It is recommended that an Appointments Panel (a sub-committee of the Committee) be established that is politically balanced. The Employments and Appointments Committee would delegate/authorise the appointment and the appointment process of the Head of Specialist Service to the Appointments Panel which would have a membership of seven (7) Elected Members (ratio

of 4:2:1) taken from the current membership of the Employment and Appointments Committee.

### **3.2 The potential use of Recruitment Consultant**

3.2.1 The Council has a call off contract with the recruitment consultants, Penna Plc, for senior management recruitment services. The contract has been procured using the Eastern Shires Purchasing Organisation (ESPO) Framework for Strategic HR Services as recommended by the Council's Corporate Procurement Team, in line with the Council's Contract Procedure Rules. The contract has been awarded to Penna Plc from October 2014 to September 2015. The total cost for the services is approximately £15k. The final invoice will be made available and published.

The recruitment consultancy services include:

- Executive Search
- Candidate liaison
- Professional support to the Appointments Panel including:
  - i. Summary of applicants;
  - ii. Advice on longlisting;
  - iii. Technical interview
  - iv. Advice on shortlisting;
  - v. Advice to the Appointments Panel.

3.2.2 The benefits of using a professional recruitment consultancy are:

- Credibility that Wirral Council is embarking on a professional approach to the recruitment process;
- Executive search, recruitment consultants can target potential senior managers and discuss the benefits of working for Wirral;
- Knowing the potential market, it is the job of the recruitment consultants to know the market, and conduct the search on that basis and advise the Appointments Panel accordingly.

3.2.3 It should be noted that the demand for Chief Officers within Children's Services is high and the field is small. It is therefore important for the Council to ensure that it is in the best possible position to compete and source the best possible applicants it can.

### **3.3 The requirements for the role as defined in the Job Description And Person Specification**

3.3.1 It is recommended that the Appointments Panel review and amend as appropriate the requirements of the role as defined in the person specification and job description. The job description and person specification is attached at Appendix Two.

### **3.4 The Proposed Selection Process and Timetable**

3.4.1. The proposed timetable for The Head of Specialist Services role is attached at Appendix Three.

## **4.0 RELEVANT RISKS**

4.1 The Council requires effective leadership within Children's Services and the appointment of a Head of Specialist Services is essential for the department and the Council. The areas of responsibility in this role are high risk areas for the Council.

## **5.0 OTHER OPTIONS CONSIDERED**

5.1 All options are outlined in this report.

## **6.0 CONSULTATION**

6.1 None.

## **7.0 OUTSTANDING PREVIOUSLY APPROVED ACTIONS**

7.1 None.

## **8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

8.1 None arising from this report.

## **9.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

9.1 The recruitment and selection process will be managed by Human Resources. The options for use of recruitment consultants are outlined in this report.

## **10.0 LEGAL IMPLICATIONS**

10.1 The Council will ensure that all relevant employment legislation is complied with throughout the recruitment and selection process. The Council must ensure it has sufficient and necessary resources to meet its legal obligations, duties and responsibilities in relation to children's social work, fostering, adoption and children in care.

## **11.0 EQUALITIES IMPLICATIONS**

11.1 There are no additional implications.

## **12.0 CARBON REDUCTION AND ENVIRONMENTAL IMPLICATIONS**

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

### **13.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

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

### **14.0 RECOMMENDATION/S**

14.1 It is recommended that the Employment and Appointments Committee approve:

1. The establishment of a politically balanced Appointments Panel for the recruitment and appointment of a Head of Specialist Services.
2. To agree the Terms of Reference of the Appointments panel as set out in Appendix Four.
3. To appoint Penna Plc as the recruitment consultants to support the recruitment process in line with our current contracting arrangements.
4. To review and agree the requirements for the role as defined in the job description and person specification.
5. To agree to the proposed process and timescales for appointment of a new Head of Specialist Services.

### **15.0 REASON/S FOR RECOMMENDATION/S**

15.1 Following the resignation of the existing Head of Specialist Services, the Council needs to consider a number of issues to recruit to this position.

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### **APPENDICES**

- Appendix One: Chief Officer pay scales: Wirral Council
- Appendix Two: Job Description and Person Specification
- Appendix Three: The Proposed Timetable
- Appendix Four: The Terms of Reference for the Appointments Panel: Head of Specialist Services

**BACKGROUND PAPERS/REFERENCE MATERIAL**

There are no additional papers.

**BRIEFING NOTES HISTORY**

Briefing Note	Date
None	

**SUBJECT HISTORY (last 3 years)**

Council Meeting	Date