

<b>Meeting:</b>	<b>Employment panel</b>
<b>Meeting date:</b>	<b>Thursday 18 October 2018</b>
<b>Title of report:</b>	<b>Appointment of director for adults and communities</b>
<b>Report by:</b>	<b>Chief executive</b>

## **Classification**

Open

## **Decision type**

This is not an executive decision

## **Wards affected**

(All Wards);

## **Purpose and summary**

To make arrangements to appoint substantively to the post of director for adults and communities

## **Recommendation(s)**

That:

- (a) Employment panel makes arrangements for the post of director for adults and communities to be advertised;**
- (b) Employment panel agrees the role profile at appendix 1 for the post of director for adults and communities and all other terms and conditions associated with the post remain the same;**
- (c) the panel delegates authority to the chief executive to, following consultation with the panel chairman, undertake the shortlisting; and**
- (d) in the event that recruitment is not successfully completed by the end of March 2019 the current acting director continues in post until a substantive appointment is made.**

## Alternative options

1. Not to recruit to the substantive post at this time and instead retain the assistant director for operations and support as the acting director for an extended period of time. This option is not recommended because the directorate plays a significant role in delivering the council's corporate priorities and it is important that there is consistent leadership in place. The current arrangement is supported by a temporary structure with some posts held vacant or appointed to on an acting or temporary basis. These positions cannot be recruited to on a substantive basis until the assistant director for operations and support returns to a substantive post in the structure.

## Key considerations

2. The director for adults and wellbeing left the council in March 2018. Since that date, to allow sufficient time to consider the council's future management structure, the assistant director for operations and support has been undertaking the role of acting director on a temporary basis as determined by employment panel on 19 March 2018.
3. The acting appointment is due to expire on 31 March 2019 and to allow sufficient time for a recruitment process and any necessary notice to be serviced, it is proposed that the recruitment process for a substantive post holder is initiated now.
4. Since the departure of the previous post holder, the chief executive has taken the opportunity to review the management structure and as a consequence there are a number of changes to the role. The changes to the role are reflected in the role profile in appendix one and in summary the key changes are:
  - The role is now designated as director for adults and communities
  - The role now includes customer services, community development and community engagement
  - Housing development and strategy has been moved to the economy and place directorate.
5. The changes do not affect the relative size, scope and responsibility of the role and the current job evaluated salary of £124,860 for the post remains valid.
6. Previous appointments of this level have been managed by specialist recruitment agencies with the necessary skills, networks and resources to 'head hunt' a field of qualified candidates. The market conditions for this role suggest that this approach is not currently necessary and instead of engaging a specialist agency it is proposed that recruitment to this post is managed by Hoople resourcing, supported by an advertisement in an appropriate professional journal with national reach.
7. Using Hoople resourcing to appoint to this post will significantly reduce the costs and timeframe for the appointment and recruitment costs are anticipated to be approximately £3550
8. It is proposed that employment panel delegates the shortlisting for this role to the chief executive and the chief executive will arrange for this to take place in consultation with the portfolio holder for health and wellbeing.. A proposed timeframe in which an appointment can be made is below.

<b>Activity</b>	<b>Date</b>	<b>By whom</b>
Candidate search and long list	19 October – 12 November 2018	Hoople resourcing
Shortlisting	w/c 12 November 2018	Chief executive
Stakeholder engagement	26 November 2018	Chief executive
Final Interviews	26 November 2018	Employment panel
Appointment made (subject to their being no objections to the proper officer as described in para 4.8.7 of the council's employment rules).	29 November 2018	Employment panel
Appointee starts in post	Dec 2018 – March 2019  (depending on notice period)	

## Community impact

9. In accordance with the adopted code of corporate governance, Herefordshire Council needs appropriate structures and leadership, as well as people with the right skills, qualifications and mind-set, to operate efficiently and effectively. The council is accountable for how it uses the resources under its stewardship, including accountability for outputs and outcomes achieved. In addition the council has an overarching responsibility to serve the public interest in adhering to the requirements of legislation and government policies.
10. The post holder provides strategic leadership to a key council service delivery area. Without effective leadership, outcomes for communities and individuals in Herefordshire could be adversely affected.

## Equality duty

11. Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:  
A public authority must, in the exercise of its functions, have due regard to the need to -
  - (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
  - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
  - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

12. The council's policies in relation to job evaluation, recruitment and selection pay full regard to the public sector equality duty.

## **Resource implications**

13. The establishment budget is available for this post and any appointment will be made within this budget.
14. The gross salary for this post is £124,860. This salary is set out in the council's pay policy statement and was approved at full council on 26 January 2018.
15. The additional costs for advertising the post are estimated to be £3,550, and this cost will be met from within the directorate's existing budget.

## **Legal implications**

16. The council is required to designate a suitably qualified officer to act as Director of Adult Social Services as prescribed in the Local Government and Housing Act 1989.
17. Paragraph 4.9.19 of the constitution provides that the short-listing and interview of candidates for this post will be carried out by the employment panel.
18. With regard to the salary referred to in paragraph 14 above, the Localism Act provides that the pay policy statement must be approved by council. This salary is set out in the council's pay policy statement and was approved at full council on 26 January 2018.

## **Risk management**

19. The risks of not being able to successfully recruit to the role have been considered and are mitigated by proposing the council advertises the role nationally.

## **Consultees**

20. None

## **Appendices**

Appendix 1 - Director for adults and communities role profile

## **Background papers**

None