
REPORT OF THE STRATEGIC DIRECTOR FOR SERVICE REFORM

TO THE WORKFORCE PANEL

ON 12TH NOVEMBER 2019

TITLE: LEADERSHIP POST – CITY SOLICITOR

RECOMMENDATIONS:

1. That the Workforce Panel agrees the membership of the appointment panel for the post of City Solicitor;
 2. That the appointment panel be delegated to agree the final details of the recruitment and selection arrangements as follows:
 - (i) Agree the role profile and job requirements.
 - (ii) Agree an external recruitment approach.
 - (iii) Agree the detail of the selection process.
 - (iv) Agree the use of external search and support for the process.
 - (v) Select a suitable candidate and make a recommendation to approve their appointment to full Council.
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EXECUTIVE SUMMARY:

This report sets out the proposed approach and process for the recruitment, selection and appointment to the post of City Solicitor, following the planned retirement of the current post holder in May 2020.

BACKGROUND DOCUMENTS:

KEY DECISION: YES / **NO**

DETAILS:

1. Introduction

This post was established in 2015 in line with recommendations from the Audit and Accounts Committee to ensure that lawful decision making and governance arrangements are in place. This created a hybrid arrangement with the benefits of a qualified solicitor or barrister as an internal legal adviser, taking a lead role on constitutional and other matters and complements the shared legal arrangements with a dedicated on site resource.

The City Solicitor is also the statutory Monitoring Officer for the Council. The Monitoring Officer is a statutory appointment under the provisions of Section 5 of the Local Government and Housing Act 1989.

The post holder is responsible for the legal and governance division which will include:

- Democratic services (including elections)
- Coroners
- Registrars
- Client management for the shared legal service with Manchester City Council

The post has been evaluated under the job evaluation scheme for Local Government Chief Officers and Senior Managers. The salary scale, as determined by the outcome of this exercise, is £70,883 - £77,972 per annum in line with Band E of the agreed senior pay structure.

The appointment will be in accordance with the JNC for Chief Officer terms and conditions.

2. Recruitment Arrangements

The Council Constitution states that where the Council proposes to make an external appointment of a chief officer or deputy chief officer, the Council or its Workforce Panel will establish a Committee or Sub-Committee to act as the appointment panel.

In respect of this post, it is suggested that the Panel be convened from the membership of the Workforce Panel as follows:-

- Lead Member for Finance and Support Services
- City Mayor
- Leader of the Opposition or nominated representative

The Panel will be advised by the Chief Executive, the Strategic Director for Service Reform and a senior legal adviser.

The Appointment Panel will have delegated responsibility to agree the final details of the recruitment and selection arrangements as follows:

- (a) Agree the role profile and job requirements.
- (b) Agree an external recruitment approach.
- (c) Agree the detail of the selection process.

- (d) Agree the use of external search and support for the process.
- (e) Select a suitable candidate and make a recommendation to approve their appointment to full Council.

It is proposed that this post is advertised on an external basis in the MJ and the greater.jobs website with external support for the executive search process.

3. Leading Salford

The #LeadingSalford leadership framework has been developed with clear expectations of leaders and managers in Salford. This framework is intended to address the issue of clarity of expectations in terms of how leaders and managers operate and their behaviours. It is underpinned by a consistent approach to leadership development and has been designed to enable everybody to understand what it means to be a leader in Salford.

Effective leaders and managers are critical to the success of our reform agenda and therefore investment in developing their skills is essential.

The framework is based on values-based leadership and describes the behaviour required for leadership of self, others, outcomes and the way forward. There are four main components to the framework - leadership behaviours, management skills, development activities and our values. The values based leadership element is at the heart of the framework to ensure that all of our leadership expectations are grounded in modelling and embedding the values in the way managers and their teams work. Effective leaders are values driven and trustworthy, their behaviour is consistent and ethical and they follow through and deliver on commitments.

The #LeadingSalford leadership framework and expected behaviours are now the cornerstone by which leadership roles are designed and how we recruit and select our leaders.

KEY COUNCIL POLICIES:

EQUALITY IMPACT ASSESSMENT AND IMPLICATIONS:

ASSESSMENT OF RISK:

LEGAL IMPLICATIONS: Supplied by: Gareth James, Head of People, Place and Regulation, Legal Services email: g.james1@manchester.gov.uk telephone: 0161 234 3725

The Officer Employment Procedure Rules set out the procedure for the appointment of the Monitoring Officer. The appointment panel must be politically balanced and contain one Member of the Cabinet.

Workforce Panel can be satisfied that the proposals contained in this report are lawful and that the recruitment proposals concerning the City Solicitor are in line with Council's constitution.

Once the recruitment has been concluded, the appointment of the Monitoring Officer will be subject to the approval of full Council. The Annex 1 procedure, whereby the Assistant Director of HROD writes to each Member of the Cabinet in order to give them the right to object to the appointment before it takes effect, will also apply.

FINANCIAL IMPLICATIONS: Supplied by: N/A

PROCUREMENT IMPLICATIONS: Supplied by: N/A

HR IMPLICATIONS Supplied by:

Are contained within the body of the report.

OTHER DIRECTORATES CONSULTED:

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WARDS TO WHICH REPORT RELATES: