

## WORKFORCE PANEL

11 August 2020

Meeting commenced: 1.45p.m.

Meeting ended: 2.11p.m.

PRESENT: Councillor Bill Hinds - in the Chair

Paul Dennett, City Mayor

Councillors Sharmina August, Barbara Bentham, Tracy Kelly, David Lancaster, John Merry, Gina Reynolds

Councillor Karen Garrido attended at the invitation of the Chair

OFFICERS:

Sam Betts - Assistant Director Human Resources & Organisational Development

Mike McHugh - Senior Democratic Services Officer

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Derek Antrobus, Paula Boshell and Les Turner.

### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 3. MINUTES OF PROCEEDINGS

The minutes of the meeting held on 28 July 2020 were approved as a correct record.

### 4. LEADERSHIP POST - CHIEF EXECUTIVE

The Assistant Director, Human Resources & Organisational Development, submitted a report setting out the proposed approach and process for the recruitment, selection and appointment to the post of Chief Executive, a post which was also the statutory Head of the Paid Service, following the planned retirement of the current post holder in January 2021.

As an introduction, it was noted that this post was established in January 2014 following an independent operational governance review and incorporated the statutory role of the Head of Paid Service. The job title was subsequently changed to Chief Executive in April 2017. The Head of Paid Service was a statutory appointment under the provisions of Section 4 of the Local Government and Housing Act 1989.

The salary scale for this post was in line with the existing agreed senior pay structure, which remained the salary range approved by Council in January 2014 (as uplifted by nationally determined inflationary increases), £153,574 - £159,716 per annum.

In line with the Council Constitution, the Council made determinations in relation to the remuneration of posts whose remuneration was, or would become, £100,000 per annum or above.

As the salary range exceeded £100,000, Council must therefore be offered the opportunity to consider the salary before the salary package is offered in respect of a new appointment. Therefore, a separate report on this matter would be presented at the meeting of Council on 16 September 2020.

The appointment would be in accordance with the JNC for Chief Executives of Local Authorities terms and conditions.

In respect of the recruitment arrangements, the Council Constitution stated that where the Council proposed to make an external appointment for the Head of Paid Service, the Council or its Workforce Panel would establish a Committee or Sub-Committee to act as the appointment panel.

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

- City Mayor
- Statutory Deputy City Mayor
- Deputy City Mayor
- Lead Member for Finance and Support Services
- Executive Support Member for Workforce & Industrial Relations
- Leader of the Opposition or nominated representative

It was confirmed that Councillor Karen Garrido was to act on behalf of the Leader of the Opposition in this regard.

It was proposed that this post be advertised on an external basis in the Municipal Journal (MJ) and the greater.jobs website with external recruitment support for the executive search process.

In order to avoid delay in completing the appointment process by 1 February 2021, the post would be advertised externally during the first week of September 2020.

Clearly for a post of this nature, it was essential that the Panel were supported through with technical advice from those who understood the issues facing the City, the Council and the wider public sector. Therefore, the process would include the involvement of key partners in the City and a wider group of elected members and senior officers as appropriate.

RESOLVED: (1) THAT the membership of the appointment panel for the post of Chief Executive, as detailed below, be approved:

- Paul Dennett, City Mayor
- Councillor Tracy Kelly
- Councillor John Merry
- Councillor Bill Hinds
- Councillor Barbara Bentham
- Councillor Karen Garrido

(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 Council.

(3) THAT the Workforce Panel notes that Council will be given the opportunity to approve the salary package, with the submission of a separate report at its meeting on 16 September 2020.