

## **Staffing Committee**

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**Date of Meeting:** 28 June 2019

**Report Title:** Recruitment and Selection for the Head of Paid Service

**Senior Officer:** Sara Barker, Head of Human Resources

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### **1. Report Summary**

- 1.1 To seek formal approval and agree arrangements to commence the process to recruit to the post of Head of Paid Service (Chief Executive).

### **2. Recommendations**

2.1 It is recommended that Staffing Committee:-

- 2.1.1 Approve the job description and specification for the post of Head of Paid Service (attached at Appendix 1).
- 2.1.2 Agree that the post will be advertised externally with support from Penna Executive Search.
- 2.1.3 Note the current salary range for the Head of Paid Service within the Pay Policy Statement 2019/20 and confirm the salary for the new appointment.

### **3. Reasons for Recommendations**

- 3.1 In accordance with the Constitution, Staffing Committee is required to undertake the recruitment and selection process for the Head of Paid Service in accordance with the Employment Procedure Rules.

### **4. Other Options Considered**

Not applicable.

### **5. Background**

5.1 The appointment of the Head of Paid Service is subject to specific requirements which are set out in the Constitution within the Employment Procedure Rules. Where the Council proposes to appoint to the Head of Paid Service, Staffing Committee will oversee the arrangements for the recruitment and selection to the vacancy.

5.2 The Employment Procedure Rules state that at the commencement of the process, Staffing Committee shall:-

5.2.1 Draw up a statement specifying the duties of the officer concerned and any qualifications or guidelines to be sought in the person to be appointed; and

5.2.2 Where it is not proposed to appoint from existing employees, make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it.

## **6. Current Recruitment and Selection Process**

6.1. Prior to the launch of a new recruitment and selection process, there is a requirement to approve the job description and specification; determine whether the post is recruited to internally or externally and agree the salary for the new appointment.

6.2. A proposed job description and specification for the Head of Paid Service (Chief Executive) which outlines the specific duties and qualifications is attached at Appendix 1.

6.3. Cheshire East Council has recently engaged Penna Executive Search to support senior recruitment to key roles across the Council. Penna were previously involved with the Head of Paid Service recruitment process earlier this year when the post was advertised externally and subsequently paused in May 2019. It is recommended that Penna support a new external recruitment process.

6.4 Within the Pay Policy Statement 2019/20, which was approved by Council on 21<sup>st</sup> February 2019, the salary range for the Head of Paid Service is £156,075 to £166,075. Within this range, the current spot salary is £159,197. Staffing Committee is asked to note the current salary range and confirm the salary for the new appointment. Any changes to the Pay Policy Statement would need to be recommended to Council for approval.

## **7. Implications of the Recommendations**

### **7.1. Legal Implications**

7.1.1 The designation of the role of Head of Paid Service is required in accordance with Section 4(1) of the Local Government and Housing Act 1989.

7.1.2 The recruitment and selection of the Head of Paid Service must be undertaken by Staffing Committee. Following the interview of candidates, the Committee will come to a view as to the most suitable person to recommend for the position. They will notify the Head of HR of the name of the person in question and any other particulars, which the Committee consider are relevant to the appointment.

7.1.2 The Head of HR will, within two days, notify each member of Cabinet.

7.1.3 A conditional offer of appointment must wait until the Committee is notified by the Head of Head of HR that no objections have been received, or that the Committee is satisfied that any objection received is not material or not well founded.

7.1.4 The Committee will then recommend that person for appointment to the next meeting of Council or at a specially convened meeting of the Council.

### **7.2. Finance Implications**

7.2.1 The post of Head of Paid Service is an established position within the Council's senior management structure and funded within the Council's staffing budgets.

### **7.3. Policy Implications**

7.3.1 There are no direct policy implications.

### **7.4. Equality Implications**

7.4.1 There are no direct equality implications.

### **7.5. Human Resources Implications**

7.5.1 Actions have been undertaken in accordance with the Constitution and appropriate policies and procedures.

## **7.6. Risk Management Implications**

7.6.1 Actions have been undertaken in accordance with appropriate policies procedures.

## **7.7. Rural Communities Implications**

7.7.1 There are no direct implications for rural communities.

## **7.8. Implications for Children & Young People/Cared for Children**

There are no direct implications for children and young people.

## **7.9. Public Health Implications**

7.9.1 There are no direct implications for public health.

## **7.10 Climate Change Implications**

7.10.1 There are no direct implications for climate change.

## **8. Ward Members Affected**

All

## **9. Access to Information**

Pay Policy Statement 2019-20:

<https://www.cheshireeast.gov.uk/pdf/council-and-democracy/council-information/open-data/pay-policy-statement.pdf>

## **10. Contact Information**

Any questions relating to this report should be directed to the following officer:

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