


Non-Executive Report of the: General Purposes Committee 21st December 2020	
Report of: Divisional Director HR & OD	Classification: Unrestricted
Update on Senior Recruitment – December 2020	

Originating Officer(s)	Catriona Hunt, Head of HR
Wards affected	All wards or state wards

Executive Summary

This report updates Members on senior posts and recent recruitment activity

Recommendations:

The General Purposes Committee is recommended to:

1. Provide approval to commence recruitment to the vacant roles arising as part of the Senior leadership review.
2. Note the current position on the recruitment to other senior management vacancies in the Council structure.
3. Approve establishment of the Appointment Subcommittee(s) required for all senior recruitments.

1. REASONS FOR THE DECISIONS

- 1.1 General Purposes Committee has responsibility for the appointment to Chief/Deputy Chief Officer posts. It is usual practice for the Committee to establish Appointment Sub-Committees to fulfil the recruitment process and to receive regular progress reports.
- 1.2 Statutory guidance issued by the Secretary of State under section 40 of the Localism Act 2011 is taken account within the Council's Pay Policy Statement (which was considered at Full Council on 21 March 2018) and employees being offered a salary package on appointment of over £99,999 per annum are subject to the approval of the General Purposes Committee.
- 1.3 Section 5.2 of the Officer Employment Procedure Rules says the engagement of Chief Officers, to permanent positions or interim positions of over three (3) months, will be through the normal recruitment process overseen by the HR (now the General Purposes) Committee.

2. DETAILS OF THE REPORT

2.1 Background

The General Purposes Committee received a report on 13th November 2020 from the Chief Executive supported by the Divisional Director HR & Organisational Development which set out the proposed changes to the senior structure for Tower Hamlets and outlined the timetable for formal consultation with affected employees and stakeholders. This report sets out the current status of recruitment to senior roles in the corporate structure and indicative timelines for appointing to the roles.

2.2 Senior Management vacancies and progress of recruitment

Detail of the progress on the recruitment to senior roles is set out in the tables below. This also includes the interim arrangements.

2.2.1 Posts to be recruited to in the next 3 months which were subject to formal consultation on the senior leadership review.

Job title	Current arrangements	Comments	
Corporate Director Resources and Governance	The proposal to create this new role through the deletion of the current Corporate Director Resources (S151) and Corporate Director of Governance (Monitoring Officer) positions was subject to formal consultation on the proposed senior review which concluded on 16 th December 2020 Interim arrangements are in place to undertake the S151 statutory responsibilities until the end of March 2021	November – December 2020.	Procurement of recruitment support to any relevant vacant/new posts
		January 2021	Advert to go live
		Friday 22nd January 2021	Closing Date
		W/c 25 th January 2021	Longlisting
		W/c 8 th February 2021	Technical interviews
		Poss. 15 th February	ASC Shortlisting
		w/c 22 nd February	ASC Final interview

<p>Chief Financial Officer (S151)</p>	<p>The proposal to create this new role was subject to formal consultation on the proposed senior review which concluded on 16th December 2020</p> <p>The post is currently being covered on an interim basis.</p>	<p>Proposed timetable:</p> <table border="1"> <tr> <td data-bbox="943 264 1177 376">Monday 11th January 2021</td> <td data-bbox="1177 264 1406 376">Advert to go live</td> </tr> <tr> <td data-bbox="943 376 1177 454">Sunday 31st January 2021</td> <td data-bbox="1177 376 1406 454">Closing Date</td> </tr> <tr> <td data-bbox="943 454 1177 633">Thursday 4th February 2021 at 5.30pm</td> <td data-bbox="1177 454 1406 633">Longlisting</td> </tr> <tr> <td data-bbox="943 633 1177 745">w/c 8th February 2021</td> <td data-bbox="1177 633 1406 745">Technical interviews</td> </tr> <tr> <td data-bbox="943 745 1177 857">Wednesday 24th February 2021 at 4pm</td> <td data-bbox="1177 745 1406 857">ASC Shortlisting</td> </tr> <tr> <td data-bbox="943 857 1177 936">Thursday 11th March 2021</td> <td data-bbox="1177 857 1406 936">ASC Final interviews</td> </tr> </table>	Monday 11 th January 2021	Advert to go live	Sunday 31 st January 2021	Closing Date	Thursday 4 th February 2021 at 5.30pm	Longlisting	w/c 8 th February 2021	Technical interviews	Wednesday 24 th February 2021 at 4pm	ASC Shortlisting	Thursday 11 th March 2021	ASC Final interviews
Monday 11 th January 2021	Advert to go live													
Sunday 31 st January 2021	Closing Date													
Thursday 4 th February 2021 at 5.30pm	Longlisting													
w/c 8 th February 2021	Technical interviews													
Wednesday 24 th February 2021 at 4pm	ASC Shortlisting													
Thursday 11 th March 2021	ASC Final interviews													
<p>Divisional Director Customer Services</p>	<p>The post was subject to formal consultation on the proposed senior review which concluded on 16th December 2020</p> <p>Interim arrangements are in place.</p>	<p>Proposed timetable:</p> <table border="1"> <tr> <td data-bbox="943 969 1177 1081">Monday 11th January 2021</td> <td data-bbox="1177 969 1406 1081">Advert to go live</td> </tr> <tr> <td data-bbox="943 1081 1177 1193">Sunday 31st January 2021</td> <td data-bbox="1177 1081 1406 1193">Closing Date</td> </tr> <tr> <td data-bbox="943 1193 1177 1373">Thursday 4th February 2021 at 5.30pm</td> <td data-bbox="1177 1193 1406 1373">Longlisting</td> </tr> <tr> <td data-bbox="943 1373 1177 1485">w/c 8th February 2021</td> <td data-bbox="1177 1373 1406 1485">Technical interviews</td> </tr> <tr> <td data-bbox="943 1485 1177 1597">Monday 22nd February at 4pm</td> <td data-bbox="1177 1485 1406 1597">ASC Shortlisting</td> </tr> <tr> <td data-bbox="943 1597 1177 1675">Monday 1st March 2021</td> <td data-bbox="1177 1597 1406 1675">ASC Final interviews</td> </tr> </table>	Monday 11 th January 2021	Advert to go live	Sunday 31 st January 2021	Closing Date	Thursday 4 th February 2021 at 5.30pm	Longlisting	w/c 8 th February 2021	Technical interviews	Monday 22 nd February at 4pm	ASC Shortlisting	Monday 1 st March 2021	ASC Final interviews
Monday 11 th January 2021	Advert to go live													
Sunday 31 st January 2021	Closing Date													
Thursday 4 th February 2021 at 5.30pm	Longlisting													
w/c 8 th February 2021	Technical interviews													
Monday 22 nd February at 4pm	ASC Shortlisting													
Monday 1 st March 2021	ASC Final interviews													

2.2.2 Posts to be recruited to in the next 3 months as a resignation of a postholder

Divisional Director of Education	Resignation of current postholder	Recruitment process to commence in January 2021 Timetable currently being drafted
----------------------------------	-----------------------------------	--

3. **EQUALITIES IMPLICATIONS**

3.1 The Council is committed to equalities and such considerations will be part of the recruitment process and informs the procurement process. All posts are recruited to on merit. Recruitment to the vacancies is carried out in accordance with the Council's procedures.

4. **OTHER STATUTORY IMPLICATIONS**

4.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:

- Best Value Implications,
- Consultations,
- Environmental (including air quality),
- Risk Management,
- Crime Reduction,
- Safeguarding.

4.2 Recruitment to the senior management structure enables the Council to deliver excellent services for residents and deliver the associated financial saving.

4.3 Risks associated with recruitment have been mitigated by the engagement of specialised recruitment adviser(s).

4.4 There are no other specific implications arising from this report.

5. **COMMENTS OF THE CHIEF FINANCE OFFICER**

5.1 The posts are part of the core management team structure agreed and sufficient base budget funding has been set aside to meet the cost associated with those posts.

6. **COMMENTS OF LEGAL SERVICES**

6.1 This report provides an update on Chief Officer and Deputy Chief Officer Recruitment Activity and there are no legal implications in relation to this.

Linked Reports, Appendices and Background Documents

Linked Report

- none

Appendices

- none.

Local Government Act, 1972 Section 100D (As amended)

List of “Background Papers” used in the preparation of this report

List any background documents not already in the public domain including officer contact information.

- none.

Officer contact details for documents:

- Catriona Hunt 0207 364 4522