

Committee/Meeting: HR Committee (extraordinary)	Date: 20 th June 2013	Classification: Unrestricted	Report No: 4.3
Report of: Head of Paid Service Originating officer(s) Stephen Halsey, Head of Paid Service; Simon Kilbey, Service Head (Human Resources & Workforce Development)		Title: Employment Matters Wards Affected: All	

1. **SUMMARY**

This report provides members with information on the progress on appointing to the two vacant Corporate Director posts.

2. **DECISIONS REQUIRED**

This report is for information.

3. **BACKGROUND**

HR committee agreed to progress a recruitment process to secure a permanent appointment to the newly created vacant position of Corporate Director Education, Social Care and Wellbeing. In addition it was agreed that a process be put in place to secure an appointment to the position of Corporate Director Resources, but on an interim basis for 1 year. Subsequent to this a new Chair of HR Committee was appointed and new members of the committee selected. Officers have met with the Chair to discuss these matters and consequently this update report provides all members of the Committee with information on progress.

4. **CORPORATE DIRECTOR EDUCATION, SOCIAL CARE AND WELLBEING**

- 4.1 Following a procurement process Penna were awarded the contract to support the Council in undertaking a recruitment campaign to appoint to the position of Corporate Director Education, Social Care and Wellbeing.
- 4.2 Penna have undertaken a search exercise and have discussed this opportunity with a number of high quality potential applicants in order to create interest in this wide ranging and challenging role. These discussions have resulted in a small pool of experienced and candidates submitting applications for this role. All of the applicants have been long listed.
- 4.3 The long list of candidates is now being put through a variety of assessment processes. A technical adviser had been appointed to support this process;

however the adviser had to be re-commissioned due to a potential conflict of interest.

- 4.4 The candidates will be subject to an in-tray exercise, psychological assessment, an interview with a technical advisor, Penna and the Head of Paid Service. Following these assessments a shortlist will be recommended.
- 4.5 Once the Appointments Subcommittee is set up and convened by HR Committee, a report will go to this subcommittee providing information on the outcomes of the assessment process and making recommendations for a shortlist.
- 4.6 Shortlisted candidates will meet with the Mayor and group leaders and with stakeholder groups and following this final interviews will be held with the Appointments subcommittee.

5. CORPORATE DIRECTOR RESOURCES

- 5.1 As agreed by HR Committee an internal process to recruit to the vacant position of Corporate Director Resources on an interim basis has commenced. Expressions of Interest have been received.
- 5.2 While this is an interim arrangement, the Corporate Director post is a key position holding the statutory role of section 151 officer and also leading key support services; and members will need to be assured that the successful candidate has the qualifications, experience and aptitude to effectively fulfil this role, particular in light of the financial pressures facing the council.
- 5.3 Although this is an internal process Penna have been asked to identify an appropriate technical adviser to advise members on this appointment.

6. OTHER VACANCIES

- 6.1 Members of HR Committee will be aware that there are other senior vacancies at Service Head level for which cover arrangements are in place. A further report will come back to this committee with more detail on this situation and with proposals from the Head of Paid Service on the organisation structure.

7. COMMENTS OF THE CHIEF FINANCIAL OFFICER

- 7.1 There are no financial implications as a direct result of this report; all changes can be contained within existing Council budgets.

8. CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL SERVICES)

- 8.1 It is the responsibility of the Head of Paid Service to report on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation

of the officer structure as provided for under section 112 of the Local Government Act 1972 (as amended)

8.2 The Council also has its own policies and procedures which deal with employment issues.

8.3 In addition, as an employer and public authority, the Council has general and specific legal duties to promote equal opportunities and remove discrimination in their workforce and service provision. This is achieved by an appropriate level of advertising for any vacancy which can be by internal or external advert.

9. ONE TOWER HAMLETS CONSIDERATIONS

9.1 The Council's commitment to equalities includes an undertaking to achieve a Workforce to Reflect the Community at all levels in the organisation and such considerations will be part of the recruitment process and did inform the procurement process. All posts are recruited to on merit. Internal arrangements provide for succession planning and career development.

10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

10.1 There are no implications.

11. RISK MANAGEMENT IMPLICATIONS

11.1 There are no direct risks as a result of this report.

12. CRIME AND DISORDER REDUCTION IMPLICATIONS

12.1 There are no implications.

13. EFFICIENCY STATEMENT

13.1 No changes to service delivery or the use of resources are proposed.

14. APPENDICES

Local Government Act, 1972 Section 100D (As amended)
List of "Background Papers" used in the preparation of this report