

Committee/Meeting: HR Committee	Date: 22 October 2014	Classification: Unrestricted	Report No:
Report of: Head of Paid Service Originating officer(s) Stephen Halsey, Head of Paid Service; Simon Kilbey, Service Head (Human Resources & Workforce Development)		Title: Senior Management Vacancies Wards Affected: All	

1. **SUMMARY**

- 1.1 This report provides members with updated information on current senior management vacancies. It outlines action being taken to fill key vacant posts to ensure there is stability and leadership at the highest officer levels of the organisation.

2. **DECISIONS REQUIRED**

- 2.1 That Members note the progress on recruitment to Senior Management vacancies of Director of Resources, Director of Law, Probity and Governance, Service Head Customer Access, Transformation and ICT, Service Head Children's Social Care and Service Head Adults' Social Care.

3. **REASONS FOR THE DECISIONS**

- 3.1 The appointment to permanent positions provides long term stability and enhances the ability to lead and deliver the Council's medium term priorities.

4. **ALTERNATIVE OPTIONS**

- 4.1 There is the option to continue with the current interim arrangements in various Council directorates. However the Council continues to face a challenging agenda and it is important that there is stability at the most senior levels of the organisation.

5. **BACKGROUND**

- 5.1 At its meeting on 15th September 2014 HR Committee noted the position in relation to recruitment to the posts of Corporate Director Resources, Director of Law, Probity and Governance, Service Head Customer Access, Transformation and ICT, Service Head Children's Social Care and Service Head Adults' Social Care. This report provides a progress report on these appointments.

- 5.2 Members of the HR Committee also received a report on the appointment of a permanent Chief Executive and there is a separate report on the agenda of this meeting relating to this recruitment.

6. Director of Resources and Director of Law, Probity and Governance

- 6.1 As reported to the Committee on 15th September, Penna have been retained to assist with recruitment to both of these posts. Soft searches had commenced prior to the Committee and a joint advertisement has appeared in Municipal Journal.
- 6.2 The next stage is for Penna to provide recommended longlists to the Head of Paid Service and the Service Head, Human Resources and Workforce Development and in accordance with the indicative timetable this should be provided by 13th November. The Head of Paid Service and the recruitment consultants will conduct preliminary interviews with the agreed longlist of candidates following which recommended shortlists will be brought before the Appointments Sub Committee in mid-December. The indicative timetable previously presented to the Committee has been updated and is attached at Appendix A for ease of reference.

7. Director of Public Health

- 7.1 The Senior Management Vacancies report, presented to HR Committee on 15th September, informed the Committee that a separate report would be presented in October where a road map for ESCW would be set out. This is detailed within the Organisational Structure report, on this agenda. The recruitment of the Director of Public Health is independent of the structural options appraisal of ESCW detailed within the separate report and will not delay it.
- 7.2 Recruitment consultants have been invited to tender for this appointment and indicative timetables are being discussed. It is envisaged that an Appointments Sub Committee will be convened late January/early February to review shortlisted candidates.

8. Service Head Customer Access, Transformation & ICT

- 8.1 HR Committee, at its meeting on 15th September, agreed the way forward for the recruitment of this post and noted the factors that had impeded the progression of this recruitment previously.
- 8.2 Hays Executive are the retained recruitment consultants for this appointment. An advertisement has been developed and will be placed during week commencing 27th October. Soft searches will also commence from this date.
- 8.3 The next step will be for the recruitment consultant to provide a sifted longlist and conduct preliminary interviews prior to bringing forward a recommended shortlist to the Appointments Sub Committee in late December/early January. The indicative timetable previously presented to the Committee is attached at Appendix B for reference.

9. Service Head Children's Social Care and Service Head Adults' Social Care

- 9.1 Green Park have been retained to progress appointment to these two posts. HR Committee in March this year resolved that following unsuccessful attempts to recruit on a permanent basis to the Service Head Children's Social Care, an additional payment should be awarded to support a future recruitment process. The post will therefore be advertised with a market supplement which can be set initially in consultation with the retained recruitment consultants and finalised once an appointment has been made.
- 9.2 The advertisement for these posts was placed on 17th October and a recommended short-list will be brought before the Appointments Sub-Committee during December. The indicative timetables previously presented to the Committee are attached at Appendices C and D for reference.

10. COMMENTS OF THE CHIEF FINANCIAL OFFICER

- 10.1 There are no financial implications as a direct result of this report; the posts are fully funded within the existing budget and recruitment costs will be contained within existing Directorate budgets.

11. LEGAL COMMENTS

- 11.1 Pursuant to section 112 of the Local Government Act 1972, the Council is required to appoint such officers as it thinks necessary for the proper discharge by the Council of its functions and such of another authority's functions as fall to be discharged by it and the carrying out of any obligations incurred by the Council in connection with an agreement made with another authority under section 113 of the for placing its staff at the disposal of another authority.
- 11.2 It is the role of the Council's Head of Paid Service, appointed under section 4 of the Local Government Act 1989 to keep the following matters under review—
- (a) the manner in which the discharge by the Council of its different functions is co-ordinated;
 - (b) the number and grades of staff required by the Council for the discharge of its functions;
 - (c) the organisation of the Council's staff; and
 - (d) the appointment and proper management of the Council's staff.
- 11.3 The functions of the HR Committee include determining the criteria for the appointment of statutory and non-statutory chief officers and deputy chief officers for the Appointments Sub-Committees established from time to time to consider such appointments. It is appropriate for the Committee to be informed of relevant recruitment timetables, to agree job descriptions and to express a view on interim arrangements pending recruitment.

- 11.4 When carrying out its functions as an employer and as a public authority, the Council must not discriminate or otherwise engage in unlawful behaviour contrary to the Equality Act 2010. The Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who don't (the public sector equality duty). Ensuring that any selection process is fair and subject to equal opportunity is part of complying with the Council's equality obligations. An appropriate level of advertising for any vacancy should help to achieve this. Officers should ensure that the Council complies with its own policies and procedures in relation to any recruitment process.

12. ONE TOWER HAMLETS CONSIDERATIONS

- 12.1 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 informed the procurement process. All posts are recruited to on merit. Internal arrangements provide for succession planning and career development.

13. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 13.1 There are no implications.

14. RISK MANAGEMENT IMPLICATIONS

- 14.1 The arrangements proposed in this report will reduce the risks associated with temporary staffing.

15. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 15.1 There are no implications.

16. EFFICIENCY STATEMENT

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

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