

HAVANT BOROUGH COUNCIL

HR COMMITTEE

20 July 2022

REPORT TO EMPLOYMENT COMMITTEE

FOR DECISION

Portfolio Holder: Cllr Alex Rennie

Key Decision: No

Report Number: HBC/067/2022

1. Purpose

- 1.1. To outline the timetable and the process for the recruitment of a permanent full-time Chief Executive and other Chief Officers of the CPCA.

Recommendations

The Employment Committee is requested to:-

- (i) approve the job descriptions of
- the Chief Executive,
 - Executive Head of Regeneration and Communities,
 - Executive Head of Place,
 - Chief Finance Officer,
 - Chief Legal Officer and
 - Chief HR Officer as detailed in Appendix 1;
- (ii) note the process and timetable for recruitment as detailed in Appendix 2.

2. Background

- 2.1 In February 2022 the Council decided to end its shared management arrangements with East Hants District Council and become a standalone Council. In May 2022 the Council accepted the recommendation of the Chief Executive for a standalone senior management structure. Three posts have subsequently been recruited to and interim appointments have been made for the vacant posts, pending recruitment of the permanent roles.

- 2.2 The following permanent posts are currently vacant:
- Chief Executive,
 - Executive Head of Regeneration and Communities,
 - Executive Head of Place,
 - Chief Finance Officer,
 - Chief Legal Officer and
 - Chief HR Officer
- 2.3 This report sets out the job descriptions for those posts (Appendix 1) and the process for recruitment to those posts (Appendix 2). It is intended to commence recruitment as soon as practicably possible.
- 2.4 A start date for the outline timetable for the recruitment process (Appendix 2) will be verbally given at this meeting of this HR Committee. The recruitment agents are currently advising on the most appropriate start date for this process.
- 2.5 The start date of the new Chief Executive and the other permanent chief officer roles will be dependent on the outcome of the recruitment process and the duration (if any) of the notice period of the successful candidates.
- 2.6 The interim Chief Executive will update the HR Committee also on the appointment of the recruitment agency at its meeting.

3. Process

- 3.1 The HR Committee is responsible for the appointment of the Council's chief officers. Chief officers are those who either:
- Hold statutory responsibility (Chief Executive, s.151 Officer, Monitoring Officer), or
 - Report to the Chief Executive (Executive Heads of Service, Chief HR Officer)
- 3.2 The process and timetable detailed in the appendices to this report offer the best opportunity to recruit the very best candidates for this post.

4.0 Financial Implications

4.1 The Senior Management Pay Policy determines the appropriate level of pay for chief officers of the Council. The Senior Management Pay Policy is under review and will be reported to the next meeting of this Committee.

4.2 It is proposed that these roles are advertised with their current levels of pay, noting that chief officers' pay is under review. The revised levels of pay will be agreed by this Committee prior to interview of the prospective candidates.

4.3 The current grades and levels of pay are as follows:

ROLE	MINIMUM	MID-POINT	MAXIMUM
Chief Executive	£105,494	£124,110	£142,727
Director	Removed as part of the restructure		
Head of Service (includes s.151 officer & Monitoring Officer)	£62,506	£73,536	£84,566

4.4 The roles will be advertised from the current minimum to maximum levels. Dependent on the salary point agreed at interview, there will be an opportunity for incremental advancement subject to performance.

4.5 The costs of the search and recruitment to be confirmed. This will be funded from the transition reserve agreed by the Council as part of the budget approved in February 2022 for the financial year 2022/23.