

Appointments Etc Panel

Wednesday, 14 June 2017, 12.30 pm, County Hall, Worcester

| | | Minutes |
|-------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Present: | | Mr S E Geraghty, Mr A I Hardman, Ms K J May, Mr A C Roberts, Ms C M Stalker and Mrs E B Tucker |
| Available papers | | The Agenda papers (previously circulated), a copy of which will be attached to the signed Minutes. |
| 1054 | Named Substitutes (Agenda item 1) | None. |
| 1055 | Apologies and Declarations of Interest (Agenda item 2) | There were no apologies or declarations of interest. |
| 1056 | Election of Chairman (Agenda item 3) | Mr S Geraghty was elected Chairman. |
| 1057 | Election of Vice-Chairman (Agenda item 4) | Mrs K May was elected Vice- Chairman. |
| 1058 | Confirmation of Minutes (Agenda item 5) | RESOLVED: that the Minutes be circulated to members of the Panel and signed by the Chairman in light of any comments on their accuracy received within 7 days of circulation. |
| 1059 | Exclusion of Press and Public (Agenda item 6) | RESOLVED: that the press and public be excluded from the meeting for the following item as it is likely that exempt information relating to any individual will be disclosed and the public interest in maintaining the exemption outweighs the public interest in disclosure. |

1060 Appointment to Interim and Permanent Head of Human Resources and Organisational Development (Agenda item 7)

Summary of the proceedings during which the press and public were excluded (This is a fair summary of the proceedings and there are no exempt minutes)

The Panel noted that Elaine Chandler, the current Head of HR & OD had resigned and would be leaving the Council on 14 July 2017. The post was a critical role in the Council's senior leadership team and was responsible for leading the workforce effectiveness agenda across Directorates. A new operating model for the HR service had also been introduced during the last year with key milestones to deliver improved outcomes for the service.

The post reported directly to the Director of Commercial and Change, a post which was currently vacant. An interim operating model was in place to ensure continuity for functions and services within the Directorate. A number of temporary changes in reporting lines had been made until such time as a decision was made by Council on the Council's future operating model. Under these temporary arrangements the Head of HR&OD would report direct to the Chief Executive. Following the recent resignation of the Chief Executive, Clare Marchant, Council had agreed to appoint an interim to the role, Steve Stewart, who would take up his post wef 19 June 2017.

In presenting her report the Chief Executive emphasised the critical role of the post of Head of HR &OD in delivery of workforce effectiveness, the potential review of the Council's operating model and the further development of a total reward strategy. In addition, the post was key in ensuring appropriate HR&OD support for the improvement in Children's services.

The Panel agreed that given the crucial role of the post, an interim arrangement should be put in place quickly in order to maintain stability in HR&OD. It was also important to agree plans to recruit to the permanent post as soon as possible.

Recruitment to Interim Role

Having agreed that the post should be filled on an interim basis, the Panel considered and confirmed the Job description and person specification for this.

The Panel then considered whether to advertise externally for the interim position or to make an internal appointment. Whilst an external interim appointment would bring in additional senior capacity to the existing

HR Senior Management Team, it was unlikely that an external interim could be appointed quickly. The processes involved could not be completed before the departure of the current Head of Service on 14 July. This made an effective handover extremely unlikely. This might lead to some temporary disruption and instability. It was also likely that an external interim appointment would demand a higher remuneration level than that of an internal interim, even taking into account the cost of any necessary backfill arrangements to enable an internal candidate to act up.

The Panel agreed that an internal interim appointment would be preferable. Ahead of the Panel meeting and in order to assess whether an internal interim arrangement was viable, the Head of HR&OD had spoken to each of her Senior Management Team to explore interest in acting up to the role of Head of HR&OD. A number of members of the Team had been identified as having the capability to act up to this level. One candidate had been identified from this exercise and was available to be interviewed should the Panel wish to pursue this course of action.

The Panel decided that it wished to interview the candidate and having done so agreed that it wished to offer the interim role to Richard Taylor.

In terms of remuneration, the Panel authorised the Chief Executive to offer the appropriate remuneration commensurate with the internal arrangement. This would be an acting up allowance in accordance with the Council's Acting Up and Honorarium policy. It was calculated as the difference between the current salary of the successful candidate and the first scale point of the salary band for the Head of HR & OD, based on a proposed 35 hour contract. The potential net additional cost of the acting up arrangement for an interim appointment would need to include any additional costs associated with back fill which may be necessary in order to provide capacity for the internal candidate to be released from their substantive role. The total cost would be offset against the salary saving of the substantive post of Head of HR & OD, currently paid at £82071 p.a and would be well within budget.

Permanent Recruitment

The Panel considered and agreed arrangements for recruitment to the permanent post of Head of HR&OD. The Chief Executive in consultation with the Head of

HR&OD was authorised to begin a process immediately to recruit to the permanent post. The job description and person specification were approved for this purpose and the salary band would be Chief Officer band 2 (£74078 - £82071) based on a 35 hour week contract.

The post would be advertised externally, including the use of social media, to ensure a wide reach of candidates. It was not considered necessary to use a search partner given the extensive professional network of the current Head of service and the increasing profile that the content and communications team could bring to its circulation.

The process to be followed was agreed as follows:

- Longlisting by the Chief Executive or nominated Director supported by the relevant HR&OD partner in consultation with the CMR for Transformation and Commissioning ;
- Shortlisting by an Officer Panel, with a shortlist of candidates for final interview being agreed by the interim Chief Executive or his nominated Director in consultation with the CMR for Transformation and Commissioning, supported by the relevant HR&OD business partner.
- Panel to interview the shortlisted candidates.

RESOLVED: that

- (a) The departure of the current Head of Human Resources and Organisational Development on 14 July 2017 be noted and the post be filled on an interim basis;**
- (b) Having interviewed the internal candidate the post be offered to Richard Taylor on an interim basis;**
- (c) The Chief Executive be authorised to finalise the appropriate remuneration for Richard Taylor as set out in the report;**
- (d) The Chief Executive be authorised in consultation with the departing Head of HR &OD to proceed with a recruitment exercise for the permanent post of HR&OD at the earliest opportunity, including approval of the job description and the shortlisting process as set out in the report, noting that appointment to the permanent post will be a decision for**

the Panel at a future date.

The meeting ended at 13.25

Chairman