

Title of meeting: Employment Committee

Date of meeting: 15 February 2023

Subject: Appointment Sub-Committee and Recruitment Arrangements

Report by: Director of Corporate Services

Wards affected: N/A

Key decision: Yes/No

Full Council decision: Yes/No

1. Purpose of report

This report seeks authority from the Employment Committee for the establishment of an appointments sub-committee and sets out recommendations for its composition for the appointment to the role of Chief Executive Officer (Head of Paid Service).

This report also addresses arrangements for the role of Director of Regeneration which will become vacant imminently following the resignation of the current incumbent.

2. Recommendations

It is recommended that, in relation to the appoint to the role of Chief Executive, the Employment Committee:

- Note the requirement to recruit to the post of Chief Executive (Head of Paid Service) following the resignation of the current incumbent.
- Delegate the appointment to the role of Chief Executive (Head of Paid Service) to an appointments sub-committee to act on behalf of Full Council.
- Note that the appointments sub-committee selection decision will be subject to Full Council approval.
- Agree the composition of the appointments sub-committee as:
 - Leader of the Council
 - Group leader(s) of the opposition group(s)
 - Such members of the Employment Committee (including standing deputies) as are required to ensure political proportionality of the sub-committee, as nominated by respective group leaders.
- Delegate the candidate search process and administrative matters to the Director of Corporate Services/Assistant Director of Human Resources.



- Place on record its thanks to David Williams for the long service and dedication to the residents of the city of Portsmouth and the staff and members of the city council during his 17 years as Chief Executive and Head of Paid Service.

It is recommended that, in relation to the post of Director of Regeneration, the Employment Committee:

- Seek an interim appointment to start no later than end April.
- Request a report to Employment Committee in summer 2023 setting out proposals for a future structure taking account of the report tabled at the Committee in August 2022.
- Delegate authority to appoint an interim Director of Regeneration to the Chief Executive.
- Place on record its thanks to Tristan Samuels for his achievements and dedication to the city and its residents during his time as Director of Regeneration.

3. Background

the formal resignation of the Chief Executive, David Williams, the council is taking steps to recruit a new incumbent to the role. The Chief Executive is also the statutory Head of Paid Service and as such is a statutory appointment pursuant to section 4 of the Local Government and Housing Act 1989 and as set out in the council constitution.

The constitution requires statutory officer roles to be appointed by Full Council, however, it provides for the Employment Committee to act on its behalf subject to final approval by the Full Council. It is recommended that the recruitment process is commenced now, with a view to the final selection panel and Full Council approval being sought from the new Council after the May elections.

Following the resignation of the Director of Regeneration there is a need to address recruitment to the role which is also within the remit of the Employment Committee. In August 2022 the committee considered the recommendations of the peer review of the Transport function. With the role of Director becoming vacant from early spring there is now an opportunity for the committee to review the breadth of the Regeneration Directorate in order to inform the recruitment process. Given the importance of the work of the Directorate, it is recommended that an interim Director is appointed, and the final recruitment takes place following the elections and the selection of the new Chief Executive.

4. Reasons for recommendations

Recruitment processes for senior roles typically take between three and six months. The current chief executive has agreed to remain in post until the summer and therefore, to minimise disruption, the recruitment process will commence imminently.

It is anticipated that a short list of suitable candidates can be presented to an appointment sub-committee for early to late May (after the Annual General Meeting currently scheduled for 16 May 2023) followed by a special Full Council meeting to approve the appointment during June.

In view of the importance of such a role, and in line with good practice, a range of stakeholders and partners will be engaged in the process and have an opportunity to meet with candidates. Stakeholder and partner feedback will be collected to enable their feedback to be considered by the sub-committee.

In regard to the Director of Regeneration role it is common practice to appoint interim capacity to ensure continuity and stability where there is likely to be a gap or a need to review structures and roles. Appointing an interim Director is also an opportunity to provide an independent view of how the directorate operates and whether there are any alternative and more effective ways to structure delivery of the services.

In the event that permanent recruitment is progressed for a Director(s) a further report will be tabled to the committee setting out its role and associated recommendations for an appointment sub-committee.

5. Integrated impact assessment

The contents of this report do not have any relevant environmental impacts and the recruitment processes will be undertaken in line with council equalities policies and therefore an Integrated Impact Assessment is not required.

6. Legal implications

This report and its recommendations set out the requirements for statutory officer appointments in accordance with the council's constitution.

7. Director of Finance's comments

Recruitment costs associated with the appointment of the Chief Executive will be met from current budget provision.

The appointment of an interim Director of Regeneration will attract a cost which will be met from the Directorate staffing budget that is attached to the vacant post.

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Signed by: N Edmunds

Appendices:

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Part 3D - Officers' Employment Procedure Rules	Part-3D-Officers-Employment-Procedure-Rules.pdf (portsmouth.gov.uk)
Employment Committee Report Transport Review	Agenda for Employment Committee on Friday, 26th August, 2022, 2.00 pm Portsmouth City Council

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

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Signed by: