

Shadow Dorset Council

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| Date of Meeting | 13 December 2018 |
| Officer | Angie Twelves, HR Business Partner, Shaping Dorset Council Programme |
| Subject of Report | Confirming the permanent appointment of the Senior Leadership Team for Dorset Council |
| Executive Summary | <p>At its meeting on 7 June 2018, the Shadow Dorset Council agreed the process to appoint to the Senior Leadership Team including statutory officers for s151 and Monitoring Officer, for Dorset Council and the terms and conditions of employment for Chief Officers at Executive Director and Corporate Director Level. At the meeting, the Shadow Dorset Council gave delegated powers to Group Leaders to make in year changes to appointments. The Shadow Leader for Dorset Council used their delegated powers to create a selection committee for each of the five appointments.</p> <p>The appointment of the Senior Leadership Team is a key step towards the establishment of the new council, providing a basis now for councillors, supported by the Chief Executive, to take forward the next steps in developing a new unitary authority on 1 April 2019</p> <p>Through the Shadow Leader’s delegated powers, the selection committees were given authority to make appointments to the roles of Executive Director, Place, Executive Director People, Adults and Executive Director People, Children’s. The selection committees are tasked with making a recommendation to Shadow Council for the appointment to the Executive Director Corporate Development (S151) and Corporate Director Legal & Democratic (Monitoring Officer).</p> <p>Cllr Ferrari as Chair of the Selection Committee for the appointment of the Executive Director Corporate Development will make the recommendation to council.</p> <p>Cllr Flower as Chair of the Selection Committee for the appointment of the Corporate Director Legal & Democratic will make the recommendation to council.</p> <p>The LGA have undertaken a job evaluation exercise and have recommended a salary range of £120k-£135k for Executive Director roles and £85k - £110k for Corporate Director roles. Following a competitive selection process, Penna were appointed to work initially with the Chief Executive Designate and HR Strategic Lead to design and deliver a recruitment and selection process. The selection process involved a round of technical interviews conducted with external specialists in each service area. A further assessment centre involved a range of leadership and digital tasks, together with stakeholders and</p> |

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| | <p>employee panels and participation from Service Users and Young People. The process concluded on Wednesday 5 December 2018 with the member led final interviews.</p> <p>The Selection Committees met on 3, 4 and 5 of December to agree the appointments to the following roles: Executive Director People, Adults Executive Director People, Children's Executive Directors Place</p> <p>The selection committees also recommend the Shadow Council to agree their recommendations for appointment to the following posts: Executive Director Corporate Development Corporate Director Legal & Democratic</p> <p>At the time of writing this report, candidates are being notified of the outcome of the final committee interviews and the names of the successful candidates will be notified to the Shadow Council as soon as possible.</p> <p>Council is also asked to consider the appointment to the statutory role of Electoral Registration Officer within the remit of the Chief Executive.</p> |
| Impact Assessment: | <p>Equalities Impact Assessment:</p> <p>N/A</p> <p>Use of Evidence:</p> <p>LGA recommendations for Salary and Terms & Conditions of Employment</p> <p>Budget:</p> <p>The proposed salaries are in line with the LGA job evaluated salaries, which are £120k - £135k (or up to £140K for an exceptional candidate) for Executive Director appointments and £85k - £110k for Corporate Director appointments.</p> <p>These salaries will be eligible for any annual cost of living increase agreed nationally by the Joint Negotiating Council for Chief Officers of Local Authorities. There will be standard additional on-costs of c28%.</p> <p>Risk Assessment:</p> <p>Having considered the risks associated with this decision using the LGR approved risk management methodology, the level of risk has been identified as: Current Risk: HIGH Residual Risk: LOW</p> <p>Other Implications:</p> <p>None</p> |

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| <p>Recommendation</p> | <p>Shadow Dorset Council is asked to agree:</p> <ol style="list-style-type: none"> 1. The appointment to the position of Executive Director Corporate Development at a spot salary of £135,000 2. The appointment of to the position of Corporate Director Legal & Democratic at a spot salary of £105,000 <p>Shadow Dorset Council is asked to note:</p> <ol style="list-style-type: none"> 3. The appointment to the position of Executive Director People, Adults at a spot salary of £135,000 4. The appointment to the position of Executive Director People, Children’s at a spot salary of £135,000 5. The appointment to the position of Executive Director Place at a spot salary of £135,000 <p>Appointments will be taken up at the earliest possible date and will be dependent upon individual notice periods for the successful candidates.</p> <p>Shadow Dorset Council is asked to agree:</p> <ol style="list-style-type: none"> 6. The addition of the statutory role of Electoral Registration Officer within the remit of the Chief Executive’s duties and responsibilities |
| <p>Reason for Recommendation</p> | <p>The appointment of the Executive Director Corporate Development and Corporate Director Legal & Democratic is for decision by the Shadow Council. In line with government guidance and the importance of transparency and of objective justification for senior salaries the basis for the recommended salary is set out in this paper.</p> |
| <p>Appendices</p> | <p>None</p> |
| <p>Background Papers</p> | <p>Selection Committee Agenda and Papers</p> |
| <p>Officer Contact</p> | <p>Name: Angie Twelves Tel: 01305 221581 Email: angela.twelves@dorsetcc.gov.uk</p> |

1. Background

- 1.1. Following a presentation by the LGA to the Dorset Area Joint Committee in February, the Dorset Area Joint Committee agreed that the Leaders continue to work with the Shaping Dorset Council Programme director and appointed consultants to agree final recommendations to the Shadow Council for the job description, personal specification and terms and conditions for the permanent appointment to the Senior Leadership team for Dorset Council and for the remuneration of the posts within the Chief Officer terms and conditions of employment and pay and grading.
- 1.2. At the meeting on 7 June 2018 the Shadow Dorset Council agreed the job descriptions and person specifications together with the LGA recommended salary ranges for the five senior leadership team roles. It was also agreed that the recruitment process could start with immediate effect.

2. Salary Recommendations

- 2.1. The LGA recommended a salary within the range of £120k - £135k for Executive Director roles.
- 2.2. The LGA recommended a salary within the range of £90k - £110k for Corporate Director roles.

3. Recruitment Process

- 3.1. Following a competitive selection process, Penna were appointed to work with Dorset Shadow Council members on the senior leadership team recruitment and selection process.
- 3.2. The following recruitment process was followed:
 - The roles were advertised nationally in October
 - The Panel Chairs of the selection committees, the Shadow Leader and Shadow Deputy Leader together with the Chief Executive Designate met with representatives from Penna on 7 November to longlist candidates
 - Longlisted candidates were interviewed in November by a representative from Penna and a technical assessor representing each of the five roles
 - The Panel Chairs of the selection committees, the Shadow Leader and Shadow Deputy Leader together with the Chief Executive Designate met with representatives from Penna on 21 November to agree a shortlist of candidates
 - Two assessment centres were held on 27 and 28 November and included panels of external stakeholders, employee panels (with representatives from all sovereign councils), a Young People's panel (DCS role) and a Service Use panel (DASS role)
 - An assessment centre feedback meeting was held on 29 November with the Panel Chairs of the selection committees, the Shadow Deputy Leader, the Chief Executive Designate and representatives from Penna to agree the format for the final interviews
 - The selection committee appointment panels met to hold the final interviews on 3, 4 and 5 December.

4. Recommendation

- 4.1 The member appointment panels for the three posts of Executive Director Place, Executive Director (People – Adults) and Executive Director (People – Children's) have all made successful appointments subject to contracts, safer recruitment checks and references. As a result, the Shadow Full Council will be provided with details of the appointments by the 13 December to allow the appointed candidates time to inform their current employer and wider teams.
- 4.2 The member appointment panels for the post of Executive Director (Corporate Development & S151) have recommend that:

Shadow Dorset Council appoints Aidan Dunn to the post at a spot salary of £135,000.
- 4.3 The member appointment panel for the post of Corporate Director (Legal & Democratic and Monitoring Officer) have recommended that:

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Shadow Dorset Council appoints Jonathan Mair to the post at a spot salary of £105,000.

5. Appointment of Electoral Registration Officer

The appointment of the Electoral Registration Officer role would normally sit within the remit of the Chief Executive. At the time of confirming the appointment of the Chief Executive for Dorset Council, this statutory position was not included. Council are asked to agree the addition of this responsibility to the role of the Chief Executive for Dorset Council, within their existing terms and conditions.