

EAST RENFREWSHIRE COUNCIL29 June 2022Report by Director of Business Operations & PartnershipsORGANISATIONAL CHANGES – CHIEF OFFICER**PURPOSE OF REPORT**

1. The purpose of this report is to seek Council approval for:
 - a) An Appointments Committee for the Director of Environment post;
 - b) A proposed change to Head of Service remit within the Business Operations and Partnerships Department and the setup of an Appointments Committee;
 - c) A proposed change to Head of Service remit within the Health and Social Care Partnership (HSCP) and the setup of an Appointments Committee.

RECOMMENDATIONS

2. It is recommended that the Council:
 - (a) Notes the retirement of the Director of Environment with effect from 1 November 2022;
 - (b) Approves the revised Head of Service remits within the Business Operations and Partnerships Department and HSCP;
 - (c) Given the number of senior appointments, considers the option for Head of Service recruitment to be delegated to Council Officers. The recruitment process for Chief Executive and Director posts would remain unchanged;
 - (d) Approves the recruitment procedure as detailed for Business Operations and Partnerships, Environment and HSCP;
 - (e) Delegates to the Chief Executive, Director of Business Operations and Partnerships and Chief Officer of Health and Social Care Partnerships to make the necessary arrangements;
 - (f) Authorises the Chief Executive to put in place appropriate interim management arrangements for the Environment Department if required.
 - (g) Provides nominations for Appointments Committee(s) dependent on the decision on role of Elected Members.

BACKGROUND

3. Currently Elected Members are involved in all Chief Officer recruitment which includes recruitment of Chief Executive, Director and Head of Service roles. Appointments Committees set up to process these recruitments consist of 5 Elected Members with a quorum of 3 required to proceed.

4. Previously there have been issues securing the required quorum of 3 Elected Members due to workload across the Elected Members leading to time constraints during the recruitment process.

5. During recruitment exercises the shortlisting and interview dates are published when the post is advertised. It is important when recruitment dates are set that they go ahead as planned to promote the Council's reputation and engage candidates through the process.

6. In June 2021, the Council considered a proposal that Head of Service recruitment be carried out by officers. Due to the number of vacancies and current pressures on Elected Member time, Council is again asked to consider an option to delegate Head of Service appointments to officers only. This recruitment would be led by the recruiting officer who would be the Director supported by the Chief Executive.

7. The report contains proposals for recruitment timescales for the Director of Environment and Head of Service vacancies in the Business Operations and Partnerships Department and the Health and Social Care Partnership and requests nominations for the Appointment Committee(s). If there is a change in the recruitment process with delegation to Directors for Head of Service posts, only nominations for the Appointment Committee for the Director of Environment post will be required.

REPORT

8. Mr Andy Cahill has been Director of Environment in East Renfrewshire Council since 1999. Prior to that he was in the role of Assistant Chief Executive and has worked in local government since 1983. Mr Cahill has been a driving force in the Environment department working in partnership on Local Development Planning, City Deal and leading transformational change across the department.

9. The Director of Environment has now intimated that he will retire with effect from 1 November 2022. This notice period will allow time to initiate the recruitment process for his successor.

10. Over the next few months there will be many opportunities to thank Mr Cahill for his commitment to East Renfrewshire. This paper proposes the process for the recruitment of Mr Cahill's successor.

11. In the last 6 months there have also other Chief Officer changes. The recruitment of Louise Pringle into the post of Director of Business Operations and Partnerships has resulted in a Head of Service vacancy within the Department's leadership team. Kate Rocks has been appointed to the post of Chief Officer in Inverclyde HSCP which has resulted in a Head of Service vacancy within the HSCP leadership team.

Environment

12. It is proposed that the Appointments Committee be established to recruit a new Director.

13. The following is the proposed timetable for the appointment to the post:

Post advertised:	22 July
Closing date:	28 August
Initial shortlisting by Interview Committee:	5 September a.m.

Shortlist by Assessment Centre:	14 September
Interview date:	21 September

14. An Appointments Committee, comprising 5 Elected Members, should be established to shortlist and interview candidates, and to make an appointment to the post. If for any reason a member of the Appointments Committee is unable to attend then the appointment of a substitute will be made.

15. This post will be advertised externally and the assessment centre will focus on ensuring the candidates have the correct skills mix to be considered for appointment by the Committee.

16. If a successor is not in place by 1 November 2022 the Chief Executive will put in place interim management arrangements to ensure stability and continuity within the service until such time as a suitable replacement can be recruited.

Business Operations and Partnerships

17. The newly formed Department of Business Operations and Partnerships is responsible for the delivery of a range of cross council business operations including HR, ICT, Communications, Customer First, out of hours calls, accounts payable, council tax collection and emergency planning. It is also responsible for a range of frontline services, Democratic Services, the Council's digital transformation function and the development of partnerships, communities and strategies.

18. Following the appointment of an internal candidate to the post of Director, a review of management arrangements within the department has been undertaken. This review considered the future needs and ambitions of the department and the Council alongside the need to secure continued savings in the way services are led and delivered whilst protecting front line services as far as possible.

19. New arrangements and remits are proposed to ensure appropriate management structures are in place to lead the Council's partnership agenda, putting local communities at the heart of Council services and developing ongoing collaborative relationships and engagement, including driving the Council's ambitious programme of digital transformation.

20. The current Business Operations and Partnerships Department has three Head of Service (Appendix 1). The current Heads of Service remits are:

- Head of Communities, Revenues & Change
- Head of HR & Corporate Services
- Head of Digital & Community Safety

21. No change is proposed to the latter two remits, but it is proposed that the post of Head of Communities, Revenues and Change is changed to become the Head of Communities and Transformation, with the Senior Revenues Manager becoming a part of the departmental leadership team and reporting direct to the Director of Business Operations and Partnerships. The proposed structure is set out at Appendix 2.

22. This change underlines the importance of strong leadership and direction to develop the role of partnership working and communities within East Renfrewshire Council and gives further priority to leading and driving our ambitious programme of digital transformation which will be key to streamlining customer journeys, modernising processes and delivering savings and efficiencies in ways of working.

23. It is proposed that an Appointments Committee be established to recruit a new Head of Communities and Transformation.

24. This post will be advertised externally and there will be an assessment centre prior to interview to ensure the candidates have the correct skills mix to be considered for appointment by the Committee. The following is the proposed timeline for the appointment to the post:

Post advertised:	9 September
Closing date:	2 October
Initial shortlisting by Interview Committee:	13 October p.m.
Shortlist by Assessment Centre:	27 October
Interview date:	7 November

25. An Appointments Committee, comprising 5 Elected Members, should be established to initially shortlist and interview candidates, and to make an appointment to the post. If for any reason a member of the Appointments Committee is unable to attend then the appointment of a substitute will be made.

HSCP

26. The current Head of Service configuration in the HSCP is:

- Head of Public Protection and Children’s Services (Chief Social Work Officer)
- Head of Adult Services, Communities and Wellbeing
- Head of Adult Services, Learning Disability and Recovery
- Head of Finance and Resources (Chief Financial Officer)

27. It is proposed that the Head of Public Protection and Children’s Service post job title will change to Head of Children’s Services and Criminal Justice. This role continues to include the Chief Social Work Officer responsibility which is a statutory role.

28. The remits of the current and proposed structure are shown in Appendix 2.

29. For the Head of HSCP Children’s Services and Criminal Justice post an Appointments Committee, comprising 5 Integration Joint Board (IJB) voting members (3 council, 2 NHS) should be established to initially shortlist and interview candidates, and to make an appointment to the post. If for any reason a member of the Appointments Committee is unable to attend then the appointment of a substitute will be made.

30. This post will be advertised externally and there will be an assessment centre prior to interview to ensure the candidates have the correct skills mix to be considered for appointment by the Committee. The proposed timetable for the appointment to post is detailed below:

Post advertised:	12 August
Closing date:	4 September
Initial Shortlisting by Interview Committee:	15 September p.m.

Shortlist by Assessment Centre

22 September

Interview date:

12 October

FINANCE AND EFFICIENCY

31. There are no additional financial implications as no new posts are being added into the structures. All costs associated with the recruitment process will be found from within existing budgets.

CONSULTATION AND PARTNERSHIP WORKING

32. Consultation in relation to these proposals has been undertaken with affected employees and the Trade Union has been made aware of the proposals.

IMPLICATIONS OF THE PROPOSALS

33. There are no ICT, sustainability, equalities, climate change or other implications associated with this report.

RECOMMENDATIONS

34. It is recommended that the Council:

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- (c) Given the number of senior appointments, considers the option for Head of Service recruitment to be delegated to Council Officers. The recruitment process for Chief Executive and Director posts would remain unchanged;
- (d) Approves the recruitment procedure as detailed for Business Operations and Partnerships, Environment and HSCP;
- (e) Delegates to the Chief Executive, Director of Business Operations and Partnerships and Chief Officer of Health and Social Care Partnerships to make the necessary arrangements;
- (f) Authorises the Chief Executive to put in place appropriate interim management arrangements for the Environment Department if required.
- (g) Provides nominations for Appointments Committee(s) dependent on the decision on role of Elected Members.

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June 2022

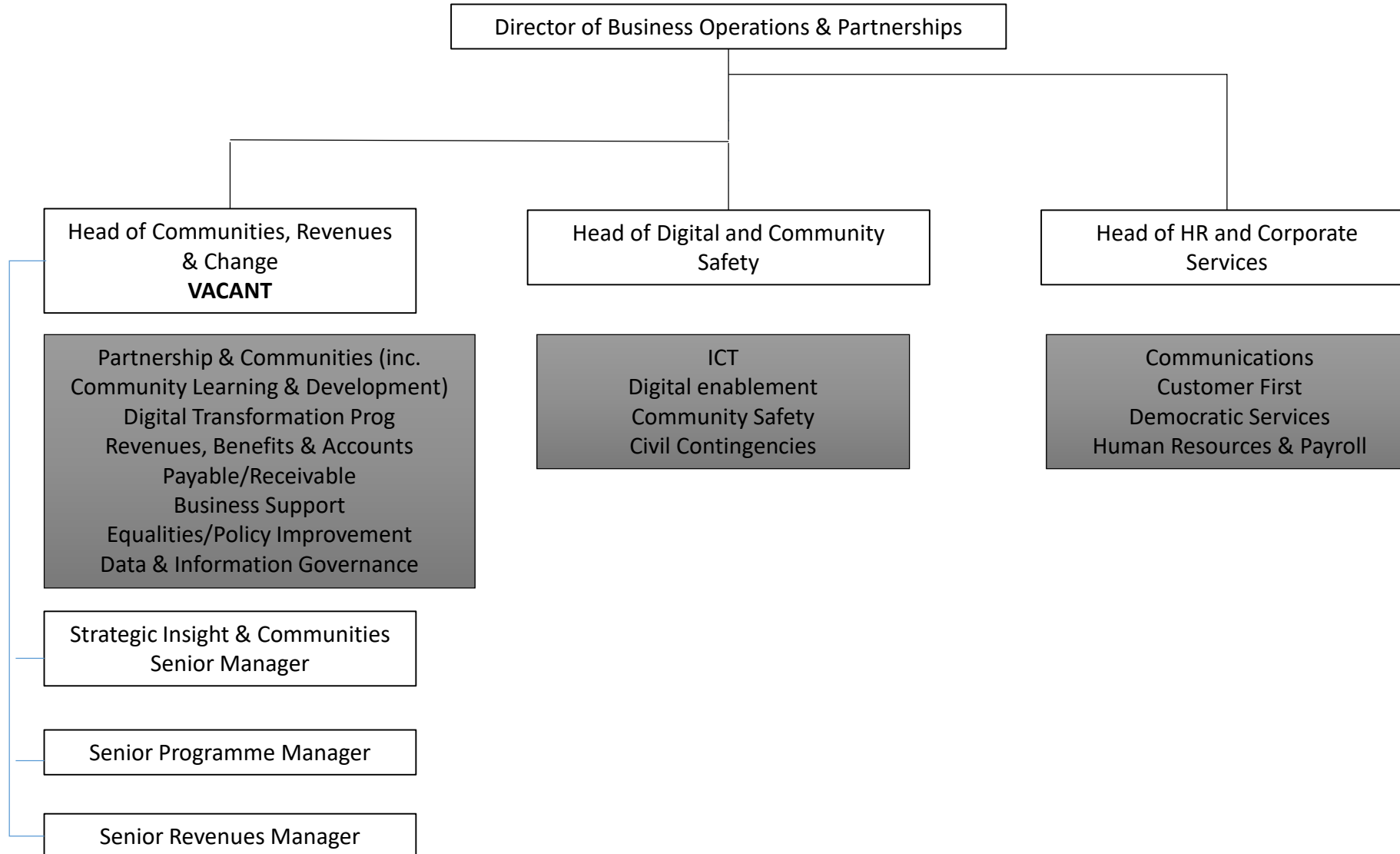
CONVENOR:

Councillor O'Donnell Tel 0141 577 3107

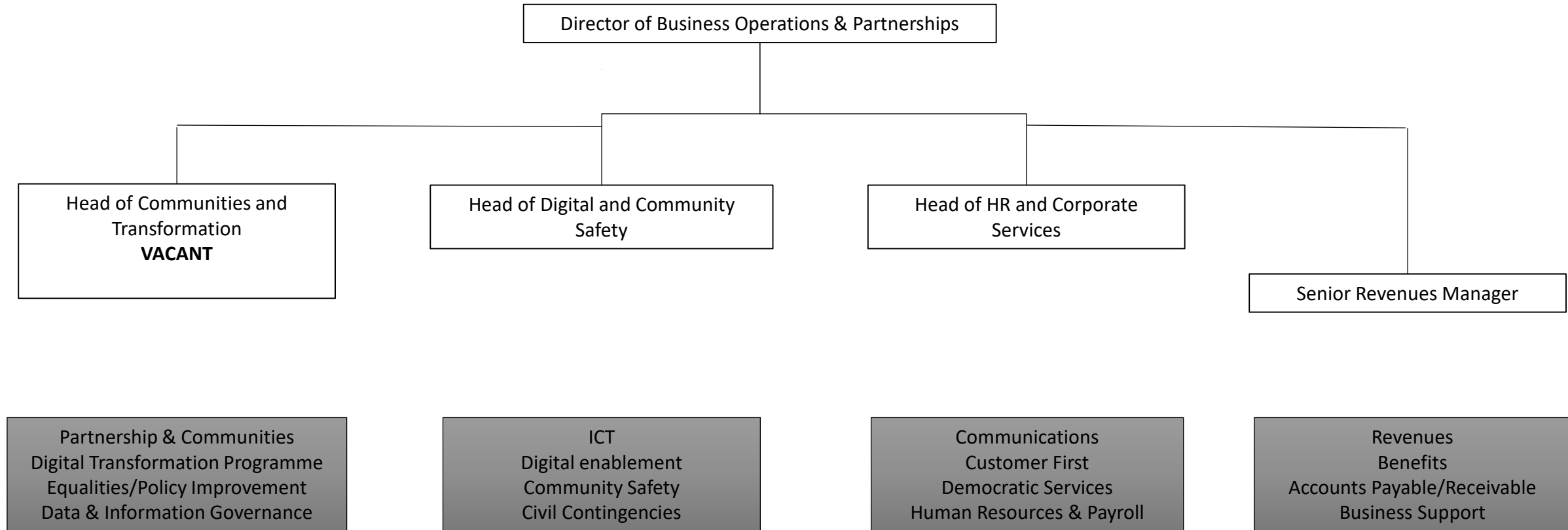
BACKGROUND PAPER

Post of Director of Corporate and Community Services, Council 8 September 2021

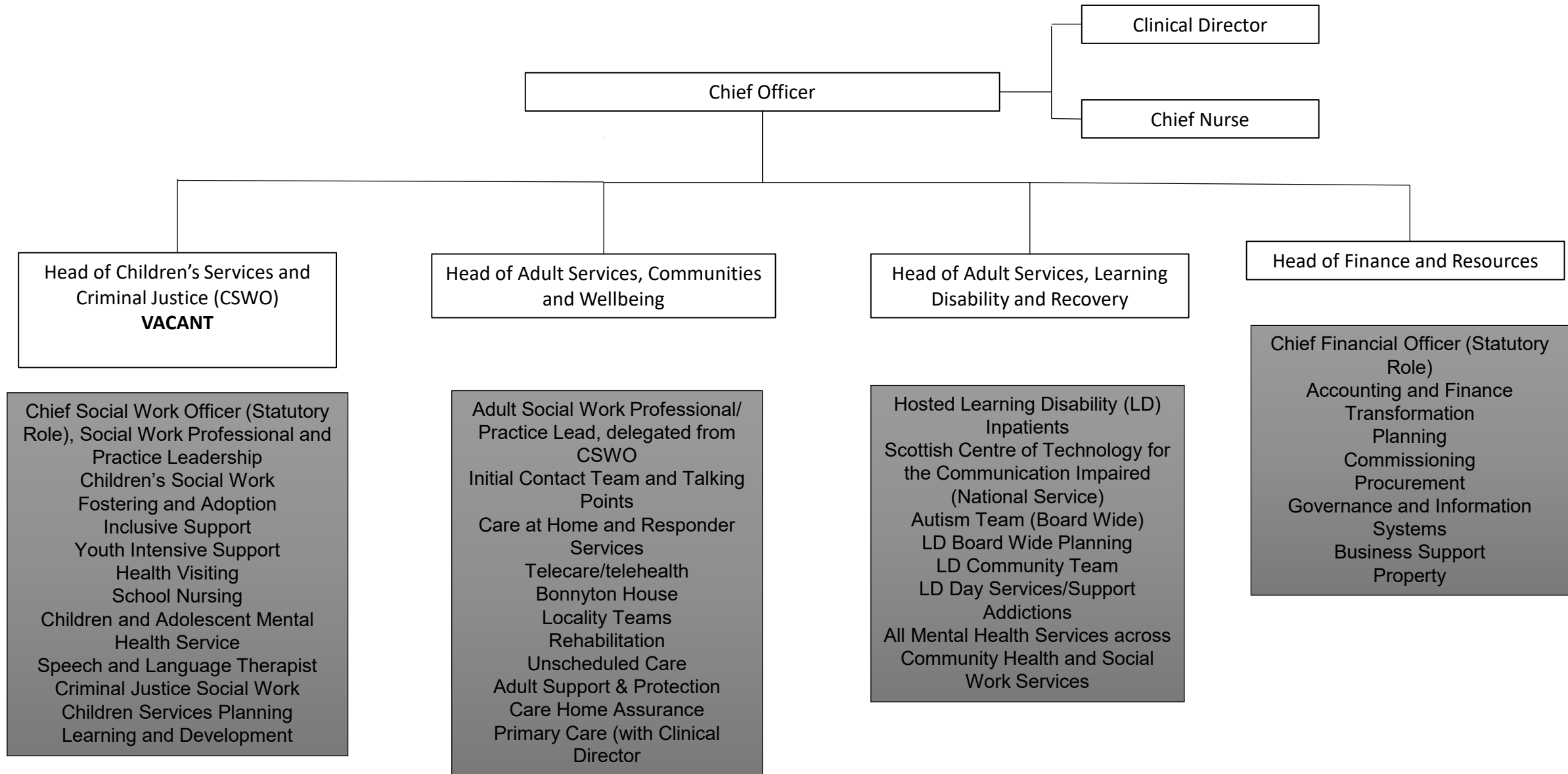
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Current Business Operations & Partnerships structure –
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Proposed Business Operations & Partnerships structure –
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Proposed HSCP structure –
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