

Role of Staffing and Appeals Committee in the appointment of the Council's Leadership Team roles

To: Staffing and Appeals Committee

Date: 23rd February 2023

From: Stephen Moir, Chief Executive and Head of Paid Service

Purpose: To review and update the responsibilities of the Staffing and Appeals Committee in relation to the appointment of members of the Council's leadership team.

Recommendation: The Committee is recommended to:

- (a) Approve the proposal to clarify and redefine the scope of the Committee's accountability in relation to senior appointments, and
- (b) Recommend an amendment to Constitution and Ethics Committee for the Constitution to be updated accordingly.

Officer contact:

Name: Stephen Moir
Post: Chief Executive and Head of Paid Service
Email: stephen.moir@cambridgeshire.gov.uk
Tel: 01223 699188

Member contacts:

Names: Councillor Edna Murphy
Post: Chair of Staffing and Appeals Committee
Email: Edna.Murphy@cambridgeshire.gov.uk
Tel: 01223 706398

1.0 Background and Purpose

1.1 This report seeks to clarify and update the responsibilities of the Staffing and Appeals Committee in relation to the appointment of members of the Council's leadership team.

1.2 The Council's Constitution sets out the responsibility of the Committee to:

undertake the selection of and to appoint statutory and non-statutory chief/deputy chief officers in accordance with Officer Employment Procedure Rules. For the avoidance of doubt the term statutory and non- statutory chief /deputy chief officers has the same meaning as that contained in S.2 (6), (7) and (8) of the Local Government and Housing Act 1989.

1.3 The Local Government and Housing Act 1989 defines the roles as:

Statutory chief officers

- Head of Paid Service
- Section 151 Officer
- Monitoring Officer
- Director of Children's Services (DCS)
- Director of Adult Social Services (DASS)
- Director of Public Health (DPH)
- Chief Education Officer or Director of Education

Non-statutory chief officers

- Direct reports of the Head of Paid Service, e.g., Executive Director of Place and Sustainability.

Deputy chief officers

- a person who is required to report directly or is directly accountable to one or more of the statutory or non-statutory chief officers.

2.0 Proposed Amendments

2.1 In practice, for the last ten years or more Staffing and Appeals Committee have been involved in the appointment of all posts at Service Director level and above, but not all roles that technically fall under the auspices of the Chief Officer and Deputy Chief Officer definitions as above.

2.2 Changes in structures and leadership roles over time have led to there currently being 34 officers on the Leadership Pay Scales, 32 of which would come under the Chief Officer or Deputy Chief Officer category i.e., Executive Directors, Service Directors and Assistant Directors.

- 2.3 Given these changes it is proposed that the definitions within the Council's Constitution be updated to redefine the delegations to the Staffing and Appeals Committee to:

Undertake the selection of and to appoint to the following roles:

- *Head of Paid Service/Chief Executive*
- *Executive Directors (as set out in the Council's Constitution / Management Structure) – including the DCS, DASS and DPH*
- *Section 151 Officer*
- *Monitoring Officer*
- *Service Director: Education*

Subject to Full Council approval for the Head of Paid Service, Section 151 Officer, and Monitoring Officer.

- 2.4 This would cover all the Council's key statutory roles. The remaining Service Director roles and Assistant Directors would be officer led appointments via the delegation to the Chief Executive as the Head of Paid Service and/or the relevant Executive Director.
- 2.5 With this approach the Committee would continue to be responsible for leading the appointment processes for all the most senior and statutory roles for the Council. Adopting this revised approach would also recognise that the Council needs to be more agile in response to labour market conditions and cannot afford the lead in times required for Staffing and Appeals Committee appointments for all senior roles, for example for a Service Director role in Children's, Education and Families, should that fall vacant.

3. Source documents

- 3.1 [The Council's Constitution](#)