

STAFFING COMMITTEE

Date and Time:- Thursday 23 January 2025 at 12.00 p.m.

Venue:- Management Suite, 4th Floor, Wing B, Riverside House

**Membership:- Councillors Alam (Chair), Read (Vice-Chair),
Z. Collingham and Jones.**

The items which will be discussed are described on the agenda below and there are reports attached which give more details.

Rotherham Council advocates openness and transparency as part of its democratic processes.

Anyone wishing to record (film or audio) the public parts of the meeting should inform the Chair or Governance Advisor of their intentions prior to the meeting.

AGENDA

1. Apologies for Absence

To receive the apologies of any Member who is unable to attend the meeting.

2. Minutes of the meeting held on 16 December 2024 (Pages 3 - 4)

To consider the minutes of the previous meeting of the Staffing Committee held on 16 December 2024 and approve them as a true and correct record of the proceedings and to be signed by the Chair.

3. Declarations of Interest

To receive declarations of interest from Members in respect of items listed on the agenda.

4. Exclusion of the Press and Public

To consider whether the press and public should be excluded from the meeting during consideration of any part of the agenda.

5. Recruitment of Director of Public Health (Pages 5 - 10)

To consider the report which sets out proposals to appoint to the Director of Public Health.

6. Recruitment of Chief Executive (Pages 11 - 15)

To consider the report which sets out proposals to appoint to the Chief Executive.

7. Urgent Business

To determine any item which the Chair is of the opinion should be considered as a matter of urgency.

STAFFING COMMITTEE - 16/12/24

STAFFING COMMITTEE
16th December, 2024

Present:- Councillor Alam (in the Chair); Councillors Read and Jones.

An apology for absence was received from Councillor Z. Collingham.

6. MINUTES OF THE MEETING HELD ON 10 JUNE 2024

Resolved:-

That the minutes of the meeting held on 10 June 2024 be approved as a true and correct record of the proceedings.

7. DECLARATIONS OF INTEREST

There were no declarations of interest.

8. EXCLUSION OF THE PRESS AND PUBLIC

The Chair advised that there were no items of business on the agenda that would require the exclusion of the press and public from the meeting.

9. CHILDREN AND YOUNG PEOPLE'S SERVICES SENIOR MANAGEMENT - ASSISTANT DIRECTOR FOR FAMILY HELP

Consideration was given to the report which detailed the proposed amendment to the Assistant Director for Early Help and Business Support post in Children and Young People's Services. The role would be amended to an Assistant Director Family Help role with a resultant change in salary level.

At present, there was an Assistant Director for Early Help and Business Support based within the Children and Young People's Services' Directorate. The proposal was to amend that role to take on additional responsibilities in relation to new expectations around Early Help, including a change of job title and required social work qualification. The proposed changes had arisen further to a review of new statutory expectations outlined in Working Together to Safeguard Children 2023 and the Government policy document, Stable Homes Built on Love and enabled the fulfilment of Council plans set out in the Early Help Strategy: Family Help in Rotherham 2024-2029.

The proposal was to reshape the Social Care and Early Help directorates, to enable a more seamless experience for children and families across the border into statutory child in need intervention, when this was required, to ensure children's needs were met effectively. There was also the intention to enhance the delivery of services at a community level to include statutory partners, the faith, community and voluntary sector and

STAFFING COMMITTEE - 16/12/24

communities themselves. The new role would oversee all of these changes.

As part of the change, the Assistant Director of Social Care Job Profile would also need to be slightly amended, to reflect the balance of responsibilities and ensure sufficient focus on the provider fostering and residential portfolio. Those changes were minor, and HR had already established that it would not necessitate any salary change.

The salary for the Assistant Director, Family Help was proposed as £108,258. This aligned with the responsibility and salary of the Assistant Director, Children's Social Care. The estimated staffing cost for the new Assistant Director post for Family Help was £108,258 (£139,038 inclusive of on-costs). This represented an increase of £13,252 compared to the current budgeted staffing cost for the AD Early Help post. However, this would be managed within the overall staffing budget and no further funding was required.

The Committee noted the importance of the post and discussed whether there would be any issues with recruitment.

Resolved:

That Staffing Committee approve the creation of an amended Assistant Director post in Children and Young People's Service and the associated salary level, subject to agreement by Council, and to refer the process to the Senior Appointments Panel to make the appointment.

10. URGENT BUSINESS

The Chair reported that there were no urgent items of business requiring the Committee's consideration.

Committee Name and Date of Committee Meeting

Staffing Committee – 23 January 2025

Report Title

Recruitment of Director of Public Health

Is this a Key Decision and has it been included on the Forward Plan?

No

Strategic Director Approving Submission of the Report

Ian Spicer, Strategic Director of Adult Care, Housing and Public Health

Report Author(s)

Helen Rowe

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Ward(s) Affected

Borough-Wide

Report Summary

This report sets out proposals to appoint to the Director of Public Health.

Recommendations

1. That Staffing Committee approve the request to fill the post of the Director of Public Health and refer the process to the Senior Appointments Panel to undertake the recruitment process, with appointment subject to Council approval.
2. That the variation to the remuneration package of the Director of Public Health be approved by Council, and the Pay Policy Statement be amended to reflect the revised remuneration package.

List of Appendices Included

Appendix 1 – Salary for Directors of Public Health

Background Papers

Localism Act 2011 Hutton review of Fair Pay in the Public Sector

Local Government Transparency Code 2015

Pay Policy Statement

Other Employment Procedure Rules

Directors of Public Health in Local Government: Guidance on appointing directors of public health

Consideration by any other Council Committee, Scrutiny or Advisory Panel

None

Council Approval Required

Yes

Exempt from the Press and Public

No

Recruitment of Director of Public Health

1. Background

- 1.1 Following the resignation of the Director of Public Health on 14 December 2024, formal arrangements need to be made to appoint to the role on a permanent basis.

2. Key Issues

- 2.1 Staffing Committee is asked to give their approval to recruit to the vacant Director of Public Health post which is a statutory function under the Health and Social Care Act. The Act sets out that each local authority must, acting jointly with the Secretary of State for Health, appoint an individual responsible for its public health functions. The postholder will continue to lead the public health team and sit under the Adult Care Housing and Public Health Directorate.

- 2.2 As per the Officer Employment Procedure Rules; Code of Conduct and Public Health England's guidance on appointing Directors of Public Health, Staffing Committee is asked to agree plans to immediately begin the selection process, led by the Advisory Appointments Committee. The Advisory Appointments Committee shall be comprised of:

- *Leader of the Council*
- *Relevant Cabinet Member*
- *Leader of the Opposition*
- an external professional assessor, appointed after consultation with the Faculty of Public Health;
- the Chief Executive (or nominated deputy);
- senior local NHS representation;
- PHE Regional Director, or another senior professionally qualified member of PHE acting on their behalf; and
- (in the case of appointments to posts which have teaching or research commitments), a professional member nominated after consultation with the relevant university.

- 2.3 Due to the nature of the post it is proposed that an acting up arrangement to the Director of Public Health is established until the permanent post holder has commenced in post.

- 2.4 The salary for the Director of Public Health post is £99,174. The remuneration for the post is based on an Assistant Director salary. This is inclusive of the 2024/25 Chief Officer pay award.

2.5 It was previously agreed by the Council that in order to compete for the recruitment and retention of relevant qualified candidates, either medically qualified or not, that the job had a salary of an Assistant Director and a market supplement of between £9,000 to £20,000. In accordance with revised market rates identified in Appendix 1, it is proposed that the range of the market supplement is considered to be between £6,000 and £22,000 in order to compete for the recruitment and retention of relevant qualified candidates.

2.6 The current package for the Director of Public Health post is currently £119,174, consisting of £99,174 Assistant Director salary.

3. Options considered and recommended proposal

3.1 Due to the statutory function of this post, the only viable option is to recruit on a permanent basis and minimise the impact of the post being vacant by appointing an interim Director of Public Health.

4. Consultation on proposal

4.1 Consultation has taken place with the Chief Executive and Leader of the Council.

5. Timetable and Accountability for Implementing this Decision

5.1 There is no proposal to change the existing agreed salary for the post, however there may be a variation caused by the market supplement as referenced at section 2.5 of the report, and therefore it is proposed to refer the process to the Senior Officer Appointments Panel. In accordance with the Localism Act (2011) the appointment would be subject to Council approval. Recruitment will proceed subject to approval by the Staffing Committee and subsequent approval by Council.

6. Financial and Procurement Advice and Implications

6.1 The ongoing cost of the Director of Public Health is fully budgeted for. Any premium relating to the Interim post may be above the budget available.

6.2 The engagement of a recruitment agency to assist with the search and selection process will be undertaken in accordance with the Council's Financial & Procurement Procedure Rules.

7. Legal Advice and Implications

7.1 There are no direct legal implications arising from this report.

8. Human Resources Advice and Implications

8.1 An appropriately rewarded workforce motivates employees and meets standards of fairness and equity required by employment legislation.

8.2 It is imperative that a permanent replacement is recruited as quickly as possible.

9. Implications for Children and Young People and Vulnerable Adults

9.1 There are no direct implications arising from this report.

10. Equalities and Human Rights Advice and Implications

10.1 Fair pay structures are a requirement of employment and equalities legislation.

11. Implications for CO₂ Emissions and Climate Change

11.1 There are no direct implications arising from this report, although appointing to this strategic role will support continued leadership of the Council's climate change strategy.

12. Implications for Partners

12.1 The role is a member of the Council's Strategic Leadership Team working corporately with Elected Members and external stakeholders to ensure the Council vision, priorities and values are actively promoted and made a reality.

13. Risks and Mitigation

13.1 Failure to proceed with the appointment process would create a risk that the council will be unable to deliver their statutory function relating to health protection.

14. Accountable Officer(s)

14.1 Ian Spicer, Strategic Director, Adult Care, Housing and Public Health

*Report Author: Helen Rowe, HR Business Partner
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Helen Rowe

This report is published on the Council's [website](#).

Appendix 1 Benchmarking

Sheffield City Council	£135027*
Barnsley MBC	£105000 to £109999***
City of Doncaster Council	£120922 – 2023/2024***
Wakefield Council	£107446 – 2023/2024***
East Riding of Yorkshire Council	£109098**
North Yorkshire Council	£106,500***
City of York	£100,000 to £104,999**

* Salary above is taken from the Statement of Accounts 2023/2024 and include fees and allowances

**Salaries above are taken from published 2024/25 Pay Policy Statements which would be published in advance of Chief Executives Pay Award (2.5%)

*** Senior officer remuneration 2023/2024

Committee Name and Date of Committee Meeting

Staffing Committee – 23 January 2025

Report Title

Recruitment of Chief Executive

Is this a Key Decision and has it been included on the Forward Plan?

No

Strategic Director Approving Submission of the Report

Jo Brown, Assistant Chief Executive

Report Author(s)

Lynsey Linton

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Ward(s) Affected

Borough-Wide

Report Summary

This report sets out proposals to appoint to the Chief Executive.

Recommendations

1. That Staffing Committee approve the request to fill the post of Chief Executive and refer the process to the Senior Appointments Panel to undertake the recruitment process, with appointment subject to Council approval.

List of Appendices Included

None

Background Papers

Localism Act 2011 Hutton review of Fair Pay in the Public Sector

Local Government Transparency Code 2015

Pay Policy Statement

Other Employment Procedure Rules

Consideration by any other Council Committee, Scrutiny or Advisory Panel

None

Council Approval Required

No

Exempt from the Press and Public

No

Recruitment of Chief Executive

1. Background

- 1.1 Following the resignation of the incumbent Chief Executive (Head of Paid Service) after 9 years of exemplary service, formal arrangements need to be made for the recruitment to the role.
- 1.2 The role of Head of Paid Service for the Council is responsible for the managerial leadership of staff and for advising the Council on the best ways to organise its functions, ensuring an effective and efficient service for residents.

2. Key Issues

- 2.1 Staffing Committee is asked to give their approval to recruit to the post of Chief Executive.
- 2.2 As per the Officer Employment Procedure Rules and Code of Conduct, Staffing Committee is asked to agree plans to immediately begin the selection process and refer the matter to the Senior Officer Appointments Panel.
- 2.3 The salary for the post of Chief Executive is £188,061 and will be advertised at the current rate. This is inclusive of the 2024 – 2025 pay award. Although there is no intention to amend the grade of the post, local benchmarking information is included for transparency at Appendix 1.
- 2.4 A Returning Officer fee is paid in addition to the above salary, where appropriate, and is a variable payment in accordance with the type of election.
- 2.5 Dependent on the interview dates and any resignation periods for candidates it maybe that interim or acting up arrangements need to be considered for a limited time given the current Chief Executives agreement to support the Council in the recruitment activity.

3. Options considered and recommended proposal

- 3.1 As this is the Head of Paid Service, permanent recruitment should be undertaken by a Senior Officer Appointments Panel and ratified by Council in accordance with the Localism Act 2011.
- 3.2 The Council is required to have a Head of Paid Service and must follow the appointment process which accords with legislation. No other options are available for the appointment of this role.

4. Consultation on proposal

4.1 Consultation has taken place with the current Chief Executive and Leader of the Council.

5. Timetable and Accountability for Implementing this Decision

5.1 There is no proposal to change the existing agreed salary for the post and therefore it is proposed to refer the process to the Senior Officer Appointments Panel. In accordance with the Localism Act (2011) the appointment would be subject to Council approval.

5.2 Based on current plans the post will be advertised in January, with the assessment process and final interview panels completed by March 2025.

6. Financial and Procurement Advice and Implications

6.1 The Chief Executive is a budgeted post, therefore, the current and future costs of the post are factored into the Council's financial planning. This role will require external recruitment support and advertising costs, estimated to be around £20k-£25k that can be contained within the wider underspend position within Assistant Chief Executive's Directorate

6.2 The engagement of a recruitment agency to assist with the search and selection process will be undertaken in accordance with the Council's Financial & Procurement Procedure Rules.

7. Legal Advice and Implications

7.1 The Council must appoint this Statutory Officer role in line with the legislative requirements including those set out above.

8. Human Resources Advice and Implications

8.1 An appropriately rewarded workforce motivates employees and meets standards of fairness and equity required by employment legislation.

8.2 Due to the strategic nature of this role in leading the directorate, it is imperative that a permanent replacement is recruited as quickly as possible.

9. Implications for Children and Young People and Vulnerable Adults

9.1 There are no direct implications arising from this report.

10. Equalities and Human Rights Advice and Implications

10.1 Fair pay structures are a requirement of employment and equalities legislation.

11. Implications for CO₂ Emissions and Climate Change

- 11.1 There are no direct implications arising from this report, although appointing to this strategic role will support continued leadership of the Council's strategies.

12. Implications for Partners

- 12.1 The role is the Head of Paid Service, working corporately with Elected Members and external stakeholders to ensure the Council's vision, priorities and values are actively promoted and made a reality.

13. Risks and Mitigation

- 13.1 Failure to proceed with the appointment process to this role would create significant risk owing to its status as the Head of Paid service and responsibility for the delivery of Council services. There is a legal requirement to have a Head of Paid Service role.

Accountable Officer(s)

Lynsey Linton, Assistant Director, Human Resources

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This report is published on the Council's [website](#).

Appendix 1 Benchmarking

Sheffield City Council	£213454
Barnsley MBC	£192057
City of Doncaster Council	£179274
Wakefield Council	£185834
Leeds City Council	£226710
East Riding of Yorkshire Council	£186417
North Yorkshire Council	£181925-198935

*Salaries above are taken from published 2024/25 Pay Policy Statements which would be published in advance of Chief Executives Pay Award (2.5%)

** Returning Officer fees will be paid in addition to the above at a variable rate in accordance with the type of election.

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