

## **STAFFING COMMITTEE**

**Date and Time:-** Wednesday 17 December 2025 at 1.00 p.m.  
**Venue:-** Rotherham Town Hall, The Crofts, Moorgate Street, Rotherham. S60 2TH  
**Membership:-** Councillors Alam (Chair), Read (Vice-Chair), Cusworth, 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 19 May 2025. (Pages 3 - 4)**

To consider the minutes of the previous meeting of the Staffing Committee held on 19 May 2025 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 Policy, Strategy and Engagement (Pages 5 - 10)**

To consider the report from the Chief Executive.

**6. Urgent Business**

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



**JOHN EDWARDS,**  
Chief Executive.

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**STAFFING COMMITTEE**  
**19th May, 2025**

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

Apologies were received from Councillors Z. Collingham.

**23. MINUTES OF THE PREVIOUS MEETING HELD ON 10TH FEBRUARY, 2025**

Consideration was given to the minutes of the previous meeting held on 10<sup>th</sup> February, 2025.

**Resolved:-** That the minutes of the previous meeting held on 10<sup>th</sup> February, 2025 be approved as a true and correct record of the proceedings.

**24. DECLARATIONS OF INTEREST**

There were no declarations of interest to report.

**25. 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.

**26. RECRUITMENT OF ASSISTANT DIRECTOR OF PROPERTY AND FACILITIES SERVICES**

Consideration was given to the report presented by the Assistant Director for Human Resources which set out proposals to recruit and appoint to the post of Assistant Director, Property and Facilities Services on a permanent basis.

Staffing Committee approval was, therefore, sought to agree plans to immediately begin the selection process and in accordance with usual process for the appointment of Assistant Directors, refer the matter to the Senior Officer Appointments Panel.

Details of the remuneration package were set out in detail as part of the report. Although there was no intention to amend the grade of the post, local benchmarking information was included for transparency at Appendix 1.

It was proposed that the temporary postholder would continue in the role until a permanent appointment was made.

The Chief Executive noted that there had been a number of changes across asset management in recent years such as an increase in the number of capital assets owned by the Council and legislative changes.

Following clear improvements across the across the Property and Facilities Services directorate it was felt that this post had to be made permanent.

Members fully supported the proposals and noted the significant progress so far. Councillor Jones asked for further clarification on the benchmarking and a comparison of the number of buildings the postholders were directly responsible for.

Resolved:- (1) That the request to fill the post of Assistant Director, Property and Facilities Services on a permanent basis be approved.

(2) That a referral be made to the Senior Officer Appointments Panel to undertake the recruitment process.

**27. URGENT BUSINESS**

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

Public Report  
Staffing Committee

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**Committee Name and Date of Committee Meeting**

Staffing Committee - 17 December 2025

**Report Title**

Recruitment of Director of Policy, Strategy and Engagement

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

No

**Strategic Director Approving Submission of the Report**

John Edwards, 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 post of Director of Policy, Strategy and Engagement and other associated changes.

**Recommendations**

That Staffing Committee:

1. Note that the post of Assistant Chief Executive will be retitled to Director of Policy, Strategy and Engagement;
2. Approve the request to fill the vacant post and refer the process to the Senior Officer Appointments Panel to undertake the recruitment process;
3. Note the intention to fill the post of Director of Policy, Strategy and Engagement on an interim basis to provide appropriate capacity during the recruitment process for the substantive post;
4. Note that the post of the Strategic Director, Finance and Customer Services will be retitled to Executive Director of Corporate Services; and
5. Note that the posts of Assistant Director will be retitled to 'Service Director', and Strategic Directors will be retitled to 'Executive Director'.

**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 Director of Policy, Strategy and Engagement**

### **1. Background**

- 1.1 The Assistant Chief Executive resigned from their post on 31 July 2025. Since this date responsibilities of the post have been covered by the Strategic Director of Finance and Customer Services and temporary line management arrangements have been put in place through the Assistant Director of Legal Services and the Assistant Director of Human Resources.
- 1.2 The Assistant Chief Executive role covered the functions of Policy, Performance and Intelligence, Democratic Services, Neighbourhoods, Marketing and Communications, Organisational Development and Change, and Human Resources.
- 1.3 The resignation of the Assistant Chief Executive provided the opportunity for the incumbent Chief Executive to take some time to review the effective operation of the Assistant Chief Executive's Directorate in accordance with the new Council Plan, ensuring structures are designed to deliver outcomes for residents and deliver against the new Council Plan.
- 1.4 Postholders within the Assistant Chief Executive's Directorate, alongside Strategic Directors, have been engaged in this process. Following this review the Chief Executive has determined that significant strategic capacity is required to support Policy and Strategy and has redesignated the title of the Assistant Chief Executive role to reflect this. The only other change proposed is dealt with in paragraph 2.6 below.
- 1.5 This has resulted in the request to retitle the Assistant Chief Executive role to Director of Policy, Strategy and Engagement. The role continues to report directly to the Chief Executive post and forms part of the Council's Strategic Leadership Team.

### **2. Key Issues**

- 2.1 Staffing Committee is asked to give their approval to recruit to the post of Director of Policy, Strategy and Engagement on a permanent basis.
- 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 remains unchanged through the process of retitling the Assistant Chief Executive to Director of Policy, Strategy and Engagement.
- 2.4 It is anticipated that the full recruitment process, allowing for advertising, selection and notice periods, may take 6 months. Due to demands identified during the period of temporary arrangements since July, including the impact on current postholders and the need for strategic capacity, a

formal interim arrangement is proposed whilst permanent recruitment takes place.

- 2.5 The functions of Human Resources and Organisational Development would transfer under the leadership of the Strategic Director Finance and Customer Services (with the Head of Organisational Development reporting to the Assistant Director of Human Resources and their title expanded to reflect this) to create a cohesive Corporate Services function.
- 2.6 On this basis it is proposed to retitle the Strategic Director, Finance and Customer Services, to Executive Director of Corporate Services, and for this role to continue to have formal deputy responsibilities for the Chief Executive in accordance with the terms of the Constitution.
- 2.7 As part of an opportunity to modernise the Council's infrastructure and to support recruitment and retention of staff, in accordance with our ambitions as an employer of choice, it is proposed that all Assistant Directors are renamed 'Service Director' and Strategic Directors are renamed 'Executive Director'. The exception to this is that the Director of Public Health will retain their existing title to reflect the national recognition for this title, and the new post reflected in this document (to demonstrate its direct alignment to the Chief Executive) will be titled 'Director of'.

### **3. Options considered and recommended proposal**

- 3.1 In accordance with usual process for the appointment of Directors, it is proposed that permanent recruitment should be undertaken by a Senior Officer Appointments Panel.
- 3.2 No other options are available for the appointment of this role or changes to the Council's establishment.

### **4. Consultation on proposal**

- 4.1 Consultation has taken place with the Chief Executive and Leader of the Council.
- 4.2 Consultation, in accordance with the Council's agreed policies, has taken place with the individuals whose terms and conditions are affected by the change.

### **5. Timetable and Accountability for Implementing this Decision**

- 5.1 It is proposed to refer the recruitment process to the Senior Officer Appointments Panel.
- 5.2 The post will be advertised upon completion of due process and a timetable will be agreed in consultation with the Chief Executive and the Senior Officer Appointments Panel.

**6. Financial and Procurement Advice and Implications**

- 6.1 Provision for the post of Director of Policy, Strategy and Engagement is already in place within the Council's Budget; therefore, the current and future costs of the post are factored into the Council's financial planning.

**7. Legal Advice and Implications**

- 7.1 The post carries significant strategic responsibilities as described in the report above. Should the Committee decide not to fill the post then there is a requirement set out in the Constitution (Paragraph 6.1 of the Officer Appointment Procedure Rules) for the Committee to suggest how the responsibilities of the post would be fulfilled.

**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 The detail of this report accords with due process within Council and relevant HR Policies and Procedures.
- 8.3 No other options are available to make the changes proposed.

**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 CO<sub>2</sub> 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 This role will work 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 risk for the Council due to the responsibilities of the role.

**Accountable Officer(s)**

Lynsey Linton, Assistant Director, Human Resources

Approvals obtained on behalf of:

	<b>Name</b>	<b>Date</b>
Chief Executive	John Edwards	28/11/25
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	02/12/25
Assistant Director of Legal Services (Monitoring Officer)	Phil Horsfield	05/12/25

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