

Committee Name and Date of Committee Meeting

Staffing Committee 19th May 2025

Report Title

Recruitment of Assistant Director of Property and Facilities Services

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

No

Strategic Director Approving Submission of the Report

Judith Badger, Strategic Director of Finance and Customer Services

Report Author(s)

Lynsey Linton

lynsey.linton@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

This report sets out proposals to appoint to the post of Assistant Director, Property and Facilities Services.

Recommendations

That Staffing Committee:

1. Approve the request to fill the post of Assistant Director, Property and Facilities Services; and
2. Refer the process to the Senior Officer Appointments Panel to undertake the recruitment process.

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 Assistant Director of Property and Facilities Services

1. Background

- 1.1 The post of Assistant Director, Property and Facilities Services was created in 2024 and appointed to on a temporary basis.
- 1.2 The role is responsible for asset management, catering and facilities services. There are significant responsibilities within the role which relate to building safety compliance, and staffing responsibility for circa 1300 employees.
- 1.3 Due to the significance of the responsibilities of this role, it has become apparent that there is a need to appoint to the role on a permanent basis to enable to improvements and efficiencies, which have been evidenced to date, to continue.

2. Key Issues

- 2.1 Staffing Committee is asked to give their approval to recruit to the post of Assistant Director, Property and Facilities Services 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 of Assistant Director, Property and Facilities Services is £99,174. The 2025-26 pay award is not yet agreed. Although there is no intention to amend the grade of the post, local benchmarking information is included for transparency at Appendix 1.
- 2.4 It is proposed that the temporary postholder would continue in the role until the permanent appointment takes place.

3. Options considered and recommended proposal

- 3.1 In accordance with usual process for the appointment of Assistant 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.

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 It is proposed to refer the process to the Senior Officer Appointments Panel.

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

6. Financial and Procurement Advice and Implications

- 6.1 Provision for the post of Assistant Director, Property and Facilities Services has been made 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 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 Due to the strategic nature of this role, it is important that the post is considered for appointment on a permanent basis and in accordance with the process detailed above.

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 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:

	Name	Date
Chief Executive	Sharon Kemp OBE	28/04/25
Strategic Director of Finance & Customer Services (S.151 Officer)	Rob Mahon	28/04/25
Assistant Director of Legal Services (Monitoring Officer)	Phillip Horsfield	25/04/25
Assistant Director of Human Resources (if appropriate)	Lynsey Linton	24/04/25
The Strategic Director with responsibility for this report	Judith Badger, Strategic Director of Finance and Customer Services	25/04/25
Consultation undertaken with the relevant Cabinet Member	Councillor Taylor	28/04/25
Consultation undertaken with the relevant Cabinet Member	Cllr Cusworth	28/04/25

Report Author: Lynsey Linton, Assistant Director Human Resources Lynsey Linton

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

Appendix 1 Benchmarking

There are no direct comparator job titles included in the table as structures within Councils are designed differently in this area. The following roles align with the scope of the AD Property and Facilities Services.

Council	Post Title	Salary
North Yorkshire	Assistant Director Property, Procurement and Commercial	£102,750
Wakefield	Service Director Property, Facilities and Health and Safety	£97,810 (March 24)
Doncaster	Assistant Director, Economy and Development	£102,253
Barnsley	Service Director, Economy and Culture	£105,000-109,999
East Riding of Yorkshire	Director of Infrastructure and Facilities	£109,098 (August 24)

*Information taken from pay policy statements and/or salary structures on relevant council websites.