

Recruitment Process for Partnership Director

1. Introduction

- 1.1 The current Partnership Director has indicated his intention to retire this year.
- 1.2 In terms of the Governance Scheme, it falls to this Committee to take decisions on all staffing matters which are not otherwise delegated to the Partnership Director. This includes performance appraisal and remuneration matters related to the Partnership Director, and changes to terms and conditions.
- 1.3 The purpose of this report is therefore to set in motion a recruitment process, given the current Partnership Director's intention to retire

2. Suggested Process

- 2.1 The suggested process for recruitment is set out in the Appendix. This will be put to the Board, as the creation of an Appointments Committee will require its approval.
- 2.2 It is recommended that the post be advertised at the established Chief Officer Grade with a salary range of £80,336 - £88,322. All other terms and conditions would be as currently in place, in line with existing HR policies, subject to any further advice from SEStran's HR adviser prior to advertisement if market conditions dictate further adjustments.
- 2.3 The HR Adviser has stated that Falkirk Council engage the services of a specialist consultant when recruiting at this grading level and the Committee is recommended to agree to this approach.
- 2.4 The Secretary has been consulted in the preparation of this report.

3. Recommendations

- 3.1 It is accordingly recommended that Members:
 - (a) Agree the recruitment process as set out in the Appendix, and recommend to the Board that they establish an Appointments Committee to enable the recruitment process to be finalised;
 - (b) Agree the terms and conditions set out at paragraph 2.2, delegating to the Business Manager and HR Adviser, in consultation with the Chair, any further changes to such terms as may be deemed necessary
 - (c) Agree to the appointment of specialist HR consultants to assist and advise on the recruitment process for this level of post.

Angela Chambers
Business Manager
February 2022

Jenny Simpson
SEStran HR Adviser

Policy Implications	The proposal is in line with existing HR policies.
Financial Implications	The proposed salary is provided for in the current Budgetary proposals relating to year 2022/3. Consultancy fees can be contained within the core budget.
Equalities Implications	Recruitment will be carried out in line with existing policies which are designed to attract suitable candidates regardless of age, sex, sexual orientation/identification, ethnicity or disability.
Climate Change Implications	None.

Appendix Recruitment Process for Partnership Director

4th March Performance and Audit Committee: Committee approves recruitment process.

18th March Board: Board approves recruitment process and creates Appointments Committee of Chairs of Partnership and Performance and Audit Committee and one Non-Councillor member.

17th June Board: New Board Chair of Partnership and Performance and Audit Committee, as well as nominating additional, Non-Councillor member of Appointments Committee.

May-June: Recruitment advertising commenced. Closing date set for August.

August: Following closing date, first meeting of Appointments Committee to sift applications for interview.

August: Appointments Committee meets to interview candidates. Appointment offered to successful candidate, with a view to three month notice period.