



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Agenda Item No: 3

Recruitment of Executive Directors

To:	Cambridgeshire and Peterborough Combined Authority – Employment Committee
Meeting Date:	30 November 2022
Public report:	Yes
Lead Member:	Deputy Mayor Cllr Anna Smith
From:	Gordon Mitchell, Chief Executive
Key decision:	No
Forward Plan ref:	No
Recommendations:	<p>The Employment Committee is recommended to:</p> <ul style="list-style-type: none">a) Approve the new Executive Director Job Descriptions/Person Specifications contained at Appendix 1 of this report,b) Approve that the Job Description/Person Specification at Appendix 1, meets the requirement in Chapter 18, rule 3.1 of the Authority's Constitution.
Voting arrangements:	<p>A simple majority of Members present and voting.</p> <p>To be carried, the vote must include the vote of the Mayor, or the Deputy Mayor when acting in place of the Mayor.</p>

1. Purpose

- 1.1 The purpose of the paper is to ask the Employment Committee to agree the attached Job Descriptions/Person Specifications and approve their inclusion as meeting the requirement of Chapter 18, rule 3.1 of the Constitution.

2. Background

- 2.1 The Interim Chief Executive's proposed senior structure was approved by the CA Board in September 2022. The CA Board approved the commencement of a recruitment campaign leading to the appointment of the permanent Chief Executive and Executive Directors into the new structure. The recruitment process and timetable was annexed to that report to Board in October, which was approved. As a consequence of this approval, work now needs to progress in recruiting to the various roles. To try and provide some support in progressing the recruitment we have instructed Penna, an executive recruitment agency, to assist in the process.
- 2.2 Although the Board approved the recruitment process and timetable, the interim CEO approached this Committee to draw up a statement in line with Chapter 18 rule 3.1. That is under Chapter 18, rule 3.1 it states that "where the combined authority proposes to recruit to a Chief Officer role the Employment Committee will draw up a statement specifying:
 - (a) the duties of the Officer concerned; and
 - (b) any qualifications or qualities to be sought in the person to be appointed."
- 2.3 To try and assist Employment Committee members in addressing the above requirement, two Job Description/Personal Specifications have been drafted for member consideration. The aim of the two documents is to hopefully meet the specific Constitutional requirement identified above.
- 2.4 Discussions have been held with the Authority's Monitoring Officer who has confirmed that this requirement can be discharged if the Committee confirms that the duties, qualifications, and qualities sought in Tier 2 officers, has been met within the Job Description/Person Specification, alternatively this Committee may choose to delegate this responsibility to officers.

Significant Implications

3. Financial Implications

- 3.1 The financial implications of proceeding with the recruitment to the new structure, which this request is part of, was covered at the September Combined Authority Board. In summary it assumed a saving of approximately £130,000 p.a., with recruitment costs of £60,000 to £70,000.
- 3.2 In addition it highlighted that any subsequent redundancies as a consequence of this restructure will incur additional costs. However until we have concluded the next stage of the process it is not possible to provide an estimate of what these might be.

4. Legal Implications

- 4.1 The relevant parts of the Constitution relating to the appointment of chief officers are set out in the body of the report. Recruitment will take place in accordance with the Combined Authority's Human Resources policies.

5. Public Health Implications

- 5.1 Not applicable.

6. Environmental and Climate Change Implications

- 6.1 Not applicable.

7. Other Significant Implications

- 7.1 Not applicable.

8. Appendices

- 8.1 Appendix 1 – Executive Director Job Descriptions/Person Specifications

9. Background Papers

[Constitution July 2021 \(cambridgeshirepeterborough-ca.gov.uk\)](https://cambridgeshirepeterborough-ca.gov.uk/constitution-july-2021)