



Human Resources Committee		Agenda Item
27 September 2023		5
Title:	Recruitment of Executive Director Place and Connectivity and Director Legal and Governance	
Report of:	Rob Bridge, Chief Executive	
Lead Member:	Mayor Dr Nik Johnson	
Public Report:	Yes	
Key Decision:	N/A	
Voting Arrangements:	A simple majority of Members present and voting.	

Recommendations:	
A	Approve the new Executive Director Job Descriptions/Person Specifications contained at Appendix A of this report.
B	Approve the new Director Legal and Governance (Monitoring Officer) Job Description/Person Specification contained at Appendix B of this report.
C	Approve that the Job Descriptions/Person Specifications at Appendices 1 and 2, meets the requirement in Chapter 18, rule 3.1 of the Combined Authority's Constitution.

Strategic Objective(s):	
The proposals within this report fit under the following strategic objective(s):	
x	Achieving ambitious skills and employment opportunities
x	Achieving good growth
x	Increased connectivity
x	Enabling resilient communities
x	Achieving Best Value and High Performance
	As a Director within the CPCA the successful postholder will contribute and impact across all strategic objectives.

1. Purpose

1.1	The purpose of the paper is to ask the HR Committee to agree the attached Job Descriptions/Person Specifications and approve their inclusion as meeting the requirement of Chapter 11.3.1 of the Constitution.
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2. Proposal

2.1	The proposal is to agree the duties, qualifications and experience required for the recruitment and selection of Executive Director Place and Connectivity and Director Legal and Governance.
2.2	The successful candidates will have the correct knowledge skills and experience to enable them to contribute to the organisation's leadership and delivery of all strategic objectives.

3. Background

3.1	The previous interim Chief Executive's senior structure was approved by the CA Board in September 2022 and a recruitment campaign in the first half of this year has led to the appointment of the permanent Chief Executive and two Executive Directors into the new structure. One Executive Director post is currently occupied by an interim consultant and the Statutory post of Director of Legal and Governance (Monitoring Officer) is also held by an interim. As a consequence of this approval, work now needs to progress in recruiting to these roles. To try and provide some support in progressing the recruitment we have instructed Penna, an executive recruitment agency, to assist in the process.
3.2	The Chief Executive has drawn up this statement in line with Chapter 11.3.1, which 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."
3.3	To try and assist Human Resources 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.
3.4	Discussions have been held with the Authority's interim 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.

4. Appendices

4.1	Appendix A - Executive Director Place and Connectivity, Job Descriptions/Person Specifications
4.2	Appendix B - Director Legal and Governance (Monitoring Officer), Job Description/Person Specification

5. Implications

Financial Implications

5.1	The appointment to these posts will reduce costs as the interim workforce within the authority will reduce. We expect recruitment fees in the region of £24k to £35k.
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Legal Implications

6.1	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.
Public Health Implications	
7.1	None
Environmental & Climate Change Implications	
8.1	None
Other Significant Implications	
9.1	None
Background Papers	
10.1	None