

# LIVERPOOL CITY REGION COMBINED AUTHORITY

To: The Metro Mayor and Members of the Appointments and Disciplinary Committee

Meeting: 26 July 2019

Authority/Authorities Affected: All

EXEMPT/CONFIDENTIAL ITEM: No

## REPORT OF THE HEAD OF PAID SERVICE

### RECRUITMENT TO POST OF DIRECTOR OF INTEGRATED TRANSPORT FOR THE LIVERPOOL CITY REGION COMBINED AUTHORITY

#### 1. PURPOSE OF REPORT

The purpose of this report is to approve the Role Description, Person Specification, salary grade range and proposed process for the recruitment of the Director of Integrated Transport.

#### 2. RECOMMENDATIONS

It is recommended that the members of the Appointments and Disciplinary Committee;

- (a) Note the contents of this report; and
- (b) Approve;
  - (i) the Role Description and Person Specification (attached as Appendix A);
  - (ii) the proposed use of Gatenby Sanderson to support the executive search and recruitment.

#### 3. BACKGROUND

- 3.1 The current Director of Integrated Transport has taken the decision to retire from his position on 31 July 2019. Arising from this announcement a review of the Directorate structure was undertaken to ensure that in future the organisational design supports the delivery of priorities. Following this review the Chief Executive considers that it is necessary to undertake a recruitment process to fill the vacant post of Director of Integrated Transport.

- 3.2 The terms of reference for the Appointments and Disciplinary Sub Committee require that sub committee to approve the Role Description and pay grade for the appointment to Directors.
- 3.3 The Role Description has been reviewed and revised to reflect the current requirements for the role and the working relationship and interfaces with the Combined Authority and other partners. A copy of the Role Description is attached as Appendix A.
- 3.4 The grade for this role, as with all Director and Head of Service roles, is set using the Job Evaluation methodology of KornFerry Hay. The updates to the role description are not significant and therefore it is not proposed to vary the existing grade paid to the previous post holder. Should the role evolve such as for example an increase or decrease in scope and responsibility, the option is available to undertake a re-evaluation. The details of the salary will be presented in a verbal report to the members.
- 3.5 Given the senior specialist nature of this post and the the need to recruit in a competitive market from a relatively small pool it is proposed to use specialist support to progress the search/recruitment process.
- 3.6 In accordance with the contract and procurement procedure rules quotes have been sought from a range of agencies who will be able to support the executive search and selection process to demonstrate that value for money has been considered. Agencies were requested to submit a two part quotation based on search and recruitment.
- 3.7 Following consideration of the quotes, it is recommended that Gatenby Sanderson are commissioned to support the advertisement, executive search and recruitment. This particular agency has worked with the LCR CA previously and with other Combined Authorities and bodies such as TfN and as such has a good understanding of the market and of our requirements.
- 3.8 Planning and preparatory work has been undertaken to ensure that recruitment can commence at the earliest opportunity once approval is granted. It should be noted that notice periods for the applicants for such a post can be lengthy.
- 3.9 An estimated indicative recruitment plan is outlined below. This timetable will be subject to Combined Authority Panel Member and applicant availability, deadlines for selected publications where appropriate, and the summer holiday period.

<b>Action</b>	<b>Target Date for Completion</b>
Appointments Panel approval to create and recruit	26 July 2019
Advertising and recruitment pack finalised	w/c 29 July 2019
Advert goes live	w/c 5 August 2019
Advert closes and initial evaluation of applicants	13 September 2019
Longlisting - FR supported by agency	September/October
Assessment/technical interviews - FR/HR/ + others	September/October
Shortlisting - FR supported by agency	September/October

Action	Target Date for Completion
Approval of Shortlist - Appointments & Disciplinary Sub	September/October
Final interview - Appointments & Disciplinary Sub	September/October

#### 4. RESOURCE IMPLICATIONS

##### 4.1 Financial

The costs associated with the employment of the Director of Integrated Transport will be contained within existing budget.

##### 4.2 Human Resources

There are no Human Resource issues directly associated with this report. When recruitment is undertaken robust processes will ensure that the process is fair and transparent.

##### 4.3 Physical Assets

There are no physical asset implications directly associated with this report however when appointment is made, equipment will be re-assigned and if necessary up-dated.

##### 4.4 Information Technology

There are no Information Technology related implications directly associated with this report however when the appointment is made individual postholder requirements will need to be assessed and appropriate equipment purchased if required. Typical costs of a laptop, mobile telephone and remote access is approximately £1200.

#### 5. RISKS AND MITIGATION

Failure to fill this post with an appropriately experienced and qualified appointment will lead to a critical resource shortfall in skills, knowledge and experience that limits the ability of LCRCA to deliver its priorities. By using an executive search and recruitment specialist the LCRCA will maximise the chance of filling this role, having considered the best possible candidates from as wide a pool as possible.

#### 6. EQUALITY AND DIVERSITY IMPLICATIONS

There are no equality and diversity implications arising out of the recommendations set out in section 2 above. When working with the search and recruitment agency all issues relating to equality and diversity will be at the forefront of the process.

## **7. COMMUNICATION ISSUES**

There are no communication or consultation issues arising directly from this report.

## **8. CONCLUSION**

Having taken some time to consider the need for this post in the future and concluding that it is critical to the future successful delivery of LCRCA'S priorities it is essential that recruitment can commence as soon as possible

FRANK ROGERS  
Head of Paid Service

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Appendices:

Appendix A – Director of Integrated Transport Role Description inc. person specification

Background Documents:

None