

LIVERPOOL CITY REGION COMBINED AUTHORITY

To: The Metro Mayor and Members of the Combined Authority

Meeting: 26 November 2021

Authority/Authorities Affected: All

EXEMPT/CONFIDENTIAL ITEM: No

KEY DECISION: No

REPORT OF THE CHIEF EXECUTIVE

RECRUITMENT OF EXECUTIVE DIRECTORS

1. PURPOSE OF REPORT

- 1.1 To update members on the proposed appointment of the Executive Director – Place and the Executive Director - Investment and Delivery, following consideration by the Members of the Appointment and Disciplinary Committee at meetings on 29th October 2021 and the 19th November 2021, and to agree their recommendations.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Liverpool City Region Combined Authority:
- (a) note the progress made regarding the appointments to the positions of Executive Director – Place and the Executive Director - Investment and Delivery;
 - (b) receive and agree the recommendation made by the Members of the Appointments and Disciplinary Committee at the meeting on 29 October 2021 that the preferred candidate be appointed to the position of Executive Director – Place; and
 - (c) receive and agree the recommendation made by the Members of the Appointments and Disciplinary Committee at the meeting on 19 November 2021 that the preferred candidate be appointed to the position of Executive Director - Investment and Delivery.

3. BACKGROUND

- 3.1 A report was considered by the Members of the Appointments and Disciplinary Committee on 23 July 2021 and amongst the recommendations proposed, it was

agreed that recruitment to the post of Executive Director – Place should proceed immediately.

- 3.2 A similar report considered by the Members of the Appointments and Disciplinary Committee on 24th September 2021 approved the commencement of recruitment to the post of Executive Director - Investment and Delivery.
- 3.3 Given the specialist nature of the Executive Director – Place, Penna the recruitment agency who supported the recruitment of the Chief Executive, was appointed to secure interest in the post and source appropriate candidates for the role. Penna also supported key stages of the selection and recruitment process for both posts.
- 3.4 Members of the Appointments and Disciplinary Committee approved the documentation required for the recruitment processes for both roles including the role description, person specification and advert, together with confirmation of the remuneration arrangements
- 3.5 Both roles followed a similar selection process following the initial screening and sift with candidates taken through to the Technical Interview stage, prior to progressing within the process.
- 3.6 Candidates were invited to participate in Stakeholder Panels covering sectors including Young People, Business/Growth, Fairness, Social Justice and Inclusion and Liverpool City Region Public Sector Leadership. Each panel was composed of a membership that was representative of their respective sector. The purpose of these groups was both to allow key strategic partners and stakeholders to provide input to the process and for them to be able to share their insight of the candidates.
- 3.7 On the 7th October 2021 following conclusion of the detailed assessment process the Members of the Appointment and Disciplinary Committee agreed that four candidates should proceed to the final interview stage for the Executive Director - Place, which then took place on 29th October 2021.
- 3.8 The approval of the final shortlist of two candidates for the Executive Director - Investment and Delivery took place at the same meeting of the Appointment and Disciplinary Committee on 29th October 2021 and final interviews for this post will take place on 19th November 2021.
- 3.9 The process for the candidate's application and interview is the same for both positions.
 - candidates to attend Mann Island for their interviews and observe strict social distance and COVID safe practices
 - Quorum for the meeting is 3 Members and other Members were able to participate in the interviews through the use of hybrid technology
 - Candidates were advised that they would need to deliver a 10-minute verbal briefing to the meeting
 - a formal interview would follow

- 3.10 Following the final interview, and having considered candidates application forms, reports detailing outcomes of the technical interviews and stakeholder panels, the Members of the Appointment and Disciplinary Committee on the 29th October 2021, agreed unanimously to recommend a preferred candidate for appointment to the position of Executive Director – Place.

A conditional offer has been made and accepted within the agreed salary band for the role.

- 3.11 It is anticipated that the approach outlined in paragraph 3.10 will be undertaken on the 19th of November 2021 for the Executive Director - Investment and Delivery.

- 3.12 A verbal report will be provided by the Chief Executive at the meeting confirming the names of the two candidates for appointment.

4. RESOURCE IMPLICATIONS

4.1 Financial

All costs associated with the recruitment for these posts have been accounted for within existing budgets.

4.2 Human Resources

These are contained within the report.

4.3 Physical Assets

There are no physical asset implications associated with this report.

4.4 Information Technology

There are no information technology implications associated with this report.

5. LEGAL IMPLICATIONS

As with all employees, the two Executive Directors to be appointed, should the recommendation be approved, will be issued with and be required to agree their acceptance of a Statement of Particulars which sets out the contractual arrangements and terms and conditions of their employment by the Liverpool City Region Combined Authority.

There are no other Legal considerations.

6. RISKS AND MITIGATION

- 6.1 There is a remote risk that the candidates may not accept the final offer of employment. In such a situation Members may need to consider re-advertising

the post for this key role.

7. EQUALITY AND DIVERSITY IMPLICATIONS

- 7.1 The principles of the Rooney Rule have been applied to these recruitment processes. As a minimum the Rooney Rule requires at least one woman and one person from an underrepresented minority to be considered as part of the process.

This requirement was met throughout the technical and longlisting stages and the shortlist for final interview for the Executive Director - Place. The applicants for the Executive Director – Investment and Delivery met the requirement at the technical interview stage and the shortlist for final interview in terms of gender.

8. PRIVACY IMPLICATIONS

- 8.1 Data relating to applicants has only been used for the purpose that it was collected and has been processed and kept securely. Data will be retained where there is a legitimate purpose to do so for example with regard to the successful candidate to establish their employment record. Other candidate data will be deleted as per the timescales set out within the organisations Data Retention Policy.

9. COMMUNICATION ISSUES

- 9.1 A detailed stakeholder/communications plans have been developed including an announcement for staff to ensure that should these two appointments be ratified these decisions can be appropriately communicated.

10. CONCLUSION

- 10.1 The two posts of Executive Director – Place and the Executive Director - Investment and Delivery are key members of the Liverpool City Region Combined Authority Leadership team and are required to oversee the delivery of the organisational priorities for both the Combined Authority and Merseytravel.
- 10.2 The interviews on the 29th October 2021 and the 19th November 2021 were the final stages in what have been comprehensive and rigorous recruitment campaigns and selection processes.

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Appendices: None
Background None