

Report Title	Designation of a Monitoring Officer
Portfolio Holder	N/A
Summary of report	To seek ratification for the appointment to the Chief Legal Officer post which fulfils the statutory Monitoring Officer role for the Liverpool City Region Combined Authority, and their designation as such.
Is this report exempt?	No
Is this a Key Decision	N
Is the report urgent	No
Is this decision to be exempt from call in	N/A
Local Authorities affected	All Local Authorities
Impact and implications of this report	
Financial impact	Yes - see paragraph 4.1
Delegation (s) sought	None
Supporting the Corporate Plan	A Fairer City Region ✓ A Stronger City Region ✓ A Cleaner City Region ✓ A Connected City Region ✓ A Vibrant City Region ✓
Climate Change Implications	No
Equality and Diversity implications	Yes – see paragraph 4.4
Social Value implications	No
Human Resources implications	Yes – see paragraph 4.6
Physical Assets implications	No
Information Technology implications	No
Legal implications	No

Risk and Mitigation	Yes – see paragraph 4.10
Privacy implications	Yes – see paragraph 4.11
Communication and consultation implications	Yes – see paragraph 4.12
Contact Officer(s)	Alastair Ramsay, Head of HR Services alastair.ramsay@liverpoolcityregion-ca.gov.uk
Appendices	No
Background Documents	No

Liverpool City Region Combined Authority

Friday, 3 March 2023

Report of the Executive Director - Corporate Services

DESIGNATION OF A MONITORING OFFICER

1. PURPOSE OF REPORT

- 1.1 To update members on recruitment process undertaken for the Chief Legal Officer, ratify the appointment of a preferred candidate and designate them as the Liverpool City Region Combined Authority Monitoring Officer.

2. RECOMMENDATIONS

- 2.1. It is recommended that the Liverpool City Region Combined Authority:
- (a) Note the progress made regarding the appointment to the position of the Chief Legal Officer
 - (b) Note that the holder of the post of Chief Legal Officer fulfils the statutory Monitoring Officer role for the Liverpool City Region Combined Authority under the Local Government and Housing Act 1989; and
 - (c) To receive and agree the recommendation made by the Chief Executive / Executive Director Corporate Services, in a verbal presentation the Combined Authority to appoint a preferred candidate to the position of Chief Legal Officer and designate as Monitoring Officer for the Combined Authority.

3. BACKGROUND

- 3.1. A report was considered by the Appointments and Disciplinary Committee on 18 November 2022 and amongst the recommendations proposed, it was agreed to commence recruitment immediately for the position of Chief Legal Officer.
- 3.2 Further, the Appointments and Disciplinary Committee agreed to delegate the shortlisting and the conduct of the selection process to the Combined Authority's Head of Paid Service.
- 3.3 Following a thorough and robust selection process the Head of Paid Service was required to present a suitable candidate to the Combined Authority for ratification and confirmation of appointment.
- 3.4 Penna has worked with the Combined Authority recently to appoint the Head of Paid Service and two Executive Directors, so it was considered appropriate to maintain that continuity for this appointment.
- 3.5 They were tasked to identify a representative diverse pool of appropriately experienced and talented individuals capable of fulfilling this role. It was recognised and acknowledged at the outset that this would be a particularly challenging position

to recruit to, given the limited pool of suitably experienced and qualified individuals, and intense competition within the market for such roles.

- 3.6 The Appointments and Discipline Committee approved the documentation required for the recruitment process including role description, person specification and advert together with confirmation of the remuneration arrangements.
- 3.7 Following the initial screening and sifting by Penna, in consultation with the Head of Paid Service and the Executive Director Corporate Services, five candidates were taken through to the initial Interview stage prior to identifying individuals who would proceed onto the stakeholder panels and shortlist.
- 3.8 Four candidates were invited to participate in the stakeholder panels covering sectors including Liverpool City Region public sector leadership, BAME communities and young people. Each panel was made up of members who were representative of their respective sector and allowed key strategic partners and stakeholders to provide input to the selection process and for them to be able to share their insight of the candidates.
- 3.9 Following conclusion of these stages, the four candidates remained in contention, and they were invited to undertake a final interview with the Head of Paid Service and the Executive Director Corporate Services, supported by a senior recruiting professional from Penna.
- 3.10 Following the final interviews and having considered the candidates application documents, reports detailing outcomes of the stakeholder panels, and psychometric profiling, the panel will make a decision whether from the final shortlist of four, a suitable candidate has been identified who can be appointed to the role of Chief Legal Officer for the Combined Authority.
- 3.11 The Head of Paid Service and the Executive Director Corporate Services will provide verbal update on the final stage of the process together and details of any preferred candidate who will be recommended for appointment.
- 3.12 At the time of the meeting it is anticipated that if an appointment is recommended a conditional offer will have been made within the agreed salary band for the role.

4. IMPACT AND IMPLICATIONS

4.1. Financial

- 4.1.1 The core cost of Penna supporting the recruitment for this role was secured at a fixed rate and additional costs were incurred with regard to media advertising and assessment testing. The necessary budget has been identified to fund this recruitment.

4.2 Supporting the Corporate Plan

A Fairer City Region
A Stronger City Region
A Cleaner City Region
A Connected City Region
A Vibrant City Region

4.3 Climate Change

N/A

4.4 Equality and Diversity

4.4.1 The principles of the Rooney Rule were applied to this recruitment process. As a minimum the Rooney Rule requires at least one woman and one person from an underrepresented minority to be considered in the shortlist of candidates.

4.4.2 Penna were given clear direction and robust requirements to ensure that a representative and diverse pool of candidates was presented for consideration. An update will be provided to the Members of the Combined Authority in the oral presentation, relating to the demographic composition of the applicant pool. Considered.

4.5 Social Value

N/A

4.6 Human Resources

4.6.1 These are contained within the body of the report.

4.7 Physical Assets

N/A

4.8 Information Technology

N/A

4.9 Legal

N/A

4.10 Risks and Mitigation

4.10.1 The primary risk is that a suitable candidate cannot be identified and that it is not possible to make an appointment. This has been mitigated by the appointment of an external agency to support the search and recruitment process. Nevertheless, should a suitable candidate not be identified it would be necessary to re-advertise which will prolong the process.

4.11 Privacy

4.11.1 All applicant data is processed and stored appropriately and used for the purpose that it has been provided.

4.12 Communication and Consultation

4.12.1 The Corporate Communications team have been supporting this process to ensure that the messages, language and tone of the advertising and wider recruitment campaign is sympathetic and consistent with organisation standards.

4.12.2 At the point when a suitable candidate is appointed the Communications team will support any announcements that will need to be made.

5. CONCLUSION

5.1 The post of Chief Legal Officer for the Liverpool City Region Combined Authority is a key post, providing not only the leadership in legal matters but also the statutory functions of the Monitoring Officer.

5.2 The interviews on the during February and on 1st March were the final stage in what has been a comprehensive and robust recruitment campaign and selection process.

JOHN FOGARTY
Executive Director - Corporate Services

Appendices:

None

Background Documents:

None