



Leicester  
City Council

**EMPLOYEES COMMITTEE  
CABINET**

**13<sup>TH</sup> JUNE 2008  
14 JULY 2008**

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## **SERVICE DIRECTOR POSTS**

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### **Report of the Interim Chief Executive**

#### **1. Purpose of the Report**

- 1.1 To propose a way forward for the recruitment to the vacant post of Service Director (Business Improvement) and to seek approval for the establishment of the post of Head of Programme and Change Management and agree a way forward to its recruitment.

#### **2. Report**

##### Director of Human Resources

- 2.1 The post of Service Director (Business Improvement) is now vacant following the resignation of the current incumbent. With the development of the new 25 year vision for Leicester this post now needs to be re-focussed on the organisational development of the Council and delivery of HR services which properly enable the strategic priorities as set out in One Leicester and the emerging corporate priorities to be delivered.
- 2.2 It is proposed the post should be advertised externally as widely as possible using a mix of national daily press and professional journal together with appropriate website drivers to attract the right calibre of candidate for consideration. It is estimated advertising and recruitment costs would be about £18,000.
- 2.3 A job description for the post is attached. It is proposed that the post is established at Service Director UCOC grade as now. To ensure it is professionally attractive it is proposed that it is re-titled Director of Human Resources. The current salary range for this level of post is from £62,415 to £72,009 per annum.

##### Head of Programme and Change Management

- 2.4 In order to ensure that the strategic portfolio of programme and change management is aligned to and supportive of the vision and strategic priorities of the Council a new post of Head of Programme and Change Management is proposed at Service Director level.

- 2.5 Directly accountable to the Chief Executive, the post would support the Corporate Board in developing, introducing and driving consistent programme and change management approaches throughout the Council and oversee the provision of specialist expertise, methodologies and tools to enable the Board to structure and deliver the programmes and change initiatives required in the One Leicester Strategy.
- 2.6 A copy of the job description is attached. It is proposed that the post is established at Service Director UCOC grade, the current salary range for this level of post is from £62,415 to £72,009 per annum.
- 2.7 This is also a key post in driving the vision and strategic priorities of the Council and it is proposed that, if approved, the vacancy be advertised externally using national daily press (Guardian) and appropriate websites. It is proposed that this and the Director of HR post are jointly advertised in the national press which would keep advertising costs down whilst gaining maximum exposure.
- 2.8 Recruitment to both posts could be advertised at the top of the range, but appointment would be determined by Members at appointment on the lowest reasonable level taking account of the experience of the candidate, general market conditions and the strength of the shortlist. It is requested that an Employees Committee be set up to be the recruitment panel for both posts, however if this is felt to be too onerous then for 2 separate panels to be set up.
- 2.9 An indicative outline draft timetable has been drawn up for the Director of Human Resources vacancy and is attached at Appendix A. This could be used as a template for the head of Programme and Change Management although it is not proposed to advertise this post in a professional journal.

### **3. Financial Implications**

- 3.1 Adopting the usual conventions of costing the 2 posts at the mid-point of the scale (£67,206) the cost in a full year would be £178,000, at 2008/09 prices. This includes oncosts, and assumes a 2.5% pay award this year.
- 3.2 Budget for the post of Director of HR already exists, although the Resources Department budget assumes a restructure of the department intended to save £1m in a full year. Clearly, recruitment to the post of Director of HR will close one option for achieving this saving. Recruitment costs will be shared between the Resources Department and Chief Executive's Office.
- 3.3 There is no budget for the Head of Programme and Change Management, and the costs of this from 2009/10 onwards will need to be dealt with as part of the strategy for financing the Council's wider service transformation programme in due course. It is proposed that the costs in 2008/09 (estimated at £44,000 assuming a mid-year start) are provided from the corporate budget provision for service transformation.

- 3.4 The balance of funding for service transformation, assuming other reports on Cabinet's agenda of 23 June are approved, will amount to:

	£000s
Original sum	2,000
Less procurement	(180)
Initial service transformation costs	(200)
Head of Programme and Change Management	(44)
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	1,576
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#### **4. Legal Implications**

Recommendations in this report are in line with requirements of the law and the Council's Constitution.

#### **5. Recommendations**

- 5.1 The Employees Committee is recommended to:

- a) Agree the establishment of an Employees Committee to undertake the recruitment of both posts, Director of Human Resources and Head of Programme and Change Management; and
- b) Approve the process for recruiting both posts including proposed job descriptions as included in this report.

- 5.2 Cabinet is recommended to:

- a) Approve the addition to the establishment of the post of Head of Programme and Change Management;
- b) Approve the funding as shown;
- c) Support the Employees Committee's decision to re-title the Service Director - Business Improvement as a Director of Human Resources and update the job description for this post to ensure it properly enables current strategic and corporate priorities to be delivered.

#### **5. Report Author**

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**Resources ESC****DRAFT RECRUITMENT TIMETABLE****Post of Director of Human Resources****Date: 4<sup>th</sup> June 2008**

<b>WHAT</b>	<b>WHO</b>	<b>ADVERT DATE 18<sup>th</sup> June 2008</b>	<b>ADVERT DATE 25<sup>th</sup> June 2008* (Earliest People Management AD)</b>
<b>ADVERT</b> appears in Job Bulletin identifying assessment centre date and interview date	LR	18 <sup>th</sup> June	25 <sup>th</sup> June
<b>DEADLINE</b> for applications	LR	2 <sup>nd</sup> July	9 <sup>th</sup> July
Longlisting with commentary	MM/SL/A K/LR	By 4 <sup>th</sup> July	By 11 <sup>th</sup> July
<b>EMPLOYEES COMMITTEE SHORTLISTING</b>		Either 15 <sup>th</sup> or 16 <sup>th</sup> July	Either 22 <sup>nd</sup> or 23 <sup>rd</sup> July
Shortlisted candidates notified: •	LR	Letters to go out on 17 <sup>th</sup> /18 <sup>th</sup> July	Letters to go out on 24 <sup>th</sup> /25 <sup>th</sup> July
<b>ASSESSMENT CENTRE WITH EMPLOYEES COMMITTEE INTERVIEWS HELD FOLLOWING DAY AND DECISION</b>		Held on either 29 <sup>th</sup> , 30 <sup>th</sup> or 31 <sup>st</sup> July	Held on either 5 <sup>th</sup> , 6 <sup>th</sup> or 7 <sup>th</sup> August

**NB**

The above timetable is the fastest which can be achieved and is dependent on a very tight closing date (2 weeks) and very quick turn round at all stages. A 2.5/3 week closing date would be better given the seniority of the post and time of year

People Management is the professional journal for HR professionals and comes out monthly