

*making our region more prosperous, sustainable and fairer,
helping our people and businesses to create and seize opportunities*

Combined County Authority Board		Agenda Item 10
Date	16 September 2024	
Report Title	Recruitment Update	
Accountable EMCCA Board Member	Claire Ward Mayor of the East Midlands Combined County Authority	
Accountable Chief Officer	Mark Rogers Interim Chief Executive	
Accountable Employee	Amanda Mays Interim Executive Director Resources	
Report has been considered by	This report has been considered by the EMCCA Pre-Board process	
Key decision	No	
Public Report	Yes	
Voting Arrangements	Not required	

Recommendation(s) for action or decision:

The Combined County Authority is recommended to:

- | | |
|----------|---|
| A | Note the proposed approach and timeline for the recruitment of a permanent Chief Executive and Head of Paid Service for EMCCA. |
| B | Note the proposed approach and timeline for the recruitment of the three permanent Executive Directors (Place, Resources, Strategy, and Inclusive Growth) for EMCCA. |

1. Purpose

- 1.1 This paper provides an update on implementation of the decision taken by the EMCCA Board in March 2024 to recruit and appoint to four Chief Officer roles on a substantive and permanent basis – specifically, a Chief Executive and Head of Paid Service, and three Executive Director roles for Inclusive Growth, Place and Resources (also Section 73 Officer), respectively.

2. Proposal

- 2.1 The EMCCA Constitution provides the process for the proper appointment for these four Chief Officer posts. EMCCA Board agreed in March 2024 to establish an Appointments Panel to oversee the recruitment including delegating authority for the Panel to conduct the recruitment and selection process and nominate a candidate for each role (subject to the requirements of the Constitution and any legislative requirements) for consideration by the Board. In doing so, the Panel has agreed the job descriptions, timelines and remuneration for each role.
- 2.2 Ultimately, the Appointments Panel will agree a recommended candidate for each role to put to the EMCCA Board for confirmation. Prior to any final appointment offers being made, all Members of the EMCCA Board will be informed by the Appointments Panel of the recommended candidate and have raised no objection within the specified period of two clear working days.
- 2.3 The current focus has been completing the appointment of the **Chief Executive and Head of Paid Service**. The Panel agreed on 17 June the revised timetable for the appointment (and subsequently updated given availability), as follows:

Chief Executive appointment: Activity	Date
Closing date for applications	25 August
Longlist meeting with Appointments Panel	2 September
Technical interviews with external technical adviser	5 and 6 September
Shortlist meeting with Appointments Panel	19 September
Engagement and Stakeholder Panels	w/c 23 and 30 September
Final interview with Appointments Panel	8 October
Recommendation to all EMCCA Board members	9 and 10 October
Appointment confirmed (subject to above)	11 October
Expected start date (if required to serve 3 months' notice)	January 2025

- 2.4 The recruitment to the **three Executive Directors** will follow immediately on from the Chief Executive appointment. These roles would be expected to enter the final selection process in December 2024. Three Panels are required hence the dates are spread over two weeks to help with the time pressures involved for the Appointments Panel members, as follows:

Executive Director appointments: Activity	Date
Closing date for applications	30 October
Longlist meeting with Appointments Panel	w/c 4 and 11 November
Technical interviews with external technical adviser	w/c 11 and 18 November
Shortlist meeting with Appointments Panel	w/c 25 November and 2 December
Engagement panels, assessment and final interview with Appointments Panel	w/c 2 and 9 December
Recommendation to all EMCCA Board members	w/c 2 and 9 December
Appointment confirmed (subject to above)	w/c 2 and 9 December
Expected start date (if required to serve 3 months' notice)	March / April 2025

3. Background

- 3.1 The Appointments Panel met informally on 8 April 2024 before the Mayor was elected and met formally on 17 June with the Mayor as chairing to progress the process set out above, with particular focus at this stage on the Chief Executive and Head of Paid Service appointment.
- 3.2 Given the importance of these Chief Officer appointments to the new organisation, Penna were selected as EMCCA's executive search partner and are proactively searching for exceptional candidates to fill these roles.
- 3.3 In developing the high-level operating model for the organisation, the EMCCA Board has previously recognised that the EMCCA should be a lean, agile, outward-facing organisation that works closely with stakeholders to deliver on the ambition for the region set out in the Devolution Deal and the Proposal. The new authority will work closely with and draw on the expertise of the constituent councils to maximise opportunities for efficiencies, including the use of Service Level Agreements for some functions, for example HR and Finance systems.
- 3.4 The first year of EMCCA will be a minimum viable product (MVP) to deliver the functions and level of investment agreed by the Board. Built into the organisation will be the potential to expand, for example as the investment portfolio expands rapidly in the early years. EMCCA's operational requirements are extensive, deriving from new and transferred functions (e.g. AEB and LEP functions, respectively) and this increase in its investment portfolio from this first year.
- 3.5 To enable this building up, support from the region through staff transfers (20 colleagues from the D2N2 LEP transferred to EMCCA in June 2024 followed by 3 into the Transport Team from Derby City Council and Nottingham City Council in August 2024) and secondments (including four seconded into the Transport Team from three constituent councils) have been necessary and provided additional expertise and capacity.
- 3.6 Good progress is being made with permanent recruitment into the organisation at grades below the Chief Officer roles described above. EMCCA has partnered with Osborne Thomas to provide support with this recruitment effort. Each role advertised has had a full independent evaluation, market testing to determine the pay scales/rate (with reference to the Pay and Grading Framework), and refinement of the details such as the job titles and/or the specific configuration of responsibilities in each area. The selection process for all roles is focused on both EMCCA Values and technical suitability for the roles. All EMCCA Hiring Managers have received training from Osborne Thomas regarding interview techniques to assess suitability against the Values Framework. In addition, roles from Head of Service and above are being filled with support from colleagues in the region.

4. Appendices

4.1 There are no appendices to this report.

5. Implications

Financial Implications

- 5.1 The salary ranges proposed for the Chief Officer posts are robustly benchmarked and therefore approved from a financial / budgetary perspective.
- 5.2 Any costs associated with a delay on the recruitment schedule will be met from existing budgets, although any additional cost is expected to be minimal.

Legal Implications

- 5.4 The Combined County Authority is required to designate one of its officers as Head of Paid Service under Section 4 of the Local Government and Housing Act 1989.
- 5.5 The Head of Paid Service is a statutory post with the duties set out in Section 4 (3) of the 1989 Act which include reporting (where they think it is appropriate) on the co-ordination of the discharge of the Combined County Authority's functions, the number and grades of staff required, the organisation of staff and their appointment and proper management.
- 5.6 The constitution makes it clear in its Officer Employment Procedure Rules that where the Combined County Authority proposes to appoint a Head of Paid Service (Chief Executive), Monitoring Officer, an officer with the responsibilities set out in Section 73 (1) of the Local Government Act 1985 (Chief Finance Officer) or Chief Officer, the Combined County Authority will appoint an Appointments Panel.
- 5.7 The responsibilities of the Appointments Panel and the process for the recruitment of Interim and Permanent Chief Officers is set out in the Officer Employment Procedure Rules. The content of this report is in line with the requirements set out in the constitution.

Other Significant Implications

5.8 None

Background Papers

- 5. [Proposed Senior Staffing Structure](#) – paper from EMCCA Board in March 2024.