

**Report Title: Recruitment of Chief Legal & Democratic Services Officer (Monitoring Officer).**

Date of meeting:	Monday 25 <sup>th</sup> November 2024		
Report to:	<b>EMPLOYMENT PROCEDURE COMMITTEE</b>		
Report of:	Executive Director of Corporate Services and Commercial.		
Portfolio:	Corporate Services		
Wards affected:	All		
Is this a key decision:	No	Included in Forward Plan:	No
Exempt/confidential report:	No - but Annexes 3, 4 and 5 are NOT FOR PUBLICATION by virtue of Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Local Government Act 1972. The Public Interest Test has been applied and favours the information being treated as exempt.		

**Summary:**

- (1) To update Members on the recruitment process so far, and to advise Members of the intended process for the appointment of a Chief Legal & Democratic Services Officer (Monitoring Officer).
- (2) To ask that Members consider the shortlist of candidates recommended for progression in the selection process.

**Recommendation(s):**

It is recommended that Members consider:

- (1) The approval of the shortlist of candidates for progression to the technical interview stage.
- (2) The approval of the proposed approach for this recruitment.

**Members are asked to note that:**

- (1) The post is graded Hay 3, salary £96,369 per annum.
  - (2) Given the potentially small field of candidates for this role, the recruitment agency Starfish carried out an executive search on behalf of the Council.
  - (3) A copy of the job advertisement is at Appendix 1.
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(4) The job description and person specification are set out at Appendix 2.

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### **Reasons for the Recommendation(s):**

- (1) To secure the appointment of a new Chief Legal & Democratic Services Officer (Monitoring Officer) following the resignation of the current postholder.

### **The Rationale and Evidence for the Recommendations:**

- (1) The postholder will be the Council's principal legal advisor and statutory Monitoring Officer.

#### **1. Recruitment Process to Date**

- 1.1 Starfish Search Ltd were commissioned to assist with the search and selection process for the Chief Legal & Democratic Services Officer (Monitoring Officer).
- 1.2 The recruitment process was initiated on 16<sup>th</sup> October 2024 and ended 17<sup>th</sup> November 2024. Starfish Search Ltd carried out an executive candidate search and job advertisements were placed in the Municipal Journal online and in print, and online in Public Law Jobs. The role was also advertised on Jobs Go Public and Sefton's website, along with appropriate social media such as the Council's 'X' feed, Facebook, and LinkedIn.

#### **Completion of the Appointment Process**

- 1.3 A longlist meeting will take place on 19<sup>th</sup> November 2024.
- 1.4 A shortlist of candidates recommended for progression to technical interview will be circulated to EPC members on 20<sup>th</sup> November 2024. Candidate information for all applicants will also be circulated.
- 1.5 It is recommended that the EPC approve the shortlist. The next stage will be technical interviews by Microsoft Teams. Discussion will then take place with the Chair of the EPC as to who should go forward to the next stage which will be assessments by an internal stakeholder group, and a staff networking group.
- 1.8 Assessments and final interviews will be held on 12<sup>th</sup> December 2024.
- 1.9 The Head of HR & Workforce will seek confirmation of no material or well-founded objections from Cabinet Members, should the EPC decide to appoint.

#### **2. Financial Implications**

- 2.1 The post is graded at Senior Management Hay 3, salary £96,369 per annum which rises to £124,605 with on-costs of 29.3%.

The core staffing budget will fund the post.

#### **3. Legal Implications**

Officers graded Hay 5 and above are to be appointed by the Employment Procedure Committee

#### 4. Corporate Risk Implications

Risk will be managed at service level.

#### 5 Staffing HR Implications

The role needs to be replaced to maintain an adequate level of service.

#### 6 Conclusion

Authorisation is sought to recruit to the post of Chief Legal & Democratic Services Officer (Monitoring Officer).

#### Alternative Options Considered and Rejected

None

<b>Equality Implications:</b> There are no equality implications.
<b>Impact on Children and Young People:</b> None

#### The recommendations within this report will:

Have a positive impact	N
Have a neutral impact	Y
Have a negative impact	N
The Author has undertaken the Climate Emergency training for report authors	Y

#### What consultations have taken place on the proposals and when?

##### (A) Internal Consultations

The Executive Director of Corporate Services & Commercial (FD7843/24) and the Chief Legal and Democratic Officer (LD5943/24) have been consulted and any comments have been incorporated into the report.

##### (B) External Consultations

None

#### Implementation Date for the Decision

Immediately following the Committee meeting, should approval be given the candidate will be called to interview.

<b>Contact Officer:</b>	Sheila Mawdsley
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**Background Papers:**

There are no background papers available for inspection.

**The following appendices are attached to this report:**

Appendix 1: Job advertisement

Appendix 2: Job description and person specification

Appendix 3: Candidates shortlisted for technical interview - synopsis, CV, and supporting letter.

Appendix 4: Candidate synopsis, CV and supporting letter of all applicants not shortlisted.

Appendix 5: recommended shortlist of applicants

Please note: Appendices 3,4 and 5 will be circulated on 20<sup>th</sup> November 2024