

## Senior Officer Urgent Decision

**Name of report writer: Mark Williams**

**Date: 15 May 2023**

**Ref: MW**



**Title: Decision on appointment of Director of Housing, Health and Environment Recruitment**

**Exempt from publication**

No

### Summary:

To approve the appointment of a new Director of Housing, Health and Environment upon the recommendation of the Interviewing (Chief Officers) Sub Committee and following consultation with the Leader of Council

### Recommendation:

That Tracy Hendron be appointed as the new Director of Housing, Health and Environment.

#### a) Reasons for Recommendation

The appointment of the Head of Paid Service and Chief Officers requires approval by Council, following the recommendation of the Interviewing (Chief Officers) Sub Committee, as set out in the Personnel Committee Terms of Reference and the Employment Procedure Rules.

The Interviewing (Chief Officers) Sub Committee met on the 25th April 2023 and recommended the appointment of Tracy Hendron current Head of Housing, Environmental Health and Trading Standards at Royal Borough of Windsor and Maidenhead following a competitive recruitment process.

Due to the urgency and the need to approve the appointment before the candidate attended another interview, the Chief Executive is invited to make an urgent decision in accordance with the powers delegated to him under the Constitution.

#### b) Alternative Options considered

To appoint or not to appoint the new Director of Housing, Health and Environment.

### **c) Risk Considerations**

A failure to appoint a suitable Director of Housing, Health and Environment will lead to the Council being open to significant strategic and operational risk.

### **d) Policy and Budgetary Considerations**

The appointment is to be funded from within existing budgets

---

## **1. Main Body of the Report**

- 1.1 This report provides an update on the progress of recruitment following the indication of the current Director of Housing, Health and Environment of his intention to retire this summer and invites the Chief Executive to approve the appointment of a replacement following a comprehensive recruitment process and the recommendation of the Interviewing (Chief Officer) Sub Committee.

## **2. Background**

- 2.1 Directors are designated as Chief Officers on Joint Negotiating Committee (JNC) Chief Officer terms and conditions.
- 2.2 The Council's Employment Procedure Rules (Part 4, paragraph 4.8 of the Constitution) state that full Council will approve the appointment of the Head of Paid Service or a Chief Officer following the recommendation of such an appointment by the Interviewing (Chief Officer) Sub Committee, which consists of seven councillors drawn from the membership of the Personnel Committee which shall include at least one member of the Cabinet (subject to the rules relating to political balance / proportionality) (Personnel Committee Terms of Reference, Part 3, Section 2, paragraph 2.10.6).
- 2.3 The current Director of Housing, Health and Environment postholder has advised of his intention to retire in August 2023. The recruitment process for his successor commenced in early February 2023. Final interviews were held on 25<sup>th</sup> April 2023 following a robust competitive process managed by an executive recruitment agency that liaised with potential candidates, developed a recruitment campaign and supported the selection process. Using an agency provided the Council with access to a wider range of potential candidates and specialist advice and support, which was particularly helpful given the continuing challenging employment market.
- 2.4 Following interviews on the 25<sup>th</sup> April 2023, the unanimous recommendation of the Interviewing (Chief Officer) Sub Committee was that Tracey Hendron current Head of Housing, Environmental Health and Trading Standards at Royal Borough of Windsor and Maidenhead be appointed.
- 2.5 Senior Officers have delegated authority under the Constitution to take urgent decisions in consultation with either the Leader or Deputy Leader of the Council or the relevant Committee Chair in any case where it is not practicable to refer the matter to a meeting of the Council. A report on any major decision taken must subsequently be made and the decision must be based on a written report that contains an assessment of the legal, financial and other

relevant implications. This report contains that assessment and makes a recommendation to the Chief Executive.

- 2.6 Due to the fact that the candidate had been shortlisted for a further interview elsewhere, it was considered by the Committee that the appointment could not await the next Council meeting and it was impracticable to arrange a special meeting due to the election. In the circumstances, with the support of the Leader, the Chief Executive is invited to approve the appointment pursuant to delegated powers and in accordance with the recommendation of the Sub-Committee.

### **3. Appendices**

None

### **4. Background Papers**

None

### **5. Financial Implications**

Cost of recruitment is built into a general allowance within salary budgets across the Council.

### **6. Legal Implications**

The substantive legal issues have been detailed in the report and no further comment is required.

---

## **Authority**

**Senior Officers delegated power in cases of urgency, paragraph 3 of the delegated powers of officers**

### **Consultations**

- The Interviewing Sub Committee – unanimously recommended the appointment of Tracey Hendron.
- Leader – The Leader has been duly consulted and has confirmed his support.
- Executive Portfolio Holders – all Executive Portfolio Holders were notified of the intention to appoint and no objections have been received.

### **Has the Chief Executive been notified?**

Chief Executive decision

---

## Officer Decision

### Decision:

To approve the appointment of the Director of Housing, Health and Environment

### Reasons for decision:

The Interviewing (Chief Officers) Sub Committee has unanimously recommended the appointment of Tracey Hendron as the Director of Housing, Health and Environment and the appointment is a key appointment for the Council. The decision is urgent and cannot await a meeting of Full Council.



Signed:

Dated: 15 May 2023

Chief Executive: Mark Williams

### Equalities impact

Will the proposal impact on promoting equality/opportunity as between people of different backgrounds [age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity]

### Positive /Neutral /negative impact?

Neutral

### Details:

The decision does not impact on the delivery of any Council service or matter affecting equality.

### Proposals to mitigate any negative impacts:

n/a