

Report to: Personnel Committee



Date of Meeting 6th February 2023

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

Director Recruitment

Report summary:

To update on the recruitment process for the Director of Governance and Licensing (Monitoring Officer) role and advise on the need to recruit to the Director of Housing, Health and Environment role.

Is the proposed decision in accordance with:

Budget Yes No

Policy Framework Yes No

Recommendation:

That Committee:

- Note the recruitment process to date for the Director of Governance and Licensing role.
- Confirm the requirement to convene the Interviewing Sub Committee as part of the upcoming recruitment and selection process for the Director of Housing, Health and Environment post.

Reason 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.

Officer: Mark Williams, Chief Executive

Portfolio(s) (check which apply):

- Climate Action and Emergency Response
- Coast, Country and Environment
- Council and Corporate Co-ordination
- Democracy, Transparency and Communications
- Economy and Assets
- Finance
- Strategic Planning
- Sustainable Homes and Communities
- Tourism, Sports, Leisure and Culture

Equalities impact Low Impact

Recruitment and selection will be undertaken in accordance with employment and equality law and the Council's procedures.

Climate change Low Impact

Risk: Low Risk; Failure to recruit to this key role in the Council could lead to service disruption and inability to undertake Council business.

Links to background information [221128 Monitoring Officer recruitment Personnel Ctte report.pdf \(eastdevon.gov.uk\)](#)

Link to [Council Plan](#)

Priorities (check which apply)

- Better homes and communities for all
 - A greener East Devon
 - A resilient economy
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Report in full

1. This report provides an update on the progress of recruitment following the resignation of the Strategic Lead for Governance and Licensing (Monitoring Officer). The current Director of Housing, Health and Environment has recently advised of his intention to retire this summer and the report therefore also advises on the steps required to recruit to this post.

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*).

3. Director of Governance and Licensing (Monitoring Officer) Recruitment Update

- 3.1. This post became vacant from 24th January 2023, with interim arrangements agreed by Committee on 28th November 2022. The recruitment process commenced in early December and interviews are being held on 7th February. If an appointment is made plans will then be made for appropriate onboarding and induction. Members will be advised further following the interview process.

4. Director of Housing, Health and Environment Recruitment

- 4.1. The current postholder has advised of his planned retirement in August 2023. To provide a short period of handover it is proposed that recruitment commences as soon as possible. The executive recruitment agency, selected to undertake the Monitoring Officer recruitment, will also support with this role. The timeline will be as follows:
 - February – preparation work undertaken and recruitment advertising commences, with potential candidates approached by the agency.
 - Mid-March – Closing date for applications.
 - Late March/April – Shortlisting and selection process, including Sub Committee interviews and Full Council ratification.
 - Mid/late July (Tbc) – Successful candidate commences employment (subject to notice requirements).

- 4.2. The executive recruitment agency will liaise with potential candidates, develop a recruitment campaign and support the selection process. Using an agency provides the Council with access to a wider range of potential candidates and specialist advice and support, which is particularly helpful given the continuing challenging employment market.
- 4.3. As set out in the Constitution, the Interviewing Sub Committee will be required to make recommendations to Full Council about the proposed appointment. Membership of the Committee consists of seven members of Personnel Committee and names will be sought in due course to undertake this role, taking into account the Terms of Reference as described at paragraph 2.4. Following confirmation of the Sub Committee membership, the Head of Paid Service and HR Manager will liaise with them to confirm the interview date and to provide advice and support.
- 4.4. It is hoped that there will be a period of handover between the new appointee starting and the current postholder's retirement.

5. Committee will be kept informed.

Financial implications:

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

Legal implications:

The legal position is detailed in the report and no further comment is required.