

Report to: Personnel Committee



Date of Meeting 13<sup>th</sup> June 2024

Document classification: Part A Public Document

Exemption applied: None

Review date for release N/A

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## Director Recruitment

### Report summary:

To advise on the recruitment process to appoint the Directors of Place and Housing and Health.

### Is the proposed decision in accordance with:

Budget Yes  No

Policy Framework Yes  No

### Recommendation:

That Committee note the recruitment process for the Director recruitments and the process for determining who will constitute the Interviewing Sub Committee.

### Reason for recommendation:

The appointment of Directors 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.

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Portfolio(s) (check which apply):

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

### Equalities impact Medium Impact

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

### Climate change Low Impact

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

**Links to background information** n/a

## [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. On 8<sup>th</sup> May 2024 Council agreed to the arrangements for backfilling the Director of Housing role, along with the proposal to reassign some areas of responsibility and recruit to a new Director of Place position. Recruitment for these two roles – Director of Housing and Health and Director of Place has now commenced, and this report provides information on the process and timescale.
  2. Directors are employed on Joint Negotiating Committee (JNC) Chief Officer terms and conditions. The Council's Employment Procedure Rules (Part 4, paragraph 4.8 of the Constitution) state that full Council will approve the appointment of Directors following the recommendation of such an appointment by the Interviewing Sub Committee. The Sub Committee 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. An executive search agency has been commissioned to support the recruitment process. This is standard practice for roles at this level as it provides access to a wide range of potential candidates and specialist advice and support, which is particularly helpful given the continuing challenging employment market. This approach has also proved beneficial during the recent Chief Executive and previous Director recruitments. The agency has developed a recruitment campaign, will liaise with potential candidates, and supports the selection process. The costs of commissioning the agency were approved by Council on 8<sup>th</sup> May.
2. The planned timescale for the recruitment and selection process is as follows. On the advice of the agency, the process has been extended to avoid August summer holidays as much as possible:
    - End May/early June – preparatory work by the agency and go live with recruitment advert on 13<sup>th</sup> June (Municipal Journal and microsite).
    - 21<sup>st</sup> July – closing date for applications.
    - w/c 29<sup>th</sup> July/5<sup>th</sup> August - initial sifting by the agency and agreement of longlist.
    - w/c 12<sup>th</sup> August – preliminary technical interviews with the Chief Executive.
    - w/c 19<sup>th</sup> August – final shortlist and assessment centre briefing with the Interviewing Sub Committee. Psychometric and media testing for candidates.
    - w/c 2<sup>nd</sup> or 9<sup>th</sup> September – assessment centre selection process, including Sub Committee interviews.
    - Mid September – Council and Cabinet member objection procedures followed.
    - September – December 2024 – onboarding of successful candidate, commencement of employment (subject to notice requirements) and commencement of induction.

3. The Interviewing Sub Committee will be required to make recommendations to full Council about the proposed appointment and it is proposed that Sub Committee membership is confirmed as soon as possible to enable the Corporate Lead – HR and executive search agency to undertake preparatory work with the Sub Committee in advance of the selection process. Group leaders have been asked to confirm names by 17<sup>th</sup> June.
  4. The existing interim arrangements agreed with Council to cover the two Director roles will continue until the appointment of the new postholder. Following expressions of interest and an interview process the following Assistant Directors have been confirmed as acting up in the Director role on an interim basis:
    - Director of Place – Andrew Wood
    - Director of Housing and Health – Catrin Stark.
  5. Committee will be kept informed of progress.
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### **Financial implications:**

Council have approved a £35k budget for a recruitment budget.

### **Legal implications:**

As is outlined in the report, the procedure for the recruitment of a Director is set out in the Officer Procedure Rules. This requires appointment by Full Council following a recommendation by the Interviewing Sub-Committee. Full Council can only appoint where no well-founded objection has been made by a Member of the Cabinet. Council makes the final decision on whether a complaint is well-founded.