

EMPLOYMENT COMMITTEE
17 September 2021

***PART 1 – PUBLIC DOCUMENT**

TITLE OF REPORT: RECRUITMENT TO ROLE OF SERVICE DIRECTOR PLACE

REPORT OF: MANAGING DIRECTOR

EXECUTIVE MEMBER: LEADER OF THE COUNCIL

COUNCIL PRIORITY: BE A WELCOMING, INCLUSIVE AND EFFICIENT COUNCIL

1. EXECUTIVE SUMMARY

This report sets out the background to the process for recruitment thus far and the recommendations for the Service Director Place post.

2. RECOMMENDATIONS

- 2.1. That the Employment Committee interview the candidate(s) for the role.
- 2.2. That the Employment Committee note the content of this report.

3. REASONS FOR RECOMMENDATIONS

- 3.1. At the time of publishing this report the officer panel interviews have not taken place. The details of the candidate(s) and the latter stages of the recruitment process will therefore be contained in the part 2 report once it is published. This report sets out the background.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1. Prior to commencing the recruitment exercise to identify a new Service Director Place different options were considered by the Managing Director as to whether services could be realigned under different Service Directors and a saving taken. However taking into account the frontline services within the directorate, the ongoing impact of the pandemic and subsequent recovery, plus the capacity of the Leadership Team, it was concluded that the most appropriate approach was to recruit to the existing role.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1. The Leader and Deputy Leader of the Council and Leadership Team were consulted as part of the considerations in paragraph 4.1 above and the approach was supported.
- 5.2. In order to comply with legal and constitutional requirements, Executive Members will need to be notified of any proposed appointment following a decision of the Committee, prior to an appointment being confirmed.

6. FORWARD PLAN

- 6.1 This report does not contain a recommendation on a key Executive decision and has therefore not been referred to in the Forward Plan.

7. BACKGROUND

- 7.1. The current Service Director Place has announced he is to retire, effective 21 September 2021. Due to the timescales for the recruitment of a replacement there will be minimal (if any) handover with the existing Service Director. The Leadership Team, Place directorate managers and others will therefore help support the handover and the retiring Service Director has offered to make himself available informally to answer any questions.

8. RELEVANT CONSIDERATIONS

- 8.1. Prior to advertising the role the job description and person specification were reviewed to ensure that the criteria were consistent with other Service Director posts, were robust and appropriate and did not unduly disqualify any potential candidate from applying.
- 8.2. The role was advertised both internally and externally at the request of the Leader and Deputy Leader to ensure that we tested the market to obtain the best possible candidate.
- 8.3. The advert was posted on 13 July 2021, with a deadline of 2 August 2021 for submission of applications. At the initial stage candidates had to complete an application form, a literacy test, a numeracy test and a personality profile. Shortlisting of applicants was carried out based on the application form and two tests. The personality profile was not scored but was used as part of the interview and to understand potential development needs.
- 8.4. The next stage involves a written test which candidates were given one hour to complete. Finally, the candidates attend an interview with a panel of three officers, during which they provide a presentation and answer competency-based questions from the panel. This is the same presentation that will be provided to the Employment Committee. Details will be provided in the part 2 report.
- 8.5. The application and tests were all carried out online. The panel interview is held in person, although due to the pandemic all candidates are given the opportunity to opt for an interview via video conference if they required it.

9. LEGAL IMPLICATIONS

- 9.1. The Council's Constitution sets out the terms of reference for the Employment Committee which states at 10.3.4(b) "To interview and appoint candidates for the posts of Service Director, and to interview and recommend to Council the appointment of Monitoring Officer, Chief Finance Officer and Returning Officer/ Electoral Registration Officer."

10. FINANCIAL IMPLICATIONS

- 10.1. Full Council has previously approved the budget which includes the staffing budget. Prior to the creation of the Service Director roles in 2018 the posts were subject to an external job evaluation exercise by Hay to determine the salary level for each post

11. RISK IMPLICATIONS

- 11.1. The proposals contained within this report for future senior management arrangements of the Authority have regard to the adopted risk and opportunities framework in seeking to ensure that the Council manages its risks in an efficient and effective manner.

12. EQUALITIES IMPLICATIONS

- 12.1. In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2. The Council's Recruitment Policies are developed and consulted upon in a way which complies with the Equalities Act 2010.

13. SOCIAL VALUE IMPLICATIONS

- 13.1. The Social Value Act and "go local" requirements do not apply to this report.

14. ENVIRONMENTAL IMPLICATIONS

- 14.1. There are no known Environmental impacts or requirements that apply to this report.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 The Human Resources Implications are contained within the body of the report. The Interim Human Resources Services Manager played a full role in the recruitment as part of the recruiting panel.

16. APPENDICES

- 16.1 Appendix A – Service Director Place Job Description
- 16.2 Appendix B – Service Director Place Person Specification

17. CONTACT OFFICERS

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18. BACKGROUND PAPERS

18.1 None.