

EMPLOYMENT COMMITTEE
11 July 2023

***PART 1 – PUBLIC DOCUMENT**

**TITLE OF REPORT: RECRUITMENT TO TEMPORARY ROLE OF SERVICE DIRECTOR
HOUSING AND ENVIRONMENTAL HEALTH**

REPORT OF: MANAGING DIRECTOR

EXECUTIVE MEMBER: LEADER OF THE COUNCIL

COUNCIL PRIORITY: PEOPLE FIRST

1. EXECUTIVE SUMMARY

This report sets out the background to the process for recruitment thus far and the recommendations for the temporary Service Director Housing and Environmental Health post.

2. RECOMMENDATIONS

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

3. REASONS FOR RECOMMENDATIONS

- 3.1. The details of the recruitment process and performance of the applicants are set out in the part 2 report. This report sets out the background.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1. Prior to commencing the recruitment exercise to identify a temporary Service Director Housing and Environmental Health, discussions were undertaken with the Leadership Team on the requirements for additional resources to deliver services and how any identified funding could best be utilised. A number of options were discussed with this role seen as a priority. Cabinet at its meeting on 14 March 2023 approved the use of £140k of salary budget carry-forward for additional Service Director capacity for an 18 month period.

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. At the Council budget meeting on 23 February 2023 the following resolution was passed: "Council notes the staff resourcing issues that the Council faces, particularly in relation to planning and the strategic implementation of the Local Plan, and notes that Cabinet and the Head of Paid Service will look at options to make use of available resources (such as carry forward of unspent salary budgets) to support the delivery of key Council functions and priorities." Cabinet at its meeting on 14 March 2023 approved the use of £140k for additional Service Director capacity to deliver existing Council priorities. It was agreed to create an additional fixed-term role (around 18 months) at the Service Director level within the Regulatory Directorate, to allow the current Service Director to focus on strategic planning issues. Noting that the effective implementation of the Local Plan and supplementary planning documents, could lead to significant levels of planning income and improved planning obligation contributions. This will also help enable the work on town centre strategies. Additionally, members will be well versed in the challenges facing the Environmental Health and Housing teams and additional support will help meet the challenges posed by homelessness, housing shortages, asylum seekers and refugees and the ongoing impacts of the perma-crisis of the last three years.

8. RELEVANT CONSIDERATIONS

- 8.1. Prior to advertising the role, the job profile was 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. In accordance with our standard practice for such roles, it was advertised both internally and externally to ensure that we tested the market to obtain the best possible candidate.
- 8.3. The advert was posted on 31 May 2023, with a deadline of 14 June 2023 for submission of applications. At the initial stage candidates had to complete an application form. Candidates were then shortlisted on the basis of their application form and the successful ones invited to undertake verbal and numerical reasoning tests. These were the same tests previously used in the recruitment of the Service Director Customers and Service Director Place.
- 8.4. The next stage was a written test which candidates were given one hour to complete. Finally the candidates attended an interview with a panel of three officers, during which they had to provide a presentation and answer competency based questions. Details will be provided in the part 2 report.
- 8.5. The application and tests were all carried out online. The panel interview was held in person.

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. As set out in paragraph 7.1 Full Council and Cabinet have previously approved the budget for this temporary role. Prior to the creation of the Service Director roles in 2018 the posts were subject to an external job evaluation exercise 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 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 Housing and Environmental Health Job Profile
- 16.2. Appendix B – Service Director Housing and Environmental Health advert

17. CONTACT OFFICERS

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18. BACKGROUND PAPERS

18.1. None.