

EMPLOYMENT COMMITTEE
4 JUNE 2025

*PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: DIRECTOR RECRUITMENT

REPORT OF: CHIEF EXECUTIVE

EXECUTIVE MEMBER: LEADER OF THE COUNCIL

COUNCIL PRIORITY: ACCESSIBLE SERVICES

1. EXECUTIVE SUMMARY

This report sets out the background to the process for recruitment to the Director Place and Director Governance (& Monitoring Officer) posts.

2. RECOMMENDATIONS

- 2.1. That the Employment Committee interview the candidates for the roles.
- 2.2. That the Employment Committee note the content of this report.

3. REASONS FOR RECOMMENDATIONS

- 3.1. The details of the candidates and their performance throughout the recruitment process are contained in the part 2 report. This report sets out the background.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1. Prior to the recruitment to the roles consideration was given to alternative options during the development of the Leadership Team restructure proposals that were approved by Full Council on 27 February 2025.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1. The Leader and Deputy Leader of the Council were consulted on the approach to take with advertising the roles.
- 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 for the Director Place, prior to an appointment being confirmed. The Director Governance includes a Statutory Officer (Monitoring Officer) responsibility and any offer of employment made would be subject to membership confirmation at Full Council of the appointment as Monitoring Officer.

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 Leadership Team restructure undertaken at the start of 2025 reviewed all the Director roles and re-focussed these two roles by moving some previous responsibilities to other areas. The new structure was approved by Full Council on 27 February 2025 and the committee report acknowledged the upcoming retirement of two Directors. The current Director Place retires on 1 June 2025 and interim arrangements are already in place to cover the transitional period until a new Director is in place. The current Director Governance retires on 31 August 2025 and interim arrangements may be required to cover any transitional period before the new Director is able to start. If this is required the Chief Executive will work with the current Director Governance to put suitable arrangements in place.

8. RELEVANT CONSIDERATIONS

- 8.1. Prior to advertising the role the job profiles were reviewed as part of the Leadership Team restructure. This ensured that they were robust and appropriate and did not unduly disqualify any potential candidate from applying. It was decided to run the two recruitment processes in parallel, in case there was a lack of candidates for either (or both) roles, as that would allow candidates' performance to be compared across the roles as well as against their own cohort.
- 8.2. The role was advertised both internally and externally, as is the standard approach for these positions. At the request of the Leader and Deputy Leader paid adverts were used in addition to the normal free listings (the Council's website and LinkedIn etc), to ensure that we tested the market to obtain the best possible candidates. Both roles were advertised with the MJ Local Gov Jobs, New Start and Jobs Go Public. Additionally, the Governance role was advertised with Local Government Lawyer and Public Law Jobs and the Place role was advertised with The Planner. Both jobs were promoted on several occasions across the Council's social media channels.
- 8.3. The adverts were posted on 4 April 2025, with a deadline of 29 April 2024 for submission of applications. At the initial stage candidates were shortlisted based on the written application form. Those shortlisted were required to then undertake a literacy test, a numeracy test and a personality profile. The personality profile was not scored but was used as part of the interview and to understand potential development needs. The candidates were then required to undertake a written test which candidates were given one hour to complete.
- 8.4. Finally, the candidates attended an interview with a panel of three officers (the Chief Executive, Director of Resources and HR Services Manager), during which they provided a presentation and answered competency-based questions from the panel. This is the same presentation question that will be provided to the Employment Committee (although candidates have been allowed to tweak it if they wanted to). 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. The process set out at 8.3 and 8.4 is the same process that has been used for Director recruitment in the last five years.

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 Director, and to interview and recommend to Council the appointment of Monitoring Officer, Chief Finance Officer and Returning Officer/ Electoral Registration Officer." As per 10.3.5 by recommendation to Council for "The appointment of theMonitoring Officer prior to any offer being issued".
- 9.2. The Council's Constitution sets out the terms of reference for Full Council which states at 4.4.1(j) "the offer of appointment ... to the ... Monitoring Officer...".
- 9.3. Prior to confirming a formal offer to the successful candidate(s) it is a legal requirement to notify Cabinet of the proposed appointment (as reflected in the Council's Constitution at paragraph 12.8.5(b)) and the part 2 recommendations reflect that, noting that where this is a Statutory Officer post, 12.8.5(a) applies and this is subject to Full Council approval [(a) Where the appointor...is proposing to appointthe Monitoring Officer, the Council must approve that appointment before the offer of appointment is made....."]

10. FINANCIAL IMPLICATIONS

- 10.1. Full Council has previously approved the budget which includes the staffing budget at its meeting on 27 February 2025. 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.
- 10.2. The total cost of the paid for job adverts was approximately £6.5k. Given the current uncertainty following the Devolution White Paper it was considered important to try to advertise widely in order to attract the greatest amount of attention. These costs were charged to the salary budgets for the role. Additionally there was a cost of £180 per candidate for the literacy and numeracy tests and £135 per candidate for the personality profiles.
- 10.3. The intention is that the cost of any interim arrangements required (see paragraph 7.1) will be met from existing salary budgets. Any variances will be reported to Cabinet through the usual budget monitoring processes.

11. RISK IMPLICATIONS

- 11.1. Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2. 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. By

approving the Leadership Team restructure Full Council acknowledged the risks posed by an under resourced Leadership Team.

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 HR Services Manager played a full role in the recruitment, by providing support to the Chief Executive and as part of the recruiting panel.

16. APPENDICES

- 16.1 Appendix A – Job Profile Director Place
- 16.2 Appendix B – Job Profile Director Governance

17. CONTACT OFFICERS

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18. BACKGROUND PAPERS

- 18.1 Report to Full Council – Leadership Team and Senior Management Restructure, 27 February 2025