

Agenda

Meeting name	Employment Committee
Date	Wednesday, 28 April 2021
Start time	9.30 am
Venue	By remote video conference
Other information	This meeting is open to the public

Members of the Employment Committee are summoned to the above meeting to consider the following items of business.

Edd de Coverly
Chief Executive

Membership

Councillors	J. Orson (Chair)	L. Higgins (Vice-Chair)
	R. de Burle	A. Freer
	A. Hewson	A. Pearson
	P. Wood	

Quorum: 4 Councillors

Meeting enquiries	Democratic Services
Email	democracy@melton.gov.uk
Agenda despatched	Tuesday, 20 April 2021

No.	Item	Page No.
	<p>REMOTE MEETING ARRANGEMENTS Meeting Participants:</p> <p><u>Zoom video conferencing webinar:</u> An invitation will be sent to Members for this meeting</p> <p>Public Access:</p> <p><u>YouTube:</u> The meeting will be available on YouTube</p>	
1.	APOLOGIES FOR ABSENCE	
2.	<p>DECLARATIONS OF INTEREST Members to declare any interest as appropriate in respect of items to be considered at this meeting.</p>	1 - 2
	<p>EXCLUSION OF THE PUBLIC AND PRESS To determine that the public and press be excluded from the meeting in accordance with Section 100(A) (4) of the Local Government Act 1972, as amended and in accordance with the Access to Information provisions of Procedure Rule 239, as the following item of business is likely to involve the disclosure of exempt information as defined in Paragraph 1 of Parts 1 and 2 of Schedule 12A of the Act.</p>	
3.	<p>DIRECTOR RECRUITMENT To receive the Chief Executive's report</p>	3 - 8

Advice on Members' Interests

PERSONAL AND NON-PECUNIARY INTERESTS

If the issue being discussed affects you, your family or a close associate more than other people in the area, you have a personal and non-pecuniary interest. You also have a personal interest if the issue relates to an interest you must register under paragraph 9 of the Members' Code of Conduct.

You must state that you have a personal and non-pecuniary interest and the nature of your interest. You may stay, take part and vote in the meeting.

PERSONAL AND PECUNIARY INTERESTS

If a member of the public, who knows all the relevant facts, would view your personal interest in the issue being discussed to be so great that it is likely to prejudice your judgement of the public interest and it affects your or the other person or bodies' financial position or relates to any approval, consent, licence, permission or registration then **you must state that you have a pecuniary interest, the nature of the interest and you must leave the room***. You must not seek improperly to influence a decision on that matter unless you have previously obtained a dispensation from the Authority's Audit and Standards Committee.

DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS

If you are present at any meeting of the Council and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, if the interest is not already registered, you must disclose the interest to the meeting. You must not participate in the discussion or the vote and you must leave the room.

You may not attend a meeting or stay in the room as either an Observer Councillor or *Ward Councillor or as a member of the public if you have a pecuniary or disclosable pecuniary interest*.

BIAS

If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest (bias) then you should not take part in the decision-making process; you should leave the room. **You should state that your position in this matter prohibits you from taking part.** You may request permission of the Chair to address the meeting prior to leaving the room. The Chair will need to assess whether you have a useful contribution to make or whether complying with this request would prejudice the proceedings. A personal, pecuniary or disclosable pecuniary interest will take precedence over bias.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you are aware of the issue being discussed.*

*There are some exceptions – please refer to paragraphs 3.12(2) and 3.12(3) of the Code of Conduct

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Director Recruitment – Final Interview

Corporate Priority:	Corporate Strategy 2020 – 2024 <ol style="list-style-type: none"> 1. Excellent services positively impacting on our communities 2. Providing high quality council homes and landlord services 3. Delivering sustainable and inclusive growth in Melton 4. Protect our climate and enhance our natural environment 5. Ensuring the right conditions to support delivery (inward) 6. Connected and led by our community (outward)
Relevant Ward Member(s):	All
Date of consultation with Ward Member(s):	N/A
Exempt Information:	Yes - Appendix A is exempt by virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

1 Summary

- 1.1 The post of Director for Housing and Communities was added to the Corporate structure in November 2019. The function of the role is to support the delivery of the Corporate Strategy and priorities, with a particular focus on delivering improvements in the quality of council homes and landlord services, as well as service excellence across a range of other services. The post is currently vacant and a recruitment process was initiated for this important role.
- 1.2 In November 2020 Council approved a decision to appoint one director as Deputy Chief Executive to support the Chief Executive in delivering the Corporate Strategy and to

deputise during periods of absence. This designation has been added to the Director for Housing and Communities role.

- 1.3 Following a selection process, the Employment Committee are tasked with undertaking the final interview process in order to determine a successful candidate for the Director for Housing and Communities (Deputy Chief Executive) position.

2 Recommendation(s)

That the Employment Committee:

2.1. Following the selection process, including interview, agree a successful candidate to make an offer of appointment to the post of Director for Housing and Communities (Deputy Chief Executive).

2.2 That in event of 2.1 being made, authority is delegated to the Chief Executive, in consultation with the Consultant from Gatenby Sanderson and the HR and Communications Manager, to agree the final offer of employment to include salary and start date with the successful candidate.

3 Reason for Recommendations

- 3.1 To complete the next stage of the appointment process for the vacant post of Director for Housing and Communities (Deputy Chief Executive). There are no further policy or corporate implications from this report.

4 Background

- 4.1 The Director for Housing and Communities (Deputy Chief Executive) was advertised week commencing 8 March 2021 with a closing date of 7 April 2021. Recruitment Consultants Gatenby Sanderson were appointed to support the recruitment process for this post.
- 4.2 Following an initial sift of the applications by Gatenby Sanderson, members considered the longlist for the post on 9 April 2021.
- 4.3 The consultant from Gatenby Sanderson along with an appointed assessor met with all the longlisted candidates for a technical assessment on 15 April. Members considered the feedback from the technical interviews on 20 April and agreed a short list of candidates to take forward to a two day assessment centre.
- 4.4 Approval of the final schedule for the assessment centre and interview questions were agreed by the Chief Executive in consultation with members of the Employment Committee, the Consultant and the HR and Communications Manager.
- 4.5 The Employment Committee will be provided with feedback from the assessment centre, references and psychometric testing prior to commencing the final panel interviews.

5 Options Considered

- 5.1 Not to appoint to the post. The post will remain vacant and impede the council's ability to meet its strategic aspirations including improving the quality of the housing service, customer services more generally, generating additional return on our assets and more effectively tackling community concerns. This option is not recommended.

6 Consultation

- 6.1 The selection process for the Director role has included feedback from the recruitment consultants engaged to support the process, as well as feedback gained from other stakeholders throughout the assessment process.

7 Next Steps – Implementation and Communication

- 7.1 Following confirmation of the successful candidate an offer will be made subject to the Council's terms and conditions of employment, start date and salary. The new Director would take up their post after any required notice period is served.

8 Financial Implications

- 8.1 The costs of the recruitment have been met within existing budgets and the salary costs associated with the role are contained within the Council's approved establishment. There are no additional financial costs as a result of this report.
- 8.2 Financial Implications reviewed by: Director for Corporate Services

9 Legal and Governance Implications

- 9.1 This appointment will strengthen the Council's Senior Leadership Team by providing resilience, and support to the Chief Executive.
- 9.2 In accordance with the Local Government Act 1972, s.112, a local authority shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority's functions as fall to be discharged by them.
- 9.3 The appointment of staff is a Council function and Chief Officer appointments have been delegated to the Employment Committee. The Director for Housing and Communities is a Chief Officer position.
- 9.4 In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 an offer of an appointment for a Chief Officer must not be made by the Employment Committee until:
- 9.4.1 the Committee has notified the Chief Executive [the "proper officer"] of the name of the person to whom it wishes to make the offer and any other particulars which it considers are relevant to the appointment;
- 9.4.2 the proper officer has notified every Member of the executive of –
- a) the name of the person to whom the Committee wishes to make the offer;
 - b) any other particulars relevant to the appointment which the Committee has notified to the proper officer; and
 - c) the period within which any objection to the making of the offer is to be made by the Leader, on behalf of the executive to the proper officer
- and either-
- i) the Leader has, within the period specified in the notice notified the Committee that neither he nor any other Member of the Cabinet has any objection to the making of the offer;

- ii) the proper officer has notified the Committee that no objection was received by them within that period from the Leader; or
- iii) the Committee is satisfied that any objection received from the Leader within that period is not material, or is not well-founded.

9.5 The Chief Executive as Head of Paid Service has delegated authority through the Employment Committee Function and Procedure rules to approve terms and conditions including pay for Chief Officers..

Legal Implications reviewed by: Monitoring Officer

10 Equality and Safeguarding Implications

10.1 There are no direct safeguarding implications associated with the new appointment . Equalities matters will be dealt with by the consultants through the recruitment procedure and by the HR and Communications Manager as necessary.

11 Community Safety Implications

11.1 There are no direct community safety implications though the selection process for the director role however the successful appointment will increase the council’s capability to support communities and improve safety.

12 Environmental and Climate Change Implications

12.1 There are no direct environmental and climate change implications though the selection process for the director role however the successful appointment will increase the council’s capability to support environmental matters and climate change.

13 Other Implications (where significant)

13.1 Considered within the body of the report

14 Risk & Mitigation

Risk No	Risk Description	Likelihood	Impact	Risk
1	Failure to appoint to the post	Very Low	Critical	Medium Risk

		Impact / Consequences			
		Negligible	Marginal	Critical	Catastrophic
Likelihood	Score/ definition	1	2	3	4
	6 Very High				
	5 High				
	4 Significant				
	3 Low				
	2 Very Low			X	
	1 Almost impossible				

15 Background Papers

None

16 Appendices

16.1 EXEMPT Appendix A – CV's of final short listed candidates to be interviewed

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