

# Agenda

<b>Meeting name</b>	<b>Meeting of the Employment Committee</b>
<b>Date</b>	<b>Thursday, 21 September 2023</b>
<b>Start time</b>	<b>9.30 am</b>
<b>Venue</b>	<b>Parkside, Station Approach, Burton Street, Melton Mowbray, Leicestershire LE13 1GH</b>
<b>Other information</b>	<b>This meeting is open to the public</b>

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

**Edd de Coverly**  
**Chief Executive**

## Membership

<b>Councillors</b>	P. Allnatt (Chair)	M. Glancy (Vice-Chair)
	J. Adcock	R. Browne
	S. Butcher	M. Graham MBE
	J. Orson	

**Quorum:** 4 Councillors

<b>Meeting enquiries</b>	Democratic Services
<b>Email</b>	democracy@melton.gov.uk
<b>Agenda despatched</b>	Wednesday, 13 September 2023

No.	Item	Page No.
1.	<b>APOLOGIES FOR ABSENCE</b>	
2.	<b>DECLARATIONS OF INTEREST</b> Members to declare any interest as appropriate in respect of items to be considered at this meeting.	1 - 2
	<b>EXCLUSION OF THE PUBLIC AND PRESS</b> 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 Paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act.	
3.	<b>ASSISTANT DIRECTOR AND MONITORING OFFICER RECRUITMENT</b> To receive a report on the recruitment of an Assistant Director and Monitoring Officer.	3 - 8

## MEMBER INTERESTS

### Do I have an interest?

#### 1 DISCLOSABLE PECUNIARY INTERESTS (DPIs)

A “Disclosable Pecuniary Interest” is any interest described as such in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and includes an interest of yourself, or of your Spouse/Partner (if you are aware of your Partner's interest) that falls within the following categories: Employment, Trade, Profession, Sponsorship, Contracts, Land/Property, Licences, Tenancies and Securities.

A Disclosable Pecuniary Interest is a Registerable Interest. Failure to register a DPI is a criminal offence so register entries should be kept up-to-date.

#### 2 OTHER REGISTERABLE INTERESTS (ORIs)

An “Other Registerable Interest” is a personal interest in any business of your authority which relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority; or
- b) any body
  - (i) exercising functions of a public nature
  - (ii) any body directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

#### 3 NON-REGISTRABLE INTERESTS (NRIs)

“Non-Registrable Interests” are those that you are not required to register but need to be disclosed when a matter arises at a meeting which directly relates to your financial interest or wellbeing or a financial interest or wellbeing of a relative or close associate that is not a DPI.

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**In each case above, you should make your declaration at the beginning of the meeting or as soon as you become aware. In any other circumstances, where Members require further advice they should contact the Monitoring Officer or Deputy Monitoring Officer in advance of the meeting.**

# Declarations and Participation in Meetings

## 1 DISCLOSABLE PECUNIARY INTERESTS (DPIs)

- 1.1 Where a matter arises at a meeting which **directly relates** to one of your Disclosable Pecuniary Interests which include both the interests of yourself and your partner then:
- a) you must disclose the interest;
  - b) not participate in any discussion or vote on the matter; and
  - c) must not remain in the room unless you have been granted a Dispensation.

## 2 OTHER REGISTERABLE INTERESTS (ORIs)

- 2.1 Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests i.e. relating to a body you may be involved in:
- a) you must disclose the interest
  - b) may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and
  - c) must not remain in the room unless you have been granted a Dispensation.

## 3 NON-REGISTRABLE INTERESTS (NRIs)

- 3.1 Where a matter arises at a meeting, which is not registrable but may become relevant when a particular item arises i.e. interests which relate to you and /or other people you are connected with (e.g. friends, relative or close associates) then:
- a) you must disclose the interest;
  - b) may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and
  - c) must not remain in the room unless you have been granted a Dispensation.

## 4 BIAS

- 4.1 Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or 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):
- a) you should not take part in the decision-making process
  - b) you should state that your position in this matter prohibits you from taking part
  - c) you should leave the room.

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**In each case above, you should make your declaration at the beginning of the meeting or as soon as you become aware. In any other circumstances, where Members require further advice they should contact the Monitoring Officer or Deputy Monitoring Officer in advance of the meeting.**



Helping people | Shaping places



## Employment

21 September 2023

### Assistant Director and Monitoring Officer Recruitment

<b>Report Author:</b>	<b>Sarah-Jane O'Connor</b> , Assistant Director for Organisational Development
<b>Report Author Contact Details:</b>	01664 502460 sjoconnor@melton.gov.uk
<b>Chief Officer Responsible:</b>	<b>Dawn Garton</b> , Director for Corporate Services
<b>Chief Officer Contact Details:</b>	01664 502444 DGarton@melton.gov.uk
<b>Lead Member/Portfolio Holder Responsible</b>	Councillor Pip Allnatt, Leader of the Council & Portfolio Holder for Housing and Landlord Services

<b>Corporate Priority:</b>	Corporate Strategy 2020 – 2024 <ol style="list-style-type: none"> <li>1. Excellent services positively impacting on our communities.</li> <li>2. Providing high quality council homes and landlord services.</li> <li>3. Delivering sustainable and inclusive growth in Melton.</li> <li>4. Protect our climate and enhance our natural environment.</li> <li>5. Ensuring the right conditions to support delivery (inward).</li> <li>6. Connected and led by our community (outward).</li> </ol>
<b>Relevant Ward Member(s):</b>	N/A
<b>Date of consultation with Ward Member(s):</b>	N/A
<b>Exempt Information:</b>	Appendix A of this report contains exempt information and is not for publication in accordance

## 1 Summary

- 1.1 The Assistant Director for Governance and Democracy resigned from the Council and left the authority to pursue an alternative role in May 2023. The post holder was also the Monitoring Officer for the Council and Deputy Returning Officer. The role provides leadership and guidance to the legal, election and democracy teams and well as professional support to the Senior Leadership Team and Elected Members. Alternative options for filling the statutory officer responsibilities and the role have been considered, with a final agreement to recruit to a similar role with minor amendments to the existing job description made to bring it in line with the current requirements for the role.
- 1.2 The vacancy has been advertised for a period of four weeks with suitable candidates shortlisted for the selection process. The Employment Committee are tasked with undertaking the final interview process in order to determine a successful candidate for the position.

## 2 Recommendation(s)

### **That the Employment Committee:**

- 2.1 **Following the selection process, including interview, agree to make an offer of appointment to the successful candidate for the post of Assistant Director for Governance and Democracy including Monitoring Officer, subject to Council approval as set out in 2.2 below.**
- 2.2 **That in the event of an offer as set out in 2.1 being made, the Employment Committee recommend the appointment of Monitoring Officer to Council on 28 September 2023.**
- 2.3 **That subject to 2.1 and 2.2 the Chief Executive in consultation with HR representative, exercises their delegation, to agree the final offer of employment to include salary and start date with the successful candidate.**

## 3 Reason for Recommendations

- 3.1 The report is to complete the next stage of the appointment process for the Assistant Director for Governance and Democracy and Monitoring Officer. The post is vacant due to the resignation of the previous postholder. The post is a permanent role on the approved, budgeted establishment. There are no further policy or corporate implications from this report.

## 4 Background

- 4.1 The vacancy was advertised for four weeks during the summer holiday period, this was to allow sufficient time for suitable candidates to apply. The vacancy was advertised on the Council's website, social media and Public Law Jobs website with a closing date of 4 September 2023.
- 4.2 The first sift of applications was undertaken by the Assistant Director for Organisational Development and the Interim Assistant Director for Governance and Democracy. A recommendation of whether applicants should be taken forward to the next stage of the

selection process was made and decided at an informal meeting of the Employment Committee on the 11 September 2023.

- 4.3 It was agreed that out of ten applicants, four should be taken forward to the assessment centre on 19 September 2023.
- 4.4 Feedback on the format for the assessment centre and the final interview panel, including questions to be asked, was made at the informal meeting of the Employment Committee on the 11 September to be finalised by the Chief Executive in consultation with HR.
- 4.5 Prior to the assessment centre candidates have been asked to compete psychometric testing, and a report will then be compiled and shared with the panel. The assessment centre will be made up of a number of activities to include a technical assessment with the Interim Assistant Director for Governance and Democracy and Director for Corporate Services, a presentation to the Leader and Chief Executive and a meeting with a Stakeholder Panel. Successful candidates will be taken forward to the second day presentation and interview with Members.

## **5 Main Considerations**

- 5.1 All Members and Officers involved in the selection process have undertaken recruitment and selection training. A representative for East Midlands Council's delivered training to Members of the Employment Committee on 4 September 2023.
- 5.2 It is important to the council that the selection process is fair and objective while attracting and securing the best possible candidate for the vacancy. The process will be applied fairly to all candidates and includes several different activities to ensure all competencies and skills are tested.

## **6 Options Considered**

- 6.1 Not to recruit to the vacancy; however all councils are under a legal responsibility to have a Monitoring Officer responsible for the legal governance of the Council.

## **7 Consultation**

- 7.1 The selection process for the Assistant Director and Monitoring Officer has included feedback from the stakeholder panels which has been made up of staff and taken into consideration for the final decision.

## **8 Next Steps – Implementation and Communication**

- 8.1 Following confirmation of the successful candidate, references will be collected and a recommendation to make an appointment to the role will be taken to Council on 28 September for approval. Subject to approval being granted the candidate will be made an offer subject to the Council's terms and conditions of employment. A start date will be agreed, and it is anticipated the postholder will take up their role around December time allowing for a suitable notice period.

## **9 Financial Implications**

- 9.1 Costs of advertising the role have been funded from existing budgets. There are no other direct costs associated with the selection process for this role.
- 9.2 The Assistant Director for Governance and Democracy and Monitoring Officer post is vacant is a permanent role on the approved, budgeted establishment and therefore budget is in place to fund this post.

## **10 Legal and Governance Implications**

- 10.1 In accordance with the Local Government Act 1972, s112 “every appointment of a person to paid office or employment by the council must be made on merit”.
- 10.2 In accordance with the Officer Employment Procedure Rules the Chief Executive will inform each member of the Cabinet of the proposed appointment providing all particulars of the proposed appointee. The notification will also set out a timescale in which any objection to the appointment should be made. Any objection has to be made via the Leader and has to be well founded or material.

**Legal Implications reviewed by: Monitoring Officer**

## **11 Equality and Safeguarding Implications**

- 11.1 There are no direct safeguarding implications associated with the new appointment. Equalities matters will be dealt with by HR through the recruitment procedure as necessary.

## **12 Data Protection Implications (Mandatory)**

- 12.1 A Data Protection Impact Assessment (DPIA) has not been completed.
- 12.2 HR activities are conducted in accordance with the Data Protection Act 2018. The Act currently governs data protection in the UK, as well as the General Data Protection Regulation (GDPR) and other related legislation.
- 12.3 The Council has a privacy notice that is published. The privacy notice explains how we deal with sensitive information.

## **13 Community Safety Implications**

- 13.1 There are no direct community safety implications through the selection process for the assistant director role.

## **14 Environmental and Climate Change Implications**

- 14.1 There are no direct environmental or climate change implications through the selection process for the assistant director role.

## **15 Risk & Mitigation**

<b>Risk No</b>	<b>Risk Description</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk</b>
1	Failure to recruit to the post	Low	Marginal	



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

Risk No	Mitigation
1	Post has been advertised well with a reasonable response to the advert.

## 16 Appendices

### 16.1 Appendix A – Applicants' CVs and application forms (EXEMPT)

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