

Agenda

Meeting name	Meeting of the Employment Committee
Date	Thursday, 10 October 2024
Start time	9.15 am
Venue	Parkside, Station Approach, Burton Street, Melton Mowbray, Leicestershire LE13 1GH
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	P. Allnatt (Chair)	M. Glancy (Vice-Chair)
	R. Browne	S. Butcher
	R. Child	M. Clay
	J. Orson	

Quorum: 4 Councillors

Meeting enquiries	Democratic Services
Email	democracy@melton.gov.uk
Agenda despatched	Wednesday, 2 October 2024

No.	Item	Page No.
1.	APOLOGIES FOR ABSENCE	
2.	DECLARATIONS OF INTEREST Members to declare any interest as appropriate in respect of items to be considered at this meeting.	1 - 2
3.	EXCLUSION OF PRESS AND PUBLIC To determine that the press and public 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.	
4.	DIRECTOR FOR PLACE AND PROSPERITY RECRUITMENT To receive a report on the recruitment of a Director for Place and Prosperity.	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.

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.

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.

Employment

10 October 2024

Director for Place and Prosperity Recruitment

Report Author:	Sarah-Jane O'Connor , Assistant Director for Organisational Development 01664 502460 sjoconnor@melton.gov.uk
Chief Officer Responsible:	Edd de Coverly , Chief Executive 01664 502536 edecoverly@melton.gov.uk
Lead Member/Relevant Portfolio Holder	N/A

Corporate Priority:	All
Relevant Ward Member(s):	N/A
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 Growth and Regeneration became vacant in July 2024 following the resignation of the postholder. A review of the function of the role was undertaken, checking it supported the delivery of the new Corporate Strategy which was launched in April 2024. This resulted in some amendments to the job description and a change in post title to Director for Place and Prosperity.
- 1.2 The Employment Committee have overseen the various stages of the recruitment process thus far, and are now required to undertake the final interview in order to confirm the successful candidate for the Director for Place and Prosperity position.
- 1.3 Following the conclusion of the final interview to be conducted by the Employment Committee, it is anticipated that a candidate will be chosen as the preferred candidate and the Employment Committee will be in a position to make an offer of appointment.

2 Recommendations

That following the selection process and final interview, the Employment Committee:

- | | |
|-----|---|
| 2.1 | Agree a successful candidate to make an offer of appointment to the post of Director for Place and Prosperity. |
| 2.2 | Delegate authority to the Chief Executive, in consultation with the Assistant Director for Organisational Development, to agree the final offer of employment to include salary and start date with the successful candidate as agreed in 2.1 above. |

3 Reason for Recommendations

- 3.1 To complete the next stage of the appointment process for the vacant post of Director for Place and Prosperity. The post is a permanent role on the approved and budgeted establishment. There are no further policy or corporate implications from this report

4 Background

- 4.1 The Director for Place and Prosperity was advertised week commencing 22 July 2024 with a closing date of 1 September 2024, taking into consideration the summer break. Recruitment Specialists, Starfish, were appointed to support the recruitment process for this post.
- 4.2 Following an initial sift of the applications by Starfish, members of the Employment Committee were invited to consider and agree the longlist for the post at a meeting held on 12 September 2024.
- 4.3 The nine longlisted candidates were then invited for a technical assessment, with both the Recruitment Consultant, and Interim Director, week commencing 16 September 2024. Members considered the feedback from the technical interviews on 24 September and agreed a short list of five 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 Senior HR Officer.
- 4.5 The Employment Committee will be provided with feedback from the first day of the assessment centre, references and psychometric testing prior to commencing the final panel interviews.

5 Main Considerations

- 5.1 The Director for Place and Prosperity is a Chief Officer role and a member of the Senior Leadership Team, providing positive leadership and supporting the effective corporate governance, culture and delivery of the Council. The post holder will be expected to work closely with Elected Members and lead a range of place shaping services and ensure they align with the Council's vision and objectives.
- 5.2 The role will develop and deliver major place, housing and regeneration projects that support the priorities within the Council's Corporate Strategy, Asset Management Plan, and Asset Development Programme.
- 5.3 This is a Chief Officer post and therefore required to be appointed to by the Employment Committee. The initial steps of this process have concluded as set out in Section 4 (Background) above. The final interview stage now needs to be conducted by the Employment Committee in accordance with the Officer Employment Procedure Rules and the Employment Committee Functions and Procedure Rules.

- 5.4 In accordance with legislation and the Officer Employment Procedure Rules, an offer of employment to a Chief Officer must not be made until all members of the Cabinet have been notified of the person to whom the appointer wishes to make the offer and the period within which any objection is to be made has passed; confirmation is received that no objection is to be made; or the objection(s) are unfounded. (See Legal and Governance Implications below for full provision).

6 Options Considered

- 6.1 Not to appoint to the post. The post will remain vacant and impede the council's ability to meet its strategic aspirations including the delivery and development of major projects. The role covers planning, asset management, economic development, sustainable growth and environmental health, and it also leads the Council's place partnerships and the climate change agenda. This option is not recommended.

7 Consultation

- 7.1 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.

8 Next Steps – Implementation and Communication

- 8.1 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.

9 Financial Implications

- 9.1 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.

Financial Implications reviewed by: Assistant Director for Resources – 01/10/24

10 Legal and Governance Implications

- 10.1 This appointment will strengthen the Council's Senior Leadership Team by providing resilience, and support to the Chief Executive.
- 10.2 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.
- 10.3 The appointment of staff is a Council function and Chief Officer appointments have been delegated to the Employment Committee. The Director for Place and Prosperity is a Chief Officer position.
- 10.4 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:
- 10.4.1 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;
- 10.4.2 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.

10.5 The Employment Committee Functions and Procedure Rules delegates authority to the Chief Executive as Head of Paid Service to approve terms and conditions including pay for Chief Officers. Additionally, the second recommendation of this report delegates authority to the Chief Executive in consultation with the Assistant Director for Organisational Development to finalise any offer of employment to include start date and salary.

Legal Implications reviewed by: Deputy 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 the consultants through the recruitment procedure and the Assistant Director for Organisation Development as necessary.

12 Data Protection Implications

12.1 All data and information will be handled in line with the council's privacy notice. Personal sensitive information has been collected during the process which includes CV's. This information will only be retained for the period stated in the Councils Retention Policy

13 Community Safety Implications

13.1 There are no direct community safety implications though the selection process for the director role.

14 Environmental and Climate Change Implications

14.1 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.

15 Other Implications (where significant)

15.1 Considered within the body of the report

16 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			1	
	1 Almost impossible				

17 Background Papers

17.1 None

18 Appendices

18.1 EXEMPT – Appendix A – CV's for final shortlisted candidates to be interviewed

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