



Assistant Director and Monitoring Officer Recruitment

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Lead Member/Portfolio Holder Responsible	Councillor Pip Allnatt, Leader of the Council & Portfolio Holder for Housing and Landlord Services

Corporate Priority:	Corporate Strategy 2020 – 2024 <ul 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):	N/A
Date of consultation with Ward Member(s):	N/A
Exempt Information:	Appendix A of this report contains exempt information and is not for publication in accordance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.

Financial Implications reviewed by: David Scott, Assistant Director for Resources

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

Risk No	Risk Description	Likelihood	Impact	Risk
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)