

FAREHAM

BOROUGH COUNCIL

Report to Council

26 October 2023

Subject: Creation of a Council Sub-Committee for the appointment of a Director

Report of: **Assistant Chief Executive Officer**

SUMMARY

Further to the approval of the senior management structure at the meeting of the Council on 27 July 2023, it is now necessary to proceed with a recruitment process to select and appoint to the role of Director of Neighbourhoods.

RECOMMENDATION

That the Council agrees:

- (a) to create an Employment Sub-Committee to act as an Appointment Panel to consist of four Members, at least one of which must be an Executive Member and in order to be politically balanced, one Member will be from the largest minority group;
- (b) that the Sub-Committee meets at times and dates to suit the recruitment process, as advised by the Assistant Chief Executive Officer;
- (c) that the Chief Executive Officer, in consultation with the Assistant Chief Executive Officer, presents the short-listed applicants to the Sub-Committee to conduct interviews; and
- (d) subject to the agreement of (a) to (c) above, that following the short-listing and interview process, the Sub-Committee selects the most suitable applicant for appointment and nominates a second-place applicant in the event that the first-choice applicant does not accept the post.

INTRODUCTION

1. The purpose of this report is to seek Council resolution to proceed with the recruitment process for the post of the Director of Neighbourhoods.

BACKGROUND

2. Following the approval of the new senior management structure at Full Council on 27 July 2023, it is necessary for the Council to commence a recruitment process to appoint a replacement into the position of the Director of Neighbourhoods.
3. As this position is currently vacant, it is important that the recruitment process is commenced at the earliest opportunity to provide direction and support to those services and teams for which that Director will have responsibility for.

APPOINTMENT PANEL

4. The Appointment Panel is a formal sub-committee of Council and will consist of four Members, at least one of which must be an Executive Member together with one Member from the largest minority group in order to maintain political balance as required at law. A deputy for each political group may also be appointed.
5. The Appointment Panel will be asked to agree its Terms of Reference at its inaugural meeting and will be guided on this by the Assistant Chief Executive Officer who will also lead and advise on the recruitment and selection process.
6. It is anticipated that the recruitment process will commence with a preliminary selection process by the Chief Executive Officer and the Assistant Chief Executive Officer to include testing and work behaviour profiling. Following this initial stage, suitable applicants will be recommended for the Appointment Panel to interview. It is likely that this interview stage will also include applicants making a presentation to the Appointment Panel. The Chief Executive Officer will also attend the Appointment Panel in an advisory capacity.
7. The Chief Executive Officer and Assistant Chief Executive Officer have drafted the job details, person specification and external advert based on the functions of the role, qualifications and experience required. These functions are Waste and Recycling, Street Cleansing, Open Spaces and Grounds Maintenance, Countryside services, Public Conveniences, Cemeteries, Parking, Licensing, Environmental Health, Community Safety, Enforcement and Trees. These job details are commensurate with the agreed grade of the post and complimentary to the other Director roles.
8. Meetings of the Panel will be held in accordance with the Council's Standing Orders and will move into private session, as appropriate, to consider the applications and to conduct interviews.
9. The offer of employment to the successful applicant will be made by the Chief Executive Officer on behalf of the Appointment Panel following consultation with all members of the Executive in accordance with Part Four, Section 2 of the Council's Constitution. No appointment will be made if there is a well-founded objection from any member of the Executive.

FINANCIAL IMPLICATIONS

10. The cost of the recruitment process and salary will be met within existing budgets in accordance with the Council's Pay Policy Statement.

RISK ASSESSMENT

11. The post of the Director of Neighbourhoods is a crucial strategic post which leads and supports the services for which that Director has responsibility, as well as providing support to the Chief Executive Officer as part of his Senior Leadership Team.

CONCLUSION

12. It is recommended that the Council agrees:
 - (a) to create an Employment Sub-Committee to act as an Appointment Panel to consist of four Members, at least one of which must be an Executive Member and in order to be politically balanced, one Member will be from the largest minority group;
 - (b) that the Sub-Committee meets at times and dates to suit the recruitment process, as advised by the Assistant Chief Executive Officer;
 - (c) that the Chief Executive Officer, in consultation with the Assistant Chief Executive Officer, presents the short-listed applicants to the Sub-Committee to conduct interviews; and
 - (d) subject to the agreement of (a) to (c) above, that following the short-listing and interview process, the Sub-Committee selects the most suitable applicant for appointment and nominates a second-place applicant in the event that the first-choice applicant does not accept the post.

Background Papers: HR files (Exempt from publication)

Reference Papers: Fareham Borough Council Constitution

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