

FAREHAM

BOROUGH COUNCIL

Report to Appointment Panel

28 November 2023

Subject: **Key Documents for the Recruitment of a Director of Neighbourhoods**

Report of: **Assistant Chief Executive Officer and Monitoring Officer**

SUMMARY

The Council is responsible for appointing persons to posts that are designated as Chief Officer posts as outlined in Part One; Chapter 10, paragraph 10.1 of the Council's Constitution.

Following the vacancy to the post of Director of Neighbourhoods, and the subsequent decision by Council to create an Appointments Panel, the Panel is asked to confirm its Terms of Reference. In addition, the Panel is asked to note the Job Advertisement and the Job Description and Person Specification for the role.

RECOMMENDATION

It is recommended that the Appointments Panel:

- (a) agrees its Terms of Reference as set out in Appendix A to this report;
- (b) notes the Job Advertisement as set out in Appendix B to this report;
- (c) notes the Job Description and Person Specification for the role as set out in Appendix C to this report; and
- (d) notes the process for applicant selection, as outlined in the presentation.

INTRODUCTION

1. In accordance with Chapter 10 of the Council's Constitution, The Council, with the agreement of the Executive, will be responsible for appointing persons to the following posts, who will be designated as Chief Officers:
 - Chief Executive Officer
 - Assistant Chief Executive Officer
 - Director of Planning and Regeneration
 - Director of Neighbourhoods
 - Director of Housing.

BACKGROUND

2. At its meeting on 26 October 2023, the Council resolved to create a sub-committee to act as an Appointment Panel to appoint a Director of Neighbourhoods.

APPOINTMENT PANEL

3. The Appointment Panel is a formal sub-committee of the Council and is created to:
 - (a) consider the arrangements for the recruitment of a Director of Neighbourhoods;
 - (b) note the statement specifying the duties of the post and any qualifications or qualities to be sought in the person to be appointed;
 - (c) note proposed arrangements for interview and selection; and
 - (d) interview shortlisted applicants and make the appointment of the most suitable applicant.
4. The Chief Executive Officer and the Assistant Chief Executive Officer and Monitoring Officer will provide technical support to Members of the Panel and lead on the recruitment process.

TERMS OF REFERENCE

5. A draft Terms of Reference for the Appointments Panel is shown at Appendix A to this report. The Appointments Panel is asked to consider the Terms of Reference and to confirm that it is accepted.

JOB ADVERTISEMENT, JOB DESCRIPTION AND PERSON SPECIFICATION

6. The Appointments Panel is asked to note the arrangements in place for the advertisement of the post which should bring it to the attention of persons who are qualified to apply for it. The Job Advertisement is therefore set out in Appendix B to this report.
7. The advertisement has been published externally via the Council's website, the

Municipal Journal online and printed publication and via LinkedIn.

8. When recruiting to the post of Director (Chief Officer), and in accordance with paragraph 4 of Standing Orders with respect to the Appointment, Dismissal and Discipline of Employees, the Council is required to draw up a statement specifying the duties of the post and any qualifications or qualities to be sought in the person to be appointed.
9. As the appointed Sub-Committee of the Council, the Appointments Committee is asked to take into account when interviewing applicants, the statement which is presented in the form of the Job Description and Person Specification, as set out in Appendix C to this report.

RISK ASSESSMENT

10. The Director of Neighbourhoods is a key post to ensure the Council's effective governance. Failure to appoint a suitable applicant could fetter the Local Authority's ability to carry out its statutory duties and to meet its requirements to deliver its public services.

CONCLUSION

11. The Appointments Panel is asked to:
 - (a) confirm its Terms of Reference as set out in Appendix A;
 - (b) note the Job Advertisement as set out in Appendix B;
 - (c) note the Job Description and Person Specification as set out in Appendix C;
and
 - (d) note the process for applicant selection, as outlined in the presentation.

Appendices: Appendix A Terms of Reference
 Appendix B Job Advertisement
 Appendix C Job Description and Person Specification

Background Papers: HR files (Exempt from publication)

Reference Papers: Fareham Borough Council Constitution

Contact: For further information please contact Leigh Usher (01329 824553)