



Havering

L O N D O N B O R O U G H

APPOINTMENTS SUB COMMITTEE AGENDA

1.00 pm	Wednesday 24 October 2018	Committee Room 3B - Town Hall
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Members 6: Quorum 3

COUNCILLORS:

**Conservative Group
(3)**

**Residents' Group
(1)**

**Labour
(1)**

**Upminster &
Cranham Residents'
'Associations
Group
(1)**

Damian White
(Chairman)
Robert Benham
(Vice-Chair)
Viddy Persaud

Ray Morgon

Keith Darvill

Clarence Barrett

**For information about the meeting please contact:
Debra Marlow - Principal Democratic Services Officer**

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Tel: 01708 433091

AGENDA ITEMS

1 CHAIRMAN'S ANNOUNCEMENT

The Chairman will announce details of the arrangements in case of fire or other events that might require the meeting room or building's evacuation.

2 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS

(If any) - receive

3 DISCLOSURE OF INTERESTS

Members are invited to disclose any interest in any of the items on the agenda at this point of the meeting.

Members may still disclose any interest in an item at any time prior to the consideration of the matter

4 MINUTES (Pages 1 - 2)

To approve a correct record, the Minutes of the meeting of the Sub-Committee held on 20 July, 2018 and to authorise the Chairman to sign them

5 EXCLUSION OF THE PUBLIC

To consider whether the public should now be excluded from the remainder of the meeting on the grounds that it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public were present during these items there would be disclosure to them of exempt information within the meaning of paragraph 1 of Schedule 12A to the Local Government Act 1972; and, if it is decided to exclude the public on these grounds, the Sub-Committee to resolve accordingly on the motion of the Chairman.

6 APPOINTMENT TO THE POST OF ASSISTANT DIRECTOR OF CUSTOMER, COMMUNICATIONS AND CULTURE (Pages 3 - 50)

The Appointments Sub Committee will assess the candidates shortlisted for the Assistant Director of Customer, Communications & Culture post and determine the best candidate for the role.

Andrew Beesley
Head of Democratic Services

**MINUTES OF A MEETING OF THE
APPOINTMENTS SUB COMMITTEE
Committee Room 3B - Town Hall
20 July 2018 (9.15 am - 1.10 pm)**

Present:

COUNCILLORS

Conservative Group	Damian White (Chairman), Robert Benham (Vice-Chair) and Viddy Persaud
Residents' Group	Ray Morgon
Labour Group	Keith Darvill
Upminster and Cranham Residents' Associations' Group	+Christopher Wilkins

Apologies were received for the absence of Councillor Claremnce Barrett.
+Substitute Members – Councillor Christopher Wilkins

The Chairman reminded Members of the action to be taken in an emergency.

1 DISCLOSURE OF INTERESTS

There were no disclosures of interest.

2 MINUTES

The minutes of the meeting of the Sub-Committee held on 29 January 2018 were agreed as a correct record and signed by the Chairman.

3 EXCLUSION OF THE PUBLIC

It was RESOLVED that the public be excluded from the remainder of the meeting on that grounds that it was likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public were present during those items that there would be a disclosure to them of exempt information within the meaning of paragraph 1 of Schedule 12A to the Local Government Act 1972.

4 APPOINTMENT TO THE POST OF ASSISTANT DIRECTOR OF PLANNING

The Sub-Committee, having seen the presentations of each of the candidates invited for interview and satisfied themselves, by questioning them in turn, then deliberated on their individual merits.

After careful consideration of the relative strengths and experience of the candidates as indicated by their application, their presentation and by interview, the Sub-Committee agreed by a majority of 5 to 1 to appoint Helen Oakerbee to the post of Assistant Director of Planning, for an initial 12 month period, subject to the notification provisions of paragraph 14 of the Staff Employment Procedure Rules set out in part 4 of Havering's Constitution.

Chairman

APPOINTMENT SUB- COMMITTEE

Subject Heading:	Appointment to the post of Assistant Director of Customer, Communications & Culture
SLT Lead:	Jane West – Chief Operating Officer
Report Author and contact details:	Cheryl Graham – Strategic HR Business Partner, oneSource, Tel - 0203 373 3172
Policy context:	The Councils Constitution sets out in Part 3: Responsibility for Functions, Section 1.2: Functions delegated to general council committees, that the Appointments Sub-Committee will appoint senior officers i.e. Director, Assistant Director and Head of Service (where reporting directly to the Director).
Financial summary:	There are no financial implications arising from this report save for the salary costs associated with the appointment which have been budgeted for.

The subject matter of this report deals with the following Council Objectives

Communities making Havering	<input type="checkbox"/>
Places making Havering	<input checked="" type="checkbox"/>
Opportunities making Havering	<input checked="" type="checkbox"/>
Connections making Havering	<input type="checkbox"/>

SUMMARY

Responsibility for the permanent appointment of senior officers that fall under the JNC for Chief Officers' terms and conditions of employment (i.e. Directors, Assistant Directors and Heads of Service) is delegated to the Appointment Sub-Committee under the Councils Constitution – Part 3 – Responsibility for Functions, Section 1.2 – Function delegated to general council committee.

RECOMMENDATIONS

That Members assess the candidates shortlisted for the Assistant Director of Customer, Communications & Culture post and determine the best candidate for the role.

REPORT DETAIL

In August 2018, the Chief Operating Officer obtained the approval of the Leader of the Council to commence the recruitment process for the post of Assistant Director of Customer, Communications and Culture post. Jobsgopublic were commissioned to provide an advertising and recruitment handling service which included their 'Smartsearch' option. An advert was also placed on the Council's website.

Applicants were shortlisted and the successful candidates were selected to attend an intensive Assessment Centre on 4th October 2018 which comprised of an interview with officers (which included delivering a verbal presentation), a Stakeholder Panel session and a meeting with the Chief Executive and the Leader of the Council. Candidates also subsequently completed on-line SHL psychometric tests.

The information pack attached as Appendix A (exempt as this contains candidate's personal information) provides members with a summary of each candidate's performance at the Assessment Centre.

IMPLICATIONS AND RISKS

Financial implications and risks: There are no financial implications or risks arising directly save for the salary costs which have been budgeted for.

Legal implications and risks: There are no legal implications or risks arising directly. The recruitment and selection process has been managed in accordance with the Council's policies and procedures and has been supported by the oneSource HR Service.

Human Resources implications and risks: There are no HR implications or risks arising directly. The recruitment and selection process has been managed in

accordance with the Councils policies and procedures and has been supported by the oneSource HR Service.

Equalities implications and risks: There are no equalities implications or risks arising directly. The recruitment and selection process has been managed in accordance with the Councils policies and procedures and has been supported by the oneSource HR Service.

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By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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