

## APPOINTMENT SUB- COMMITTEE

<b>Subject Heading:</b>	Appointment to the post of Assistant Director of Customer, Communications & Culture
<b>SLT Lead:</b>	Jane West – Chief Operating Officer
<b>Report Author and contact details:</b>	Cheryl Graham – Strategic HR Business Partner, oneSource, Tel - 0203 373 3172
<b>Policy context:</b>	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).
<b>Financial summary:</b>	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 4<sup>th</sup> 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.