



# Havering

L O N D O N   B O R O U G H

## APPOINTMENTS SUB COMMITTEE AGENDA

<b>10.00 am</b>	<b>Tuesday 18 December 2018</b>	<b>Committee Room 3A - Town Hall</b>
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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  
[debra.marlow@btinternet.com](mailto:debra.marlow@btinternet.com)**

## **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 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.

### **5 APPOINTMENT TO THE POST OF CHIEF OPERATING OFFICER AND S151 OFFICER (Pages 1 - 48)**

**Andrew Beesley**  
**Head of Democratic Services**

## APPOINTMENT SUB- COMMITTEE

<b>Subject Heading:</b>	Appointment to the post of Chief Operating & Section 151 Officer
<b>SLT Lead:</b>	Andrew Blake-Herbert – Chief Executive
<b>Report Author and contact details:</b>	Geraldine Minchin – Strategic HR Business Partner, Ext 2240
<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 Chief Operating & Section 151 Officer and determine the best candidate for the role.

## **REPORT DETAIL**

In October 2018, the Chief Executive obtained the approval of the Leader of the Council to commence the recruitment process for the post of Chief Operating & Section 151 Officer 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.

At the closing date (Monday 19<sup>th</sup> November) Jobsgopublic reported the following activity:

- 800 views
- 36 apply clicks
- 5 completed applications

Jobsgopublic undertook technical assessments by telephone and the five applicants were shortlisted down to four candidates who were selected to attend an interview with a panel consisting of the Chief Executive, the Leader, the Lead Member for Finance and Property and the Interim Chief Executive of oneSource.

Unfortunately, one candidate cancelled on the day of the panel interview due to illness. Of the three candidates that attended, two have been invited to attend the interview with members of the Appointment Sub-Committee on the 18<sup>th</sup> December 2018.

The information pack attached as Appendix A (exempt as this contains candidates' personal information) provides members with a summary of the candidates' performance.

## **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 Councils 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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