

## APPOINTMENTS SUB-COMMITTEE

### Monday 19<sup>th</sup> July 2021

<b>Subject Heading:</b>	Appointment to the post of Transformation Programme Director
<b>SLT Lead:</b>	Jane West – Chief Operating Officer
<b>Report Author and contact details:</b>	Irvin Luchowa, Recruitment Project Manager ( <a href="mailto:Irvin.luchowa@onesource.co.uk">Irvin.luchowa@onesource.co.uk</a> )
<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	[x]
Places making Havering	[x]
Opportunities making Havering	[x]
Connections making Havering	[x]

#### **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**

Members assess the candidates shortlisted for the Transformation Programme Director post and determine the best candidate for the role.

## **REPORT DETAIL**

Please see attachments:

- Appendix A, Job Profile
- Appendix B, Recruitment Timeline
- Appendix C, Candidate Information Pack

In February 2021, we commenced the recruitment activity for the Transformation Programme Director role at Havering Council. The role reports into Jane West – Chief Operating Officer, and is currently occupied by an interim Consultant who has been engaged for some time.

Taking advantage of the buoyant candidate market, we made a conscious decision not to engage an Executive Search agency for this recruitment campaign. Opting for an alternative approach, we utilised our internal HR expertise to establish a candidate attraction plan, along with a robust assessment and selection process - to attract and engage high calibre applicants to the role.

The role was advertised across the Havering Careers website, Jobs Go Public, LG Jobs, Indeed, Exec-Appointments and LinkedIn, which was supported by a direct sourcing exercise through the use of the LinkedIn recruiter licence. The total cost for the additional media (Exec-Appointments and LinkedIn) totalled £3,400 which translates into £121.42 per application received (28).

Ensuring a fair and competitive recruitment process, whilst championing equality, diversity and inclusion, we adopted the 'Be Applied' platform as an Applicant Tracking System, to anonymously assess candidates at application stage, removing opportunities for unconscious bias.

As part of the application process, applicants were required to provide a response to four competency based questions relevant to the role. At the longlist stage the panel were unable to view any of the applicant's personal details, and only had sight of the responses to the competency based questions.

Scoring the responses individually, the panel had identified 8 of the 28 applicants to progress to the Technical Assessment stage (including 2 internal applicants). Following the Technical Assessment, 4 candidates were progressed to the Stakeholder Panels, which was subsequently reduced to 2 candidates, after a final shortlist. Further information of the recruitment process is outlined in within 'Appendix B'.

Further details of the advertising, assessment and selection stages are provided within 'Appendix C' (exempt as this contains candidates' personal information), detailing the panel's summarised feedback.

## **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.

**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 Council's policies and procedures.

**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 Council's policies and procedures.