



## APPOINTMENTS SUB COMMITTEE, 25 OCTOBER 2024

<b>Subject Heading:</b>	Recruitment to vacant Assistant Director of Public Health post.
<b>ELT Lead:</b>	Mark Ansell, Director of Public Health
<b>Report Author and contact details:</b>	Mark Ansell, Director of Public Health, 01708 431 808
<b>Policy context:</b>	The Council's 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>	This post is funded from the ring fenced Public Health Grant and is already budgeted for.

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

Resources - A well run Council that delivers for People and Place.

### SUMMARY

On 10 October 2024, an Advisory Appointments Committee (AAC) consistent with Faculty of Public Health guidance regarding recruitment to consultant level roles was held to determine whether any candidates should be recommended to the Appointments Sub Committee for appointment to the vacant position of Assistant Director of Public Health.

This paper outlines the process followed and asks the Appointment Sub Committee to endorse the recommendation that the post be offered to the identified candidate.

**RECOMMENDATIONS**

The Appointments Sub Committee is asked to endorse the recommendation that the vacant post of Assistant Director of Public Health: Resources be offered to the identified candidate.

**REPORT DETAIL**

**Recruiting to vacant AD of public health posts**

In professional terms, the AD of Public Health posts are consultant level roles. The Faculty of Public Health maintains standards in public health to assure employers and the public that individuals are being recruited to the highest standard required to protect the population's health.

To this end, the Faculty requires that a standard process be followed. For the appointment to be recognised professionally, the Faculty must approve the job description and other documentation and a Faculty Adviser must then participate in a properly constituted Appointments Advisory Committee (AAC) panel.

The vacancy (0.6 wte) was created by the retirement of the then incumbent on 31 July 24. It was advertised for a five week period ending 16 September on the following sites: -

- Havering careers
- LinkedIn
- Public Health Jobs
- Jobsgopublic
- the Faculty of Public Health job board

Eight applications (CVs and supporting statements) were received. Four were confirmed as being eligible for appointment by the Faculty of Public Health Adviser.

All four were offered an interview. One did not attend as they accepted a job offer in the interim. The remaining three attended for interview on October 10.

As required by the Faculty of Public Health, the Appointments Advisory Committee comprised -

The Director of Public Health  
A Faculty of Public Health adviser  
A PH Consultant from another organisation

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In addition, the Council's Assistant Director, Living & Ageing Well, Adult Social Care participated.

Lastly, the Leader and Deputy Leader of the Council took part to ensure that any candidate recommended by the AAC met the standards expected of senior officers appointed by Havering Council.

The interview comprised eight questions testing the candidates' leadership and public health expertise but also their understanding of and commitment to Havering and the Council.

Two candidates were deemed appointable – scoring more than 60% of the total marks available and averaging more than 2 out of 5 for all questions - with one, Candidate B scoring significantly higher.

Candidate	question								Total score	% of max
	1	2	3	4	5	6	7	8		
A	23	23	23	20	17	20	15	25	166	69
B	28	22	23	21	22	20	21	23	180	75
C	16	13	12	12	12	11	11	14	101	42

The Faculty adviser confirmed that both A and B were appointable in professional terms and all members of the panel confirmed that they recommended appointment of candidate B.

The Appointments Sub-Committee is asked to endorse this recommendation and approve that a formal offer of employment be made to candidate B.

As with any new appointee, there will be a probationary period and final confirmation of appointment would be subject to adequate progress against an agreed development programme.

### **IMPLICATIONS AND RISKS**

#### **Financial implications and risks:**

There are no new financial implications directly arising from this decision. The cost of the Public Health Service is charged against the ring fenced Public Health Grant and 3 wtes AD of PH are budgeted for.

#### **Legal implications and risks:**

There are no legal implications directly arising from this decision. 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.

Responsibility for the appointment of senior officers is delegated to the Appointments Sub-Committee and should be undertaken in accordance with the procedures set out

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in the Staff Employment Procedures Rules as per Part 3, Section 1.2 of the Council's Constitution.

### **Human Resources implications and risks:**

The TOM restructure confirmed 3 wte AD of Public Health posts. This vacancy (0.6wte) was produced by the retirement of the former incumbent.

The resulting recruitment and selection process was managed in accordance with the Council's policies and procedures and has been supported by the oneSource HR service.

Compliance with Faculty of Public Health guidance regarding appointment to consultant level positions and involvement of a Faculty of Public Health adviser throughout the recruitment process provides confidence that the recommended candidate is appropriately qualified.

Involvement of two members of the Appointments Sub-Committee provides assurance that the recommended candidate meets the expectations of any senior officer of the Council.

### **Equalities implications and risks:**

An Equality Analysis is not appropriate nor required due the small size of the team impacted. Consequently, the outcomes of an Equality Analysis may identify protected characteristics of the staff involved.

### **Environmental and climate change implications and risks**

There are no negative environmental or climate change implications or risks as a result of this Committee Report.