
Staffing Matters & Urgency Committee

5 September 2016

Joint Report of the Director of Communities and Neighbourhoods and the Director of Adult Social Care.

Appointment of Interim Assistant Director Housing and Community Safety

Summary

1. This report seeks formal approval to establish an Appointments Committee and to delegate sufficient powers to that Committee to enable them to conduct the recruitment process, select and appoint an interim Assistant Director of Housing and Community Safety.

Background

2. The current Assistant Director of Housing and Community Safety has resigned from his post and will be leaving the organisation in early October. There is a need to put in place interim temporary arrangement for the management of these services, prior to permanent recruitment to the post.

The Role

3. The current role of Assistant Director Housing and Community Safety manages significant front line services and the associated revenue and Housing Revenue Account budgets including Housing Management, Building Services, Community Safety, Public Protection and Emergency Planning.
4. The post is currently part of the reorganisation of the senior management structure and is also subject to assimilation as part of this process, however there is a need to ensure temporary arrangements are in place to ensure that there is safe transition.
5. Permission will be sought to appoint permanently to an Assistant Director role once the senior management review has been complete.

6. It is proposed that this interim appointment is advertised internally using the current job description. This is a developmental opportunity for existing senior staff in the Council and is in line with our People Plan to create opportunities to support and develop our staff.

Consultation

7. Consultation has taken place with the Corporate Management Team and the Leader and Deputy Leader.

Options / Analysis

8. There are no alternative options for members on the recruitment process to consider, other than simply not proceeding with the recruitment to the post.

Council Plan

9. Making an appointment to this post will contribute to the delivery of the Council Plan and its priorities.

Associated Implications

10. The following implications have been considered:
 - **Financial** – The Assistant Director post is within the pay range £68.1k to £75.6k. Including on-costs this totals £90 to £100k for a full year. The cost of the temporary post can be funded from the current Assistant Director budget.
 - **Equalities** - The post will be recruited to in accordance with the Council's Equalities policy.
 - **Legal** – As this is a deputy Chief officer appointment it is subject to the normal provisions which require that any appointment will be subject to there being no objection from any member of the Executive. In addition, because the appointment is to be made by a Committee, there is a requirement for at least one Member of the Executive to be included within the membership of that Committee. The Committee is subject to the normal rules on political balance although these can always be waived if no member of the Staffing Matters and Urgency Committee votes against a proposal which does not fall within those rules.
 - **HR - Human Resources (HR)** – The job description for the position of Assistant Director of Housing and Community Safety is subject to the Council's established job evaluation mechanism and the grade confirmed for the position. The Appointments Committee is in line

with the constitutional requirements for the recruitment and appointment of Chief Officers.

- **Crime and Disorder** – There are no crime and disorder implications
- **Information Technology (IT)** – There are no IT implications
- **Property** – There are no property implications
- **Other** – There are no other implications.

Risk Management

11. Appointment to this post on an interim basis until a permanent appointment can be made will reduce the risk of service failure, and maintain momentum in delivery of the priorities of the Council Plan.

Recommendations

12. It is recommended that Staffing Matters and Urgency Committee:
 - a) Approve the recruitment in an interim capacity to the role of Assistant Director Housing and Community Safety.
 - b) Approve the advertising of this opportunity internally only.
 - c) Approve the establishment of the Appointments Committee and the committee be authorised to conduct the interview, and select a successful candidate and make an offer of interim employment subject to the necessary employment procedures and standing orders

Reason: To progress the appointment and reduce risks highlighted in the report in relation to this critical role required to deliver the Council's statutory responsibilities.

Contact Details

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**Report
Approved**



Date 24/08/2016

Specialist Implications Officer(s)

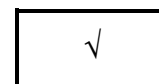
Human Resources: Kay Crabtree, Policy and Trade Union Engagement
Manager,

Legal: Andrew Docherty, Assistant Director, IT Democratic & Legal
Services

Finance: Patrick Looker, Finance Manager

Wards Affected:

All



For further information please contact the author of the report