

## Employment Committee 8<sup>th</sup> September 2022

<b>Report Title</b>	Selection and Appointment for Director of Public Health & Wellbeing
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<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972</b>	Not applicable

### List of Appendices

#### **Appendix A – Draft Job Description – Director of Public Health & Wellbeing**

##### **1. Purpose of Report**

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- 1.1. The purpose of this report is to ask the Employment Committee to appoint a Sub-Committee to undertake the recruitment and selection process for the role of Director of Public Health and Wellbeing
- 1.2. Appointing this Sub-Committee will ensure that the recruitment and selection approach for this role is comprehensive and inclusive as well as enabling those who have a real stake and interest in this appointment to be part of the process. It is proposed that partners, stakeholders and members will play a role in helping to select the best candidates for the role.
- 1.3. The Appointment Sub-Committee for the Director of Public Health and Wellbeing will be responsible for selecting and recommending the successful candidate with the final ratification being given by UK Health Security Agency as is required by legislation.
- 1.4. It should be noted that prior to this item, the Committee is being asked to consider changes to the Leadership Structure. This report should only be considered if the previous Leadership Structure report be approved. If the recommendations in the aforementioned report are approved then recruitment for the role of Assistant Director Housing or Assistant Director Communities (depending on which role is vacant) will be undertaken at the same time.

Whilst this is not a member appointment, members will be engaged in the recruitment process.

## **2 Executive Summary**

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- 2.1 On the 1st December 2021, Council agreed to a change to the previously agreed blueprint to move away from a shared Public Health resource to create a single Director of Public Health which would be dedicated to North Northamptonshire.
- 2.2 In February 2022, a recruitment campaign was undertaken to recruit to the agreed single Director of Public Health. As part of this process, 3 individuals were shortlisted and invited to a final interview. However, following a robust final interview process, conducted by both members and colleagues from the UK Health Security Agency, no appointment was made in respect of this position.
- 2.3 The role has been filled on an interim basis until the present time.
- 2.4 In July 2022, a review was undertaken of the current leadership structure which has been in operation for over 12 months. Part of this review included a consideration of the responsibilities and reporting line of the Director for Public Health. It is proposed that the role will be changed to Director of Public Health & Wellbeing. Subject to the approval of recommendations in a Leadership Structure report due to be considered by the Committee prior to this report, the Housing and Communities service will be split into 2 roles – one focused on Housing and one focused on Communities.
- 2.5 The Assistant Director - Communities role will report into the Director of Public Health & Wellbeing and take on the responsibility for Adult Learning. This brings together some key areas under the Director of Public Health & Wellbeing. The Director for Public Health & Wellbeing will report to the Chief Executive.
- 2.6 This senior, statutory role will play a vital part of shaping North Northamptonshire and it is therefore important that the best candidates are sourced and appointed. In order to achieve this, a national recruitment campaign will start in September 2022.
- 2.7 This report recommends the appointment of a Sub-Committee to undertake the recruitment and selection of this senior, statutory role for North Northamptonshire council in order to ensure that a thorough and complete recruitment process is undertaken.

## **3 Recommendations**

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- 3.1 It is recommended that the Employment Committee
  - a) Approves the processes specified in paragraphs 5.1-5.11 below;

- b) Establishes a politically balanced Sub Committee consisting of six elected members to shortlist, interview and appoint to the Director of Public Health;
- c) Approves that membership of the Sub Committee shall consist of 4 Conservative members, 1 Labour member and 1 Green Alliance member, to be nominated by the respective Group Leaders.
- d) Delegates authority in respect of the recruitment for the Director of Public Health to the relevant Sub Committee to:
  - Shortlist and interview suitably qualified applicants;
  - Recommend the most suitable person for the position, with final approval being provided by the UK Health Security Agency.

### **Reasons for the Recommendations**

- 3.2 These recommendations have been made in order to ensure that a comprehensive, inclusive and thorough recruitment and selection process is undertaken, in accordance with the Constitution, to ensure that the right candidate is selected for this senior role.

### **Alternative Options Considered**

- 3.3 The role of Director of Public Health and Wellbeing is critical for the Council and is a statutory appointment which is required to be filled.
- 3.4 Instead of establishing a Sub Committee, the Employment Committee could undertake the appointment process. This is not the recommended action as Sub Committees will provide smaller and more focussed expertise and will be able to interview in depth ensuring the right candidate for North Northamptonshire.

## **4 Report Background**

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- 4.1 Full council approved the recruitment of a single Director of Public Health at its Council meeting of 1<sup>st</sup> December 2021. The role has been reviewed as part of the recent leadership structure review in July 2022.
- 4.2 A national recruitment campaign will be launched in September 2022 subject to approval from the Committee.
- 4.3 In accordance with section 6.1 of 'Part 4.7 - Employment Committee Terms of Reference contained in the Constitution, the Employment Committee is able to establish panels of members as a Sub-Committee to act as appointment panels for the appointment of senior officers (referred to in this report as the interview panel).
- 4.4 As is the case with the Committee itself, the interview panel will be subject to the requirements relating to political balance of the Council. In accordance with section 3.1 of Part 9.5 – Officer Employment Procedure Rules' contained

in the Constitution the interview panel must also include at least one member of the Executive. This is also a legislative requirement.

## **5 Issues and Choices**

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- 5.1 It is important that the Council has a robust process for appointing to senior roles which are crucial to the Council delivering the objectives set out in its Corporate Plan and meeting statutory requirements.
- 5.2 As stated above, a significant recruitment campaign has been commissioned by the Council to ensure that it attracts and recruits excellent candidates.
- 5.3 The Employment Committee has authority to make appointments to senior roles including the Director of Public Health. Whilst this function can be exercised as a Committee, it is recommended that a Sub-Committee is established to shortlist, interview and appoint to the role.
- 5.4 It is proposed that the Sub Committee consists of six elected members which shall be representative of the political balance of the Council. In accordance with current political balance calculations, the membership will therefore be;
- i) Conservative x 4 members
  - ii) Labour x 1 member
  - iii) Green Alliance x 1 member
- 5.5 The Employment Committee Terms of Reference allow members who are not standing members of it to be co-opted onto its Sub Committees with the approval of the Chair of the Committee. It is a requirement that at least one Executive member is on the interview panel for senior roles.
- 5.6 If a Sub Committee is established, the Leaders of the Groups shall be asked for nominations to them. The Leader of the majority group shall confirm which Executive member/s shall be co-opted onto it. The Chair of the Committee will be notified of the nominations once submitted.
- 5.7 For the appointment to the Director of Public Health, it is a legislative requirement that an external Faculty assessor approved by the UK Health Security Agency is included in the interview process.
- 5.8 It is important that members have as much information as possible and therefore the role will be subject to a Stakeholder Panel who will provide feedback to the Sub Committee.
- 5.9 Applicants will also be subject to psychometric testing which will ensure that the right candidates are shortlisted for final interview with members.
- 5.10 It is recommended that a Sub Committee is delegated authority to agree an appointment and any relevant particulars, subject to a statutory process being undertaken in relation to the Executive.
- 5.11 A number of stages will take place by remote means including the long/short listing meetings. Final interviews will take place in person at the Corby Cube.

## **6 Next Steps**

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- 6.1 The recruitment campaign, including national and online adverts will commence in September. Thereafter, following a period of long listing and shortlisting, the Subcommittees (as the interview panels) will interview shortlisted candidates and appoint, as appropriate successful candidates. To ensure the best candidates, the Council will utilise an external recruitment consultant following a compliant procurement process.
- 6.2 A timetable of shortlisting and interview dates will be provided should these recommendations be approved.

## **7 Implications (including financial implications)**

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### **7.1 Resources and Financial**

- 7.1.1 Resources are required in terms of a time commitment from members to participate in the long/short listing meetings and the interview panels. A timetable of dates will be provided shortly.
- 7.1.2 There are no additional financial implications arising from the proposal to appoint the Sub-Committee.

### **7.2 Legal and Governance**

- 7.2.1 The Council must ensure that the appointment of statutory roles is managed in accordance with the Constitution. These reflect legislative requirements that apply to the appointment of statutory and Chief Officers. The recommendations proposed in this report will ensure that the correct process is followed.
- 7.2.2 In accordance with the local Authorities (Standing Orders)(England) Regulations 2001 (and as referenced in section 4 of Part 9.5 – Officer Employment Procedure Rules of the Constitution, an offer of appointment in relation to the relevant Chief Officer/s, may not be made until members of the Executive have been notified of the proposed appointment and within a required period of time, no material or well-founded objection has been received by the Proper Officer.

### **7.3 Relevant Policies and Plans**

- 7.3.1 Appointment to the post will support the delivery of the Council's Corporate Plan 2021 – 2025 and the key principal plans and policies within each of the two service areas.

## **7.4 Risk**

- 7.4.1 There is a risk of challenge to the process if the correct procedure is not followed.
- 7.4.2 There is a risk to the council if a thorough selection and recruitment process is not undertaken which could result in either the wrong candidate being recruited, or no successful applicant appointed.
- 7.4.3 There are no further risks to consider arising from the proposed recommendations in this report.

## **7.5 Consultation**

- 7.5.1 None required.

## **7.6 Equality Implications**

- 7.6.1 The recruitment process for the post will be carried out in accordance with the Equality Act 2010 and the Council's Equality, Diversity and Inclusion Policy and its Equality Strategy 2021- 2025.

## **7.7 Climate Impact**

- 7.7.1 There are no specific climate impacts arising from this report.

## **7.8 Community Impact**

- 7.8.1 There are no specific community impacts arising from this report.

## **7.9 Crime and Disorder Impact**

- 7.9.1 There are no specific crime and disorder implications arising from this report. 11 Background Papers Constitution of North Northamptonshire Council (link to website)

## **8 Background Papers**

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- 8.1. [North Northamptonshire Council Constitution](#)

[Report to Council 1 December 2021 Blueprint Change Report – Director of Public Health](#) (Minute 65 refers)