



Employment Committee

Wednesday 26 January 2021

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

List of Appendices

Appendix A – Job Description – Director of Public Health

Appendix B – Job Description – Executive Director of Children's Services

Appendix C – Draft timetable (may be subject to change)

1. Purpose of Report

- 1.1. The purpose of this report is to ask the Employment Committee to appoint two sub-committees to undertake the recruitment and selection process for the role of Director of Public Health and the role of Executive Director of Children's Services.
- 1.2. Appointing these two sub-committees will ensure that the recruitment and selection approach for these 2 roles is comprehensive and inclusive as well as enabling those who have a real stake and interest in these appointments to be part of the process. It is proposed that partners, stakeholders and members play a role in helping to select the best candidates for the roles.
- 1.3. The appointment sub-committee for the Executive Director of Children's Services will be responsible for selecting and appointing the successful candidate. The appointment sub-committee for the Director of Public Health will be responsible for selecting and recommending the successful candidate with the final ratification being given by UK Health Security Agency.

2 Executive Summary

- 2.1 On the 1st December 2021, full Council agreed to a change to the previously agreed blueprint to move away from a shared Public Health resource and a shared Children's Service resource and instead move to a single Director of Public Health and a single Executive Director of Children's Services which would both be dedicated to North Northamptonshire.
- 2.2 These senior, statutory roles will play a vital part of shaping the leadership of North Northamptonshire and it is therefore important that the best candidates are sourced and appointed. In order to achieve this, a national recruitment campaign started in December 2022 with adverts closing on 28th January 2022.
- 2.3 This report recommends the appointment of 2 sub-committees to undertake the recruitment and selection of 2 senior, statutory roles for North Northamptonshire council in order to ensure that a thorough and complete recruitment process is undertaken.

3 Recommendations

- 3.1 It is recommended that the Employment Committee
 - a) Agrees the processes specified in paragraphs 5.1-5.12.
 - b) Establishes a politically balanced Sub Committee consisting of six elected members to shortlist, interview and appoint to the Director of Public Health
 - c) Establishes a politically balanced Sub Committee consisting of six elected members to shortlist, interview and appoint to the Executive Director of Children's Services
 - d) Agrees that membership of each Sub Committee shall consist of 4 Conservative members, 1 Labour member and 1 Green Alliance member.
 - e) Delegates authority in respect of the recruitment for the Executive Director of Children's Service to the relevant Sub Committee to:
 - Shortlist and interview suitably qualified applicants.
 - Appoint the most suitable person for the position.
 - f) 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 Recommendations

- 3.2 These recommendations have been made to ensure to ensure that a comprehensive, inclusive and thorough recruitment and selection process is undertaken, in accordance with the constitution, to ensure that the right candidates are selected for these two senior roles.

Alternative Options Considered

- 3.2 The roles of Executive Director of Children's Services and Director of Public Health are both critical for the Council and are statutory appointments which are required to be filled.
- 3.3 Instead of establishing Sub Committees, 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

- 4.1 Full council approved the recruitment of a single Director of Public Health and a single Executive Director of Children Services for North Northamptonshire at the council meeting of 1st December 2021.
- 4.2 As a result a national online recruitment campaign was launched on 20th December 2021 with a printed campaign commencing in the Municipal Journal (MJ) on 13 January 2021 for both roles.
- 4.3 In accordance with section 6.1 of 'Part 4.7 - Employment Committee' of 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' of the Constitution the interview panel must also include at least one member of the Executive.

5 Issues and Choices

- 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 and Executive Director of Children's Services. Whilst this function can be exercised as a Committee, it is

recommended that two Sub-Committees are established (one for each role) to shortlist, interview and appoint to the roles.

- 5.4 It is proposed that each 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 Sub Committees are 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 asked to approve the nominations once submitted.
- 5.7 In relation to 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 both roles will be subject to Stakeholder Panels who will provide feedback to the Sub Committee.
- 5.9 For the Executive Director of Children's Services, one of the Stakeholder Panels will comprise of the Children's Board, Children's Trust, Local Safeguarding Board and Local Children's Charities. A further Children's and Young People's Stakeholder Panel will also provide views.
- 5.10 Applicants will also be subject to technical interviews and psychometric testing which will ensure that the right candidates are shortlisted for final interview with members.
- 5.11 It is recommended that the Sub Committees are delegated authority to agree an appointment and any relevant particulars, subject to a statutory process being undertaken in relation to the Executive.
- 5.12 In light of current Covid guidance, a number of stages will take place by remote means including the long/short listing meetings and the technical interviews. Final interviews, however, will take place in person at a location to be confirmed, whilst ensuring full compliance with any covid legislation in place at the time. This is due to there not being legislation in place to lawfully hold a Sub Committee meeting remotely.

6 Next Steps

- 6.1 Adverts for the two posts will close on 28th January 2022 and 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.

7 Implications (including financial implications)

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 draft timetable of dates is included in Appendix C.
- 7.1.2 There are no additional financial implications arising from the proposal to appoint the 2 sub-committees.

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. 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 two senior posts 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 two posts 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.

8 Climate Impact

8.1 There are no specific climate impacts arising from this report.

9 Community Impact

9.1 There are no specific community impacts arising from this report.

10 Crime and Disorder Impact

10.1 There are no specific crime and disorder implications arising from this report.

11 Background Papers

[Constitution of North Northamptonshire Council](#) (link to website)

[Reports to Council on 1 December 2021](#) (link to website)

- Blueprint Change Report – Director of Public Health
- Executive Director of Children's Services