

Committee: Council

Date:

Title: Recruitment to position of Assistant Director
Governance and Legal and Monitoring Officer

Tuesday, 20 July
2021

Report Author: Councillor John Lodge, Leader of the Council
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Summary

1. The report sets out the recruitment process relating to the permanent position of Assistant Director Governance and Legal, who will also hold the statutory position of Monitoring Officer, resulting in a candidate being recommended to Council by the Appointment Committee.

Recommendations

2. To agree to appoint Jane Reynolds as the Assistant Director Governance and Legal and Monitoring Officer with delegated powers as set out in the Constitution.

Financial Implications

3. There are no implications arising from this report.

Background Papers

4. None

Impact

- 5.

Communication/Consultation	None
Community Safety	None
Equalities	The council has complied with all its duties under the Equalities Act in undertaking this recruitment
Health and Safety	None
Human Rights/Legal Implications	The council has a statutory duty to designate one of its officers as the Monitoring Officer.

	The Constitution identifies those functions that the Assistant Director Governance and Legal and Monitoring Officer is authorised to execute.
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	None

Situation

6. This position has been undertaken by interim resources since the departure of Mr Simon Pugh in July 2020. A consultation was undertaken to determine the future structure of the service but it was concluded that continuation of this post was the most appropriate option for the council.
7. The vacancy was advertised on the Public Law Partnership, Lawyers in Local Government and the council's websites and associated social media platforms.
8. Applications were received from six candidates and five candidates were shortlisted.
9. The assessment of the candidates included Saville (WAVE) professional styles and Leadership Judgement Indicator.
10. The WAVE Professional Styles questionnaire invites candidates to describe their behaviour, preferences and attitudes, in relation to different aspects of their working life, by indicating their level of agreement or disagreement with a number of statements. A qualified SOLACE assessor validated their responses. In simple terms it identifies "round pegs for round holes and square pegs for square holes".
11. The Leadership Judgement Indicator provides valuable insight into the relative leadership strengths of participants and provides useful information to assist with ongoing development. The questionnaire consists of 17 specially crafted workplace scenarios, all written against a set of leadership standards. The process assesses how well an individual can perceive the key determiners of when to be Directive, Consultative, Consensual or Delegative.
12. Feedback on these assessments was provided to the interview panel, consisting of Dawn French, Chief Executive, Roger Harbourough, Director of Public Services, and Lorraine Browne, Legal and Democratic Services Manager & Monitoring Officer from Chelmsford City Council; the feedback was used to supplement the questions asked at interview and to gain better insight of the candidates' strengths and preferences.
13. The interviews consisted of a presentation, the title of which was provided in advance and sought the candidates' responses to 'What are the key

governance challenges facing local authorities and specifically Uttlesford District Council over the short term (the next year) and the medium to long term (3-5 years)?', followed by a range of questions to test their suitability against the person specification.

14. Jane Reynolds scored the most highly overall and demonstrated the ability to apply a range of options and approaches to achieve the best outcome for the council, whilst also evidencing sound legal knowledge and appreciation of governance issues. She has previously held several local government positions, including at the City of London Corporation, Suffolk County Council, Waveney District Council and Chelmsford City Council (then borough council), having previously worked in the NHS.
15. All panel members scored Jane Reynolds the highest and so there was no disagreement amongst the panel that she is the most suitable candidate for the post of Assistant Director Governance and Legal. The Appointment Committee held on 5 July accepted the panel's recommendation.

Risk Analysis

16.

Risk	Likelihood	Impact	Mitigating actions
The council does not follow due process in selecting and appointing to the vacancy	1. The recruitment has followed all the council's HR procedures	3. There would be financial and reputational damage if procedures had not been followed	All HR procedures have been followed.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.