

Committee: Appointments Committee
Title: Recruitment of the permanent Assistant Director of Housing, Health & Communities
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Date: Monday 16
January 2023

Summary

1. The Appointments Committee is responsible for the appointment of the Assistant Director Housing, Health & Communities.
2. The recruitment process has commenced and the final members interviews will be taking place during week commencing 13 February 2023.
3. It is proposed that for the purposes of this appointment only that the Appointments Committee form a sub-committee of three members (Cllr Lees (Chair), Cllr Khan & Cllr Smith), giving them authority to make the appointment to the post of Assistant Director Housing Health & Communities.
4. That this sub-committee will hold a meeting during week commencing 13 February 2023 (date to be confirmed) to confirm this appointment.

Recommendations

5. That the Appointments Committee form a sub-committee of three members (Cllr Lees (Chair), Cllr Khan & Cllr Smith), giving them authority to make the appointment to the post of Assistant Director Housing, Health & Communities.
6. That the sub-committee will hold a meeting during week commencing 13 February 2023 (date to be confirmed) to consider the shortlisted candidates and confirm an appointment if there is a suitable candidate.

Financial Implications

7. There are no direct financial implications arising from this report.

Background Papers

8. None

Situation

9. The Appointments Committee is responsible for the appointment of the Assistant Director Housing, Health & Communities.
10. The post will be advertised from 9 January 2023 and will close on Sunday 5 February 2023. Long listed candidates will go through to the technical stage of

the assessment process with shortlisted candidates attending the final members interviews taking place during week commencing 13 February 2023 (date to be confirmed).

11. It is proposed that for the purposes of this appointment only that the Appointments Committee form a sub-committee of three members (Cllr Lees (Chair), Cllr Khan & Cllr Smith), giving them authority to make the appointment to the post of Assistant Director Housing, Health & Communities.
12. This sub-committee will hold a meeting during week commencing 13 February 2023 (date to be confirmed) to consider the shortlisted candidates and confirm an appointment if there is a suitable candidate.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
That proper processes are not followed in the appointment of the Asst Director Housing, Health & Communities	1	2	<ul style="list-style-type: none"> • HR & Procurement & governance arrangements are in place to ensure compliance with relevant employment & financial legislation & Constitutional requirements • Appointments Committee/ delegated sub-committee to make the appointment with advice and support from HR Manager and HofPS&CE • Use of specialist and respected recruiters with depth of experience in the sector

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.