

<b>SUBJECT:</b>	<i>Appointment of the Head of Planning and Economic Development</i>
<b>REPORT OF:</b>	<i>Bob Smith, Chief Executive</i>
<b>RESPONSIBLE OFFICER</b>	<i>Louise Cole, HR Manager</i>
<b>REPORT AUTHOR</b>	<i>Louise Cole, HR Manager, <a href="mailto:louise.cole@southbucks.gov.uk">louise.cole@southbucks.gov.uk</a>, 01494 732015</i>
<b>WARD/S AFFECTED</b>	<i>Not applicable</i>

## 1. Purpose of Report

To enable the Joint Staffing Committee Appointments Panel to agree an offer of appointment for the Head of Planning and Economic Development post following completion of the candidate assessment process and subject to the respective Cabinets not raising objections.

### For Decision

- 1) **To agree an offer of appointment for the post of Head of Planning and Economic Development and notify the respective Cabinets in accordance with the Local Authorities (Standing Order) Regulations 2001.**
- 2) **Subject to no objections from the Cabinets to authorise the Chief Executive in consultation with the HR Manager to agree a start date and make the formal offer of appointment.**

## 2. Reasons for Recommendations

To fill the vacancy for a Head of Planning and Economic Development.

## 3. Content of Report

3.1 The procedure for making appointments to the shared senior management team and Heads of Service has been delegated to the Joint Staffing Committee.

3.2 Interviews will take place at this meeting. The appointments panel would consist of two Joint Staffing Committee members from each Council; the two portfolio holders for Planning and Economic Development and the Director of Services.

3.3 The next steps are:-

- a meeting of the Joint Staffing Committee Appointments Panel is held to interview candidates and agree an offer of appointment;
- in accordance with the Local Authorities (Standing Orders) Regulations 2001 the respective Cabinets are notified of the proposed appointee and each member has the opportunity to object. The Cabinets are notified of:-
  - the name of the person to whom an offer is proposed;

- any other particulars relevant to the appointment which have been notified to the Chief Executive;
  - the period within which any objection can be made;
  - objections should be raised with the respective Leaders.
- any objections are made through the respective Leaders;
- if no objection has been made or if an objection is not material or well-founded the Chief Executive, in consultation with the HR Manager, make the offer of appointment and agree a start date.

### 3.4 Background to the recruitment process undertaken to this date:-

- The post of Head of Planning and Economic Development became vacant on 31<sup>st</sup> October when the current post holder left the employment of the Councils'. An interim appointment was made on 1<sup>st</sup> November 2017.
- Following a procurement process, Solace were appointed to provide an Executive Search function and to lead the recruitment process for this role.
- An initial advertising campaign and pro-active search was undertaken, candidates were longlisted by the Director of Services and were invited to attend a technical interview during December 2017 with our Director of Services and a representative of Solace. Further to these interviews it was decided not to take any candidates forward.
- A subsequent advertising campaign and pro-active search was undertaken during February 2018, following which seven candidates were longlisted by the Director of Services and were invited to attend a technical interview. Of these, three candidates withdrew their applications following the announcement of the 'minded to' decision of the Secretary of State to create a unitary council in Buckinghamshire.
- Further to these interviews it was decided to take three candidates forward to an assessment centre. Candidates who successfully complete psychometric tests, a scenarios exercise and a fact finding exercise in the morning will be invited to stay on for the afternoon in order to attend this meeting of the Joint Staffing Committee Appointments Panel.

The Joint Staffing Committee Appointments panel will be asked to observe a presentation and interview each candidate, to score candidates against the competencies, and then agree which candidate to make the offer to.

Interview questions and a programme for the appointments will be circulated prior to the interviews.

#### **4. Consultation**

Not applicable

**5. Options**

It is for the Committee to decide how to proceed with the offer of this post in line with the recommendations of this report.

**6. Corporate Implications**

Financial - The cost of the recruitment process will be met from within existing budgets. The salary for this post and associated costs are included in the Councils' agreed establishment list and budget. If an internal applicant is appointed, consideration should be given to amending the establishment list and budget to enable applicants to remain with their existing employing authority.

Legal – The requirement of the Local Authorities (Standing Orders) Regulations 2001 are referred to in paragraph 4 above.

**7. Links to Council Policy Objectives**

The appointment of Head of Planning and Economic Development is in line with the Councils' Corporate Plan.

**8. Next Steps**

A formal offer of appointment will be made.

<b>Background Papers:</b>	None except as referred to in this report
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