

LONDON BOROUGH OF CAMDEN	WARDS: All
REPORT TITLE Director of Housing Recruitment process: Shortlisting	
REPORT OF Director of People and Inclusion	
FOR SUBMISSION TO Audit and Corporate Governance (Appointment Panel) Sub-Committee	DATE 24 January 2022
<p>SUMMARY OF REPORT</p> <p>This report provides some background with regard to process and practice for the sub-committee in undertaking their role in shortlisting candidates for Chief Officer positions. Members are asked to carefully consider the advice within the report and should they have any additional questions to seek advice either before or during the meeting. Separately and with as much notice as they can (depending on the timing of the recruitment) HR will supply to all members on a strictly confidential basis applications/CV of the candidates from which the short list is to be chosen, as well as the results of the technical interviews. Members will consider the relevant application material against the applications.</p> <p>Local Government Act 1972 – Access to Information</p> <p>No documents have been used in the preparation of this report.</p> <p>Contact Officer: Joanna Brown Director of People and Inclusion 5 Pancras Square London N1C 4AG Tel: 020 7974 6302 E-mail: joanna.brown@camden.gov.uk</p>	
<p>RECOMMENDATIONS</p> <p>That the Audit and Corporate Governance (Appointment Panel) Sub-Committee:</p> <ol style="list-style-type: none"> (1) Notes the process for appointment to the post of Director of Housing (2) Notes the job details for this post and the progress made to date; and (3) Provides observations on the recommendations for the shortlist as set out in the report and agree the final shortlist. 	

Local Government Act 1972 – Access to Information

The longlist of candidates and the candidate reports which were supplied separately to members by HR are exempt from disclosure by virtue of the following paragraphs of Schedule 12A to the Local Government Act 1972:

Paragraph 1: Information relating to any individual.

Signed: 

Joanna Brown
Director of People and Inclusion

Date: 12th January 2022

1. Purpose of Report

- 1.1 The Audit and Corporate Governance Committee has delegated to the Audit and Corporate Governance (Appointment Panel) Sub-Committee responsibility for interviewing and offering permanent appointments to all posts at Chief Officer level. Attached at Appendix 1 are the job advert and job description.
- 1.2 This report sets out the job details in Appendix A, as well as the process and timetable for appointment to the position of Director of Housing. Additional papers including candidate packs and the results of the longlisting process will be provided in an exempt from disclosure appendix directly by HR.

2. Process

- 2.1. The process to date has involved the following:
 - The role of Director of Housing was advertised on the 23rd of November 2021 with a closing date of 23rd of December 2021.
 - Executive Director of Supporting Communities, supported by the Director of People and Inclusion, undertook 'longlisting' on Wednesday 5th of January 2022.
 - An initial 'technical' interview was undertaken for each longlisted candidate week commencing the 10th of January 2022.
- 2.2. With regard to this shortlisting panel, Members will be advised of the process by the Director of People and Inclusion or delegated officer who will also be in attendance to deal with any questions. However, members will be:
 - Assessing the applications/CV's of the candidates together with any officer feedback from the process to date
 - Making an assessment against the job and personal specification
 - Deciding upon the candidates to go forward to the next stage of the selection process
- 2.3. Members will be aware of the requirement to appoint and hence take through to the next stage the best candidates who are most suited to the requirements of the position. It is unlawful to take into account any matters which are discriminatory.
- 2.4. Following the meeting, confirmation will be given of the final interview date. Proposed final interview questions and presentation topics (if appropriate) will be circulated to all members of the Appointment Panel before the final interview.

3. Finance Comments of the Executive Director Corporate Services

Prior to candidates being put forward for interview the Director of HR will have checked with the relevant Finance lead that the appropriate budget provisions is available for the post and to have covered the costs of the recruitment exercise.

4. Legal Comments of the Borough Solicitor

- 4.1 The Local Authorities (Standing Orders) (England) Regulations 2001 (the Regulations) set out the requirements for the appointment of senior staff and the relevant provisions of the Regulations are contained in the Officer Employment Procedure Rules, which are set out in Part 4, section 9 of the Council's Constitution. The procedure set out in this report complies with the Regulations.
- 4.2 The Council has the power to appoint such officers as it considers necessary for the proper discharge of the Council's functions by virtue of s. 112(1) of the Local Government Act 1972.
- 4.3 By s. 112(2) of the Local Government Act 1972 such an officer "shall hold office on such reasonable terms and conditions, including conditions as to remuneration, as the authority appointing him think fit".
- 4.4 The Accounts and Audit (Amendment No. 2) (England) Regulations 2009 which came into force on 31 March 2010 require all local authorities in their annual statement of accounts to publish details of remuneration for all senior employees earning in excess of £50,000 p.a. In the case of senior employees who earn in excess of £150,000 p.a. these employees will be required to be identified by name.
- 4.5 Local Government and Housing Act 1989 s7(1) stipulates that any appointment made by the Council must be on merit subject only to some exemptions concerning the council's equality duties. The Council should if challenged be able to demonstrate that the successful candidate was the best candidate by objective reference to both the application and the interviews

5. Appendices

- a) Job description and person specification
- b) Candidate CVs (exempt)
- c) Results of longlisting, and technical interview reports (exempt).

REPORT ENDS