

EAST RENFREWSHIRE COUNCIL28 February 2024Report by Director of Business Operations & PartnershipsCHIEF OFFICER RECRUITMENT**PURPOSE OF REPORT**

1. The purpose of this report is:
 - a. To homologate the recruitment arrangements for the Head of Housing & Property; and
 - b. Put arrangements in place to ensure continuity and stability within the Chief Executive's Office and seek Council approval for an Appointments Committee for the Head of Finance post.

RECOMMENDATION

2. It is recommended that the Council:
 - notes the resignation of the Head of Housing, Property & Climate Change with effect from 5 April 2024 and the retirement of the Head of Accountancy from September;
 - homologates the recruitment procedure for the Head of Housing & Property as detailed;
 - approves the changes to the Head of service remit for Head of Finance;
 - provide nominations to the Appointments Committee for the Head of Finance;
 - bring an external advisor in to support officers with the assessment centre for the Head of Finance post;
 - delegate to the Head of HR & Corporate Services, in consultation with the Director of Environment and Chief Executive to make the necessary arrangements for both recruitments;
 - authorises the Director of Environment to put in place appropriate interim management arrangements for the Department; and
 - authorises the Chief Executive to put in place appropriate interim management arrangements for the Chief Executive's Office if required.

BACKGROUND

3. In the Environment department the Head of Housing, Property & Climate Change has intimated his intention to resign with effect from 5 April 2024. The Head of Service has been in post following 23 years' service with East Renfrewshire Council. The Head of Service has

made a valuable contribution to East Renfrewshire supporting many services during his time in the role.

4. Due to the timing of this resignation there was a requirement to proceed with the advertising of this post and setting up of the Appointments Committee to minimise the impact to the services.

5. In the Chief Executive's Office the Head of Accountancy has intimated that she will retire from September 2024. The Head of Service has been in post since 1 November 2004 and has worked in local government for over 42 years. During this time she has supported East Renfrewshire through many challenging budget cycles and provided professional advice to all stakeholders.

6. Over the coming months there will be many opportunities to thank the Head of Services for their commitment to East Renfrewshire. The purpose of this paper is to agree the process for recruitment.

RECRUITMENT

Environment Department

7. As agreed at Council on 23 June 2023 the three Heads of Service remits in Environment are:

- Head of Environment Operations
- Head of Housing, Property and Climate Change
- Head of Place

The Head of Housing, Property & Climate Change is responsible for Housing & Homelessness, Property, Major Capital Projects, Get to Zero and Corporate Health & Safety.

8. Homologated approval is sought for the recruitment of the Head of Housing & Property post. The recruitment timetable is as follows:

Post advertised:	26 January 2024
Closing date:	18 February 2024
Shortlisting by Interview Committee:	4 March 2024
Shortlist by Assessment Centre:	21 March 2024
Interview date:	26 March 2024

9. The title of the post has been changed to Head of Housing & Property to be more reflective of the role when publicising for potential candidates.

10. The Appointments Committee, comprising of 5 Elected Members, has been established to shortlist and interview candidates, and to make an appointment to the post. If for any reason a member of the Appointments Committee is unable to attend then the appointment of a substitute can be made.

11. The assessment centre will focus on ensuring the candidates have the correct skills mix to be considered for appointment by the Committee.

12. Due to timings a successor will not be in place by 5 April 2024 and the Director of Environment will put in place interim management arrangements to ensure stability and continuity within the service until such time as a suitable replacement can be recruited.

Chief Executive's Office

13. The Chief Executive's Office covers Accountancy, Business Unit, Internal Audit, Legal and Procurement with one Head of Service in the Head of Accountancy post. Given the resignation of the Head of Accountancy the chance has been taken to review roles and responsibilities in the Chief Executive's Office. The responsibilities for Procurement will now be moved into the Head of Service role and this will be renamed Head of Finance.

14. Approval is sought for the recruitment of the Head of Finance post. The recruitment timetable is as follows:

Post advertised:	8 March 2024
Closing date:	1 April 2024
Shortlisting by Interview Committee:	15 April 2024
Shortlist by Assessment Centre:	22 April 2024
Interview date:	29 April 2024

15. The Appointments Committee, comprising 5 Elected Members, should be established to shortlist and interview candidates, and to make an appointment to the post. If for any reason a member of the Appointments Committee is unable to attend then the appointment of a substitute can be made. Due to the technical content within this post it is recommended to bring an external advisor in to support officers with the assessment centre.

16. The assessment centre will focus on ensuring the candidates have the correct skills mix to be considered for appointment by the Committee.

17. If for any reason a successor is not in place by September 2024 the Chief Executive will put in place interim management arrangements to ensure stability and continuity within the service and council until such time as a suitable replacement can be recruited.

FINANCIAL IMPLICATIONS

18. There are no additional financial implications as one Head of Service is resigning and the other has chosen to retire. All costs associated with the recruitment processes will be found from within existing budgets.

CONSULTATION AND PARTNERSHIP WORKING

19. The Trade Union have been made aware of this proposed recruitment process.

RECOMMENDATION

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- homologates the recruitment procedure for the Head of Housing & Property as detailed;
- approves the changes to the Head of service remit for Head of Finance;
- bring an external advisor in to support officers with the assessment centre for the Head of Finance post;
- provide nominations to the Appointments Committee for the Head of Finance;
- delegate to the Head of HR & Corporate Services, in consultation with the Director of Environment and Chief Executive to make the necessary arrangements for both recruitments;
- authorises the Director of Environment to put in place appropriate interim management arrangements for the Department; and
- authorises the Chief Executive to put in place appropriate interim management arrangements for the Chief Executive's Office if required.

REPORT AUTHOR:

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