

County Council

13th October 2021

RECRUITMENT TO THE POST OF DIRECTOR OF ENVIRONMENT (INTERIM)

Recommendations / Key decisions required:

That County Council endorse the enclosed job profile and Person Specification for the post of Director of Environment.

Reasons:

To comply with the Authority's Constitution, and to comply with the revisions to the Local Authorities (Standing Orders)(Wales) (Amendment) Regulations 2014, as set out in the enclosed summary report.

Relevant scrutiny committee consulted: N/A

Cabinet Decision Required: No

Council Decision Required: YES

Cabinet Portfolio Holders:

Cllr. Mair Stephens

Cllr. Hazel Evans

Cllr Philip Hughes

Cllr. Ann Davies

Directorate:
Chief Executive's
Report Author:
Paul Thomas

Designation:
Assistant Chief Executive (People Management)

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EXECUTIVE SUMMARY

County Council

Date: 13th October 2021

Recruitment to the post of Director of Environment (Interim Arrangement)

1. Background

With the impending departure of the current Director of Environment on the 31st December 2021, the Chief Executive in discussion with the Chair of the Appointments Panel 'A', has indicated her preference to recruit internally to the role of interim Director of Environment, to allow her sufficient time to review the wider portfolio responsibilities and structures.

The post of Director of Environment is a Chief Officer post and any appointment to such a post where the salary is £100,000 or more, is governed by the Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2014. This is reflected in the Authority's Pay Policy for 2021/2022. The Regulations require that a "relevant body" ie the County Council:

"draw up a statement specifying—(i)the duties of the officer concerned, and
(ii)any qualifications or qualities to be sought in the person to be appointed;
(b)make arrangements for the post to be publicly advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
(c)make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request."

Although this post attracts a salary of £100,000 or more, there is no requirement for this post to be publicly advertised as this appointment will be on an interim basis for up to 12 months and will be ring-fenced, pending the review of senior structures, to current Heads of Services and Directors, should they so wish.

The revised Director of Environment Job Profile and person specification, incorporating the new post of Head of Place and Sustainability, is attached.

As this is an interim arrangement it is proposed that a truncated appointment process is followed which would include:

- Stakeholder Interview.
- Leadership on-line assessment.
- Members interview, presentation & Questions.

It is anticipated that the timescale will be:

Approval of Job profile by County Council: Wednesday, 13th October 2021

Internal expression of interest to be published: Thursday, 14th October 2021

Closing date for receipt of Expressions of Interest: Midnight, Sunday, 24th October 2021.

Shortlisting Panel: 28th or 29th October 2021

On-line assessment: from 28th/29th October

Appointments Panel "A": Thursday, 11th November 2021

2. Recommendations

In accordance with these Regulations, It is recommended that County Council approve:

- 2.1 the enclosed Job Profile and Person Specification

No, however the following documents are attached as appendices:

- Job Profile and Personal Specification for Director of Environment (Interim).
- Job Profile and Personal Specification for Head of Place and Sustainability.

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

Signed: Paul Thomas, Assistant Chief Executive

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	NONE	YES	YES	NONE

1. Policy, Crime & Disorder and Equalities – In accordance with the Council’s Constitution and Policy Framework.

2. Legal – As above, and also in accordance with the revisions to the Local Authorities (Standing Orders)(Wales) (Amendment) Regulations 2014.

1. Finance.

The salary for the Director of Environment is in accordance with the County Council’s agreed 21/22 Pay Policy Statement and is within the current budgeted salary. Any net costs of the recruitment process and interim arrangements will be met from departmental reserves.

5. Risk Management – Failure to make provision to discharge the functions contained within this departmental portfolio, efficiently and effectively would place the authority at risk.

6. Staffing Implications – In accordance with the Council’s Constitution and Policy Framework.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Paul Thomas, Assistant Chief Executive (People Management & Performance)

- 1.County Council
- 2..Corporate Management Team
- 3.Scrutiny Committee – N/A
- 4.Local Member(s) – N/A
- 5.Community / Town Council – N/A
- 6.Relevant Partners – N/A
- 7.Staff Side Representatives and other Organisations – N/A

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

1. Local Authorities (Standing Orders)(Wales) (Amendment) Regulations 2014.
2. Pay Policy Statement 2021/22

Title of Document	File Ref No. / Locations that the papers are available for public inspection
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