

# COUNTY COUNCIL

10<sup>TH</sup> MAY 2023

## RECRUITMENT TO THE POST OF HEAD OF ENVIRONMENTAL INFRASTRUCTURE (PERMANENT APPOINTMENT)

### Recommendations / Key decisions required:

That County Council endorse the enclosed Job Profile and Person Specification together with the job advert for the post of Head of Environmental Infrastructure.

### 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.

Cabinet Decision Required:	No
Council Decision Required:	Yes

### Cabinet Portfolio Holders:

Cllr. Ann Davies  
Cllr. Aled Vaughan-Owen  
Cllr. Edward Thomas

**Directorate:**  
Chief Executive's  
**Report Author:**  
Paul Thomas

**Designation:**  
Assistant Chief Executive

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# EXECUTIVE SUMMARY

## COUNTY COUNCIL

10<sup>TH</sup> MAY 2023

### RECRUITMENT TO THE POST OF HEAD OF ENVIRONMENTAL INFRASTRUCTURE (PERMANENT APPOINTMENT)

#### 1. Background

Following the appointment to the post of Director of Place and Infrastructure in November 22, the Authority has now had the opportunity to review the effectiveness of the current interim arrangements that have been in place, together with the succession planning consideration following the impending retirement of the Head of Transportation and Highways in September this year.

Discussions have been held between the Chief Executive, Director of Place and Infrastructure, Corporate Management Team colleagues and Cabinet Members, to consider the way forward for the service, with a view to regularising the current interim arrangements and to provide a more cohesive and integrated service model that is fit for the future, as well as helping to deliver savings to the Authority.

Judicious consideration has been given to how an effective service can be delivered, and in consultation with the officers and elected members referred to above, the current posts of Head of Transportation and Highways, and Head of Waste and Environmental Services will be amalgamated, to create one post of Head of Environmental Infrastructure. The duties of which are included in the enclosed Job Profile. The supporting staffing structures below this post will then be realigned to provide the support required, once the new Head of Service

The appointment to a Chief Officer 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 2023/24. 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."

#### 2. Recommendations

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

- 2.1 the enclosed Job Profile and Person Specification
- 2.2 the job advert.

**Detailed report attached?**

**No, however the following documents are attached as appendices:**  
Appendix A - Job Profile and Personal Specification for Head of Environmental Infrastructure  
Appendix B - Job Advert for Head of Environmental Infrastructure.

# 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 (People Management & Performance)**

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

**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.

**3. Finance.**  
The salary for the Head of Environmental Infrastructure is in accordance with the County Council’s agreed 23/24 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 2023/24