

Report to Council

22 June 2022

By Robert Laban, Head of HR&OD

DECISION REQUIRED

Not Exempt



**Horsham
District
Council**

Appointment of the Permanent Director of Communities

Executive Summary

The purpose of this report is to seek approval for the appointment of the Horsham District Council Director of Communities.

Recommendations

Council is recommended to:

- i) note the Employment Committee nomination of Paul Anderson as the new Director of Communities;
- ii) agree the appointment of Paul Anderson to the position of Director of Communities of Horsham District Council with effect from September 2022, or thereafter, subject to notice period, at a salary of £94,270 to £101,269 p.a. (subject to national cost of living award).

Reasons for Recommendations

- i) To comply with Section 40 of the Localism Act 2011 that elected Members are to vote on salary packages upon appointments of a threshold of £100,000 or above.

Background Papers: None.

Wards affected: All.

Contact: Robert Laban, Head of Human Resources and Organisational Development,
01403 215406

Background Information

1 Introduction and Background

- 1.1 Following the announcement that the current Director of Community Services, Adam Chalmers, has resigned with effect from 26 June 2022 to take up a Chief Executive position at Elmbridge Borough Council, the Leader instructed that a recruitment process commence, in line with the process set out in the Constitution.

3 Details

- 3.1 The Employment Committee was established for the Director of Communities appointment and recruitment consultants Solace in Business were appointed to help manage the process.
- 3.2 Advertising started on 21 April 2022 internally and externally on relevant websites, in print and executive search.
- 3.3 A total of 38 applications were received by the closing date on 16 May 2022, of which 13 were longlisted for technical interview by Solace Assessors. Three candidates were shortlisted subsequently. Employment Committee members received assessment reports of the candidates and advice from Solace in Business throughout this process.
- 3.4 The shortlisted candidates carried out a range of psychometric tests on-line and attended a virtual assessment centre, which involved “Fact Find” and “In-tray” exercises.
- 3.5 The Employment Committee met for the final interviews with the three candidates on 13 June 2022 and decided to nominate Paul Anderson as the new Director of Communities. The minutes of the Employment Committee are attached as Appendix 1.
- 3.6 A summary of Paul Anderson’s career history is attached as Appendix 2.

4 Details of the Employment and Implications

- 4.1 Under the statutory guidance in Section 40 of the Localism Act 2011, elected Members are to be given an opportunity to vote on salary packages upon appointments of a threshold of £100,000 or above. The proposed salary package ranges from £94,270 to £101,269 p.a., which is the current level for this post, plus a vehicle allowance of £760.
- 4.2 The process followed for the appointment has been in line with the Council Constitution.
- 4.3 A conditional offer of employment was made to Paul Anderson and accepted.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

5.1 Not applicable.

6 Other Courses of Action Considered but Rejected

6.1 No other courses of action needed to be considered.

7 Resource Consequences

7.1 There are no additional resource consequences.

8 Legal Considerations and Implications

8.1 Legal requirements have been complied with, as listed in section 4.1.

9 Risk Assessment

9.1 Not applicable.

10 Procurement implications

10.1 Following an invited quotations procurement process, Solace in Business Ltd. was selected to support the recruitment process, advertising, executive search and assessment centre.

11. Equalities and Human Rights implications / Public Sector Equality Duty

11.1 Equality legislation was fully observed throughout the recruitment process.

11.2 An Equalities Impact Assessment is not applicable.

12 Environmental Implications

12.1 Not applicable.

13 Other Considerations

13.1 GDPR/Data Protection does not apply in respect of salary details, as salaries of senior staff are subject to being published under the open data, transparency and accountability agenda; there are no other considerations.

APPENDIX 1

Minutes of Employment Committee

APPENDIX 2

Summary of Paul Anderson's career history:

Paul Anderson, BA

BA (Hons) Public Administration and Management

EMPLOYMENT

2008 to date: Mole Valley District Council

- Executive Head of Service (People and Environment)
- Environmental Services Manager
- Policy Manager

2002-2008 Mid Sussex District Council

- Corporate Improvement Officer
- Democratic Services Manager

2000-2002: Mole Valley District Council

- Senior Committee Officer

1998-2000: Horsham District Council

- Committee Support Officer