



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Employment Committee

10 June 2021

Report of: Councillor Annie Mason,
Cabinet Member for People and
Safer Communities



Assistant Director of Planning

This report sets out the recommendation that the Employment Committee appoint a suitable candidate to the role of Assistant Director of Planning.

Report Author

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Corporate Priority:	Decision type:	Wards:
Administrative	Regulatory	All Wards

Reviewed by:	Nicola M ^c Coy-Brown, Director of Growth and Culture	26 May 2021
Approved by:	Karen Bradford, Chief Executive	27 May 2021
Signed off by:	Councillor Annie Mason, Cabinet Member for People and Safer Communities	28 May 2021

Recommendation (s) to the decision maker (s)

- 1. That the Employment Committee appoints a suitable candidate to the role of Assistant Director of Planning, on a permanent contract of employment.**

1 The Background to the Report

- 1.1 On 10 June 2021, the Employment Committee, the Director of Growth and Culture supported by the HR Manager, will undertake interviews to appoint a suitable candidate to the role of Assistant Director of Planning. The interview process will include a presentation and formal interview questions.
- 1.2 Seven candidates applied for the role. The process prior to the interviews included a panel to conduct technical interviews which included: The Director of Growth and Culture, the Interim Head of Planning, the Cabinet Member for Housing and Planning and the HR Manager. The technical interview panel met on 4 May 2021 to conduct a longlisting process. Each candidate was scored against an objective criterion. The technical interview panel unanimously agreed that four candidates should proceed to technical interviews held on 11 and 19 May 2021, with a view to being shortlisted thereafter for final interviews.
- 1.3 Following the technical interviews two candidates were shortlisted for the formal interviews by the Employment Committee.

2 Appointment Timeline

- 2.2 The Employment Committee will be sent details of the recruitment process and shortlisted candidates under separate confidential cover.
- 2.3 The Employment Committee will either make its appointment on 10 June, or if it needs additional time to consider its decision, it will reconvene as a formal Committee on a date to be agreed.

3 Financial Implications

- 3.1 The post referenced in this report is included in the Establishment and therefore budgeted accordingly.

Financial Implications reviewed by: Richard Wyles, Interim Director of Finance

4 Legal and Governance Implications

- 4.1 The Council's Constitution provides that the Employment Committee appoints to posts at Assistant Director level. This appointment will strengthen the Council's Planning Team and support to members.

Legal Implications reviewed by: Shahin Ismail, Director of Law and Governance

5 Equality and Safeguarding Implications

- 5.1 The Council's Recruitment and Selection Policy and procedures fully address the requirements of Equality and Diversity Legislation.

6 Risk and Mitigation

- 6.1 There are no significant risks associated with the proposals. The proposals provide an opportunity to transform the Council's services and deliver better outcomes for the communities that we serve.

7 Other Implications (where significant)

- 7.1 N/A

8 Background Papers

- 8.1 N/A

9 Appendices

9.1 Appendix A – Assistant Director of Planning, Job Description and Person Specification.

Report Timeline:	Date of Publication on Forward Plan (if required)	N/A
	Previously Considered by:	N/A
	Final Decision date	10 June 2021