

# Merton Council

## Appointments Committee

Membership:

Councillor David Williams (Chairman)  
Councillor Tariq Ahmad  
Councillor Stephen Alambritis  
Councillor Margaret Brierly  
Councillor David Chung  
Councillor Chris Edge  
Councillor Samantha George  
Councillor Maxi Martin  
Councillor Dennis Pearce  
Councillor George Reynolds

A meeting of the Appointments Committee will be held on:

**Date: 5 February 2009**

**Time: 18:00**

**Venue: Cabinet meeting room**

**Merton Civic Centre, London Road, Morden, Surrey**

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# Appointments Committee

## 5 February 2009

1. Declarations of Interest <sup>1</sup>
2. Apologies for Absence
3. Appointment to the post of Director of Environment and Regeneration 3  
(NB an exempt appendix to this report will be sent separately to members of the Committee – if reference is made to the information in this appendix it will be necessary to exclude the public from the meeting while the exempt information is under discussion)

### NOTES:

<sup>1</sup> Members are advised to make declarations of personal or prejudicial interests they may have in relation to any item on this agenda. Members may make their declaration either under this item or at any time it becomes apparent that they have an interest in any particular item. To facilitate the recording of declarations members are asked to complete the pro-form attached to this agenda and hand it to the Democratic Services Officer in attendance.

If a Member believes that their interest is prejudicial they should leave the meeting while the item is discussed. If in doubt, Members are advised to seek advice from the Head of Civic and Legal Services prior to the meeting.

# **Committee: Appointments Committee**

**Date: 5 February 2009**

**Agenda item: 3**

**Wards: All**

**Subject:** Appointment to the post of Director of Environment and Regeneration

**Lead officer:** Dean Shoesmith, Head of Human Resources

**Lead member:** Chair of Appointments Committee and Cabinet Member for Strategic Resources and Performance

## **Reason for urgency**

It is important that the Committee considers this matter to avoid unnecessary delay in making this appointment.

## **Recommendations:**

- A That the Committee approves the job description and person specification, and the recruitment process, for the post of Director of Environment and Regeneration
  - B That the Committee ratifies the appointment of Councillors David Simpson, Diane Neil-Mills and Andrew Judge as members of the formal interview panel for the post of Director of Environment and Regeneration
  - C That the Committee approves the proposal to advertise the post of Director of Environment and Regeneration in the range £120K - £135K per annum, and to pay a market supplement above £135K if an exceptional candidate is found but cannot be secured within this salary range
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## **1. Purpose of report and executive summary**

- 1.1 The Director of Environment and Regeneration is leaving the London Borough of Merton on 15 February 2009 and the recruitment process to this post needs to be agreed.
- 1.2 The purpose of this report is to approve the job description and person specification, and the associated recruitment process.
- 1.3 In addition, the Committee is asked to ratify the appointment of Councillors David Simpson, Diane Neil-Mills and Andrew Judge as members of the formal interview panel.
- 1.4 The Committee is finally asked to approve the proposal to advertise the post of Director of Environment and Regeneration in the range £120K - £135K per annum, and the proposal to pay a market supplement above £135K for the post of Director of Environment and Regeneration if an exceptional candidate is found but cannot be secured within this salary range.

## **2. Details**

- 2.1 The job description and person specification for the post of Director of Environment and Regeneration (Appendix One) are to be agreed.
- 2.2 The recruitment campaign for the post of Director of Environment and Regeneration is to be handled by Tribal Resourcing. Tribal Resourcing are currently recruiting to the post of Director of Street Services at London Borough of Ealing and have recently recruited to Head of Environmental Services & Community Safety at London Borough of Wandsworth.
- 2.3 A proposed timetable for Appointment Committee decisions is attached (Appendix Two).
- 2.4 It is proposed that Councillors David Simpson, Diane Neil-Mills and Andrew Judge are appointed as members of the formal interview panel.
- 2.5 Further to advice from Tribal Resourcing about the salary for the Director of Environment and Regeneration, it is proposed that the Director's vacancy is advertised at a salary in the range of £120K - £135K. This is consistent with recent appointments within the borough and with the market for director level posts in London. The committee is asked to note that a proposal has been put forward to establish a Directors grade across the Council from £120K to £135K per annum in order to stabilise director's pay whilst reflecting the market.
- 2.6 In addition, Tribal Resourcing have demonstrated that a market supplement may be required above £135K in order to secure an exceptional candidate to the role.

## **3. Financial, resource and property implications**

- 3.1 The costs of procuring the Director of Environment and Regeneration are discussed at the addendum to this report and is exempt from disclosure

## **4. Legal and statutory implications**

- 4.1 The recommendation contained within this report are designed to ensure that the Council meets its statutory obligations to appoint staff on merit pursuant to the Local Government & Housing Act 1989. This means that the procedure should be capable of objective justification.
- 4.2 This post is covered by the Employee Procedure Rules (part 4H) of the constitution. The Appointments Committee is responsible for appointing to the Director's post. Once the recruitment process is completed in accordance with the Council's recruitment procedures an offer of appointment cannot be made by the Appointments Committee until the Committee has notified the Chief Executive of the name of the person to whom the Committee wishes to make an offer. The Chief Executive is then to notify the details to every member of the Cabinet. The appointment will only be made where no material or well founded objections from the Cabinet have been received. Committee should therefore build this process in the recruitment planning.
- 4.3 In all other respects the process must comply with the Council's recruitment procedure.

## **5. Human rights, equalities and community cohesion implications**

- 5.1 The contents of this report are designed to ensure that the Council's processes are human rights and equalities compliant.

5.2 It is unlawful to discriminate on grounds of gender, race, disability, age, religion and belief and sexual orientation. This refers to both direct and indirect discrimination. In effect the process has to be evaluated against three tests (1) intention (2) method (3) effect. Where there is an **intention** to discriminate on any of the prohibited grounds, this would be unlawful. Where there is no such intention but the recruitment **methods** used are discriminatory, then the outcome may be open to challenge. Where the intention and method are sound but the **effect** is shown to have disproportionate effect on a particular category of applicant then the outcome may be open to challenge.

5.3 Committee is invited to satisfy itself that the procedures operate as designed. Committee should therefore be satisfied that the advertisement and shortlisting and appointment criteria are objective in order to assist in objective justification of the final decision.

## **6. Risk management and health and safety implications**

6.1 None

## **7. Appendices – the following documents are to be published with this report and form part of the report**

7.1 Appendix One: job description and person specification

7.2 Appendix Two: overview recruitment timetable

## **8. Background Papers – the following documents have been relied on in drawing up this report but do not form part of the report**

8.1 None



**LONDON BOROUGH OF MERTON  
ENVIRONMENT & REGENERATION DEPARTMENT  
JOB DESCRIPTION**

**POST TITLE: DIRECTOR OF ENVIRONMENT & REGENERATION**

**Grade: Director's Grade**

**DIVISION/SECTION: Director's Office**

**Location: Civic Centre**

**Responsible to: Chief Executive**

**Responsible for:** Regeneration; Environmental Health; Street Management; Planning; Trading Standards; Waste Management; Property Services; Leisure and such other matters as may be added or changed from time to time.

**Post number: To be confirmed**

**Date: 01 April 2005**

**1. MAIN PURPOSE**

- To ensure the development, implementation and evaluation of environment and regeneration strategies for the provision of service and support that are responsive to client needs and are sufficiently dynamic to respond to changes in governmental direction and legislative change.
- To manage the provision of quality services that reflect the Authority's core values.
- To participate in the corporate management of the Authority.

## **2. MAIN DUTIES AND RESPONSIBILITIES**

### **Generic**

- To participate in the corporate management of the Authority and to contribute to the preparation of both short and medium term plans for the Authority in close co-operation with others as required.
- To evaluate the performance of the Department against stated objectives, developing performance measures and ensuring feedback to staff on the department's performance in meeting targets and objectives.
- To ensure the development of a departmental organisational structure that meets changing service needs. To promote sound departmental management practices and to be responsible for the effective recruitment and retention, motivation and development of staff within an effective industrial relations climate.
- To ensure the development of effective working relationships between the department and others across the Council. To lead, and participate actively in inter-departmental working groups, as required.

### **Specifics**

- To provide accurate and timely advice to the Council, its committees, elected members, the Chief Executive and Directors, on developments, trends in the areas of Regeneration; Environmental Health; Street Management; Planning; Trading Standards; Waste Management; Property Services; Leisure and all matters relating to the strategic planning of those services and their resourcing.
- To ensure the effective implementation of all legislative requirements relating to environment and regeneration services.
- To develop, implement and evaluate policies and programmes for the provision of cost-effective, high-quality services which accord with the Council's policy objectives and meet both statutory and local needs.
- To ensure that all contractor functions under his/her direction are customer focussed, efficient and cost effective with a reputation for high quality responsive services.
- To coordinate competitive bids for new work as appropriate and to ensure specified levels of service delivery and profitability from contractor units.
- To ensure the development, monitoring and management of both capital and revenue budgets for environment and regeneration services, maximising partnership arrangements, external funding opportunities and income generation as appropriate.

- To ensure that services are developed in close consultation with departments, the community, local action groups and external agencies and to promote public understanding of the Council's policies in order to facilitate their effective implementation and wider credibility. To develop effective relationships with the private and voluntary sectors and to encourage joint development initiatives wherever appropriate.
  - To represent the Authority to external agencies such as Government Departments, Local Authority Associations, private developers, etc to develop effective relationships to advance the Council's objectives.
  - To ensure the effective implementation of the Council's Equal Opportunity and Health and Safety policies in all aspects of the Department's work.
3. The duties, roles and responsibilities of the post and the methods of working may be amended from time to time by the Chief Executive.





**LONDON BOROUGH OF MERTON  
ENVIRONMENT & REGENERATION DEPARTMENT  
PERSON SPECIFICATION**

**POST TITLE: DIRECTOR OF ENVIRONMENT & REGENERATION**

**Grade: Director's Grade**

**Date: 29 January 2009**

**1. Knowledge**

- An understanding of the legislative framework governing the work of the department. Understanding of issues impacting on service delivery within an urban, multi cultural environment.
- A clear understanding of the workings of local government and the wider environment in which it operates.

**2. Skills**

- Ability to demonstrate a clear vision of the future for Local Authority environment and regeneration services and the challenges facing those services in the short and medium term.
- Well developed analytical skills and proven ability of setting/achieving strategic objectives through performance management and of evaluating and achieving service quality.
- Ability to communicate effectively, negotiate and network through highly developed written, oral and presentation skills.
- Ability to develop innovative solutions whilst maintaining continuity of services through setting of clear goals/targets.
- Ability to lead, motivate and enthuse individuals and teams within a rapidly changing environment.
- Ability to work effectively within a political environment and to manage the member/officer interface.

- Commitment and ability to implement the Council's Equal Opportunities policies in employment and services.
- Commitment to working in partnership with a wide range of bodies both internally and externally.

### **3. Experience/Training**

- Significant senior management experience in the provision of public sector environment and regeneration services within a multi-racial urban community. Experience of participation at senior management level in the corporate affairs and decision making of a large complex organisation.
- A successful track record and background of consistent achievement at senior management level (second tier or above) in a local authority or other large complex organisation.
- Experience of managing, motivating and developing a multi-disciplinary workforce and harnessing the talents of employees at all levels.
- Experience of successfully leading management of change within a service setting.
- Experience of working in co-operation and partnership with a wide range of internal and external bodies including statutory agencies/organisations.
- Experience of having successfully managed substantial budgets through rigorous control procedures, as well as delivering budget options within a corporate framework.
- Experience of establishing and implementing business planning processes and performance management systems to ensure appropriate and cost effective service delivery.

## Appendix Two – overview of recruitment timetable

Advertising	Week commencing 9 February 2009
Closing date	Week commencing 23 February 2009
Longlist meeting	Week commencing 2 March 2009
Technical interviews and psychometric assessments	Week commencing 9 March 2009
Shortlist meeting	Week commencing 23 March 2009
Stakeholders and final interviews	Week commencing 6 April 2009