

EAST RENFREWSHIRE COUNCIL25 October 2023Report by Director of Business Operations & PartnershipsPOST OF HEAD OF PLACE**PURPOSE OF REPORT**

1. The purpose of this report is to put arrangements in place to ensure continuity and stability within the Environment department and seek Council approval for an Appointments Committee for the Head of Place post.

**RECOMMENDATION**

2. It is recommended that the Council:
- notes the retirement of the Head of Place with effect from 25 April 2024;
  - approves the recruitment procedure as detailed;
  - delegate to the Head of HR & Corporate Services, in consultation with the Director of Environment to make the necessary arrangements;
  - provide nominations to the Appointments Committee;
  - authorises the Director of Environment to put in place appropriate interim management arrangements for the Department if required.

**BACKGROUND**

3. In the Environment department the Head of Place has intimated that she will retire with effect from 25 April 2024. The Head of Service has been in post since February 2020 and has worked in local government for over 22 years. During this time they have made a valuable contribution to the development of East Renfrewshire including overseeing the production of two Local Development Plans, major planning applications at Whitelee Windfarm and Greenlaw, strategic plans and development at Maidenhill, Barrhead North and South, Barrhead Regeneration, City Deal and wider environmental projects such as Dams to Darnley, Barrhead Waterworks and the recent, Lavern Water restoration. This notice period will allow time for her successor to be identified through a recruitment procedure.

4. Over the next few months there will be many opportunities to thank the Head of Service for their commitment to East Renfrewshire. The purpose of this paper is to agree the process for the recruitment.

**RECRUITMENT**

5. As agreed at Council on 23 June 2023 the three Heads of Service remits in Environment are:

- Head of Environment Operations
- Head of Housing, Property and Climate Change
- Head of Place

The Head of Place is responsible for Economic Development, Town Centre Regeneration, Transport Strategy and Sustainable and Active Travel resources, Strategic Planning and Development Management, Building Standards, City Deal and Infrastructure.

6. It is proposed that the Appointments Committee be established to recruit a new Head of place with the proposed timetable as follows:

Post advertised:	10 November 2023
Closing date:	1 December 2023
Shortlisting by Interview Committee:	11 December 2023
Shortlist by Assessment Centre:	11 January 2024
Interview date:	17 January 2024

7. An Appointments Committee, comprising 5 Elected Members, should be established to shortlist and interview candidates, and to make an appointment to the post.

8. The assessment centre will focus on ensuring the candidates have the correct skills mix to be considered for appointment by the Committee.

9. If for any reason a successor is not in place by 25 April 2024 the Director of Environment will put in place interim management arrangements to ensure stability and continuity within the service until such time as a suitable replacement can be recruited.

**FINANCIAL IMPLICATIONS**

10. There are no additional financial implications as the Head of Place has chosen to retire. All costs associated with the recruitment process will be found from within existing budgets.

**CONSULTATION AND PARTNERSHIP WORKING**

11. The Trade Union have been made aware of this proposed recruitment process.

**RECOMMENDATION**

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