

Post of Head of Housing Services Sub-Committee

Minutes of a meeting of the **Post of Head of Housing Services Sub-Committee** held in the **Garden Room, Lewes House, 32 High Street, Lewes** on **Wednesday, 14 October 2009** at 3.30pm

Present:

Councillor A C De Vecchi (Chair – on election)

Councillors I A Nicholson and S Saunders.

Minutes

Action

117 Election of Chair

Resolved:

117.1 That Councillor A C De Vecchi be elected Chair of the Sub-Committee for the remainder of the current municipal year.

118 Declarations of Interest

Councillor Nicholson declared his personal, non-prejudicial interest in Agenda Item 5 (Housing Services).

119 Urgent Item

The Chair advised that she had agreed, in accordance with Section 100B(4)(b) of the Local Government Act 1972, that Report No 203/09 entitled "Housing Services" (Agenda Item No 5 refers), be considered as a matter of urgency in order that the Sub-Committee could take its decisions based on the most up to date information which was available.

120 Exclusion of the Public and Press

Resolved:

120.1 That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the Public and Press be excluded from the

meeting during the discussion of Report No 203/09 entitled "Housing Services", as there is likely to be a disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Act.

121 Housing Services

The Sub-Committee considered Report No 203/09 relating to proposed arrangements for the recruitment of a Chief Officer to manage the Housing Service following the retirement of the Head of Housing Services.

The existing post holder had advised that he wished to retire from the Council's service by the end of 2009 however, he had also stated that he would leave his retirement date flexible in order to suit the Council's recruitment arrangements in respect of his successor.

Several years ago, the Council separated its housing landlord function from its role in dealing with housing strategy and housing needs including homelessness.

At that time, Government policy was to encourage tenants to transfer their tenancies en bloc from councils to housing associations however, the Council's housing tenants had voted against such transfer. Since that time, the Government's policies had shifted and the prospect of a compulsory transfer of the housing stock was unlikely and indications were that housing would continue to be one of the Council's leading priorities.

The Council currently had an opportunity to review the provision of its housing service as a whole and to consider the recruitment of a Chief Officer to manage that service.

Appendix B to the Report set out details of the proposed Job Description for the Head of Housing Service and Appendix C thereto set out details of the proposed recruitment process.

Resolved:

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| <p>121.1 That the Job Description relating to the Head of Housing Services post, as set out at Appendix B to Report No 203/09, be agreed;</p> | <p>CE</p> |
| <p>121.2 That Tribal Recruitment Services be engaged for advertising and selection support in respect of the post in accordance with Option 1 as set out at Appendix C to the Report and that a representative of Tribal be involved in the shortlisting of candidates and the final selection process;</p> | <p>CE</p> |
| <p>121.3 That advice be sought from Tribal Recruitment Services on whether the salary of the new post would be correctly placed at 83% of a</p> | <p>CE</p> |

Director's salary;

121.4 That advice from Tribal Recruitment Services be taken on whether the salaries of the Council's Heads of Service reflect the current market; and

CE

121.5 That the Chief Executive be requested to obtain a revised quotation from Tribal to reflect the work that the Sub Committee required.

CE

Reason for the Decisions:

To decide the arrangements for the recruitment to the post of Head of Housing Services.

(Note: Councillor Nicholson stated that he had noted that Tribal had been proposed by the Chief Executive as the consultancy to advise on the recruitment process. He explained that his daughter worked for Tribal but he had no knowledge of any involvement of his daughter in any aspects of work that might involve the Council.

The Chief Executive advised the Sub Committee that he had nominated Tribal because of its wide expertise in the housing function in the public and private sector. Councillor Nicholson had not been involved in the selection process. The Chief Executive said that he had already checked the names of the housing team at Tribal who would handle the work. In his view, Councillor Nicholson did not have a prejudicial interest in any aspect of the work that Tribal would be asked to do for the Council. Councillor Nicholson therefore took part in the consideration, discussion and voting in respect of the Report).

The meeting ended at 4.00pm

A C De Vecchi
Chair