

LONDON BOROUGH OF CROYDON

REPORT:	APPOINTMENTS AND DISCIPLINARY COMMITTEE	
DATE OF DECISION	Friday 29 September 2023	
REPORT TITLE:	Appointment to the post of Director of Housing Management	
CORPORATE DIRECTOR / DIRECTOR:	KATHERINE KERSWELL CHIEF EXECUTIVE AND HEAD OF PAID SERVICE	
LEAD OFFICER:	Katherine Kerswell Chief Executive and Head of Paid Service	
LEAD MEMBER:	All	
AUTHORITY TO TAKE DECISION:	Appointments of staff are a non-executive function of the Council and the Council's established practice is to report all director appointments to Members for decision.	
KEY DECISION?	No	REASON: N/A
CONTAINS EXEMPT INFORMATION?	Yes	Details of the candidate(s) set out in the exempt/Part B appendices under paragraph 1 (information relating to any individual) and paragraph 2 (information which is likely to reveal the identity of an individual) and, in all the circumstances, the public interest in maintaining the exemptions outweighs the public interest in disclosing the information for the reasons set out in this report.
WARDS AFFECTED:	N/A	

1 SUMMARY OF REPORT

- 1.1 This report seeks the Committee's approval to agree the salary package and undertake the selection and appointment to the post of Director of Housing Management.

2 RECOMMENDATIONS

For the reasons set out in the report Appointments and Disciplinary Committee is recommended to:

- 2.1** Agree the salary package for the post of Director of Housing Management Grade 3, £122,803-£127,684 per annum.
- 2.2** Undertake the selection for and agree an appointment to the post of Director of Housing Management from the candidate(s) detailed in the Exempt/Part B appendices attached to this report.
- 2.3** Note that any appointment will be subject to the appointment notification process set out in section 3.3 of part 4J of the Council's Constitution (Staff Employment Procedure Rules).

3. BACKGROUND AND DETAILS

3.1 Job Purpose:

As a member of the Housing Directorate's management team, the Director of Housing Management Services reports to the Corporate Director, Housing and will work collaboratively with other directors, corporate directors and the chief executive to deliver the Mayor's Business Plan, and the Housing Transformation Programme. This role will primarily focus on leading the Housing Directorate's Landlord responsibilities. This includes leading approximately 200 staff covering tenancy management, rent accounting, income collection, leaseholder/home ownership services, safeguarding, low level anti- social behaviour intervention, lettings, voids, estate improvements, community development, resident engagement, and estate caretaking service.

The post holder is responsible for the development and delivery of an effective and efficient landlord service whilst ensuring delivery of the charter for Social Housing Tenants, requirements of the Building Safety and Fire Safety Acts, and meeting the Regulator for Social Housing's Standards.

To lead and shape the landlord services division and be responsible for the delivery of and the performance of statutorily defined local authority functions relating to landlord housing services including: Tenancy management, Income Collection, Low level anti-social behaviour intervention, Rent Accounting, Lettings, Tenancy safeguarding. Ensuring that effective systems are in place for discharging these functions working with the voluntary sector and other providers as appropriate.

Lead and shape on the delivery of excellent customer service of the Repairs Contact Centre and digital forms of contact and on the resident engagement activities for the directorate, ensuring an up-to-date Resident Engagement Strategy is in place and delivers the promise of the Resident's Charter.

Responsible for the delivery of estate caretaking, improvement and development activities which enhance the estates and communities within them and the new Voids management process which minimizes turnaround time and maximises opportunity to generate income, reduce housing need pressure and minimise the use of Temporary Accommodation.

Assist the council in meeting its statutory responsibilities to priority and non-priority homeless households including the development of housing strategies to enable residents to make informed decisions. To support the delivery of housing need arrangements and support the preventative aspects of homelessness and minimising the use of temporary accommodation.

Be responsible for effective financial and operational performance of the Housing Revenue Account and operational budgets, maximising use of assets and supporting growth.

Localism Act 2011 and Pay Policy

- 3.2** The Appointments & Disciplinary Committee established at the Annual Council Meeting in May 2022 has delegated responsibility for approving appointments beyond the threshold specified in statutory guidance issued by the Secretary of State under section 40 of the Localism Act 2011. The statutory guidance provides that elected Members should be given an opportunity to vote before salary packages upon appointment at or above a specified threshold are offered. For these purposes, the specified threshold is currently £100,000 as set by Government.
- 3.3** As set out in the Council's Pay Policy Statement agreed by the Council on 1 March 2023 Director roles are placed on a grade and salary within the Croydon Chief Officer Grades 1 and 3 following evaluation of their post using the Hay job evaluation scheme with provision for incremental progression to the top spinal point of the grade. The Policy also provides that the salaries will be reviewed in line with national awards as determined by the JNC for Local Authority Chief Executives. The salary scale for the Director of Housing Management is Grade 3 £122,803-£127,684 per annum.
- 3.4** Under these arrangements the Director of Housing Management, receive a salary package which would engage the Committee's discretion in accordance with the delegation set out above and therefore a decision is required by the Committee to appoint at this pay level.
- 3.5** The Council's Staff Employment Procedure Rules at Part 4.J of the Constitution provide for a notification process to ensure that the Mayor and any other Cabinet Members have no objections to the offer of appointment occurs before an offer of appointment is made to him/her and these requirements will be complied with should members approve the above recommendations

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1** The current post holder is employed on an interim basis on a day rate and to continue with that arrangement would be at a substantial cost to the council so to recruit on a

permanent basis is considered the viable option to sustain and maintain a stable management team.

5. CONSULTATION

- 5.1** The recruitment campaign and assessment and selection process included advertising on both Croydon's internal and external job sites, Local Government Jobs, and LinkedIn. We also had exposure on 'Indeed' as they list and promote our roles free of charge. Applicants undertake first stage conversations with Corporate Director, Housing and Corporate Director, Sustainable Communities, Regeneration & Economic Recovery and will meet with a panel made up from members of the Council Management Team and relevant external stakeholders, prior to the final interview.

6. IMPLICATIONS

6.1 FINANCIAL IMPLICATIONS

There are no specific direct financial implications arising from this recruitment as salary costs and the associated on-costs will be met from existing budget within the Housing directorate.

6.2 Risks

The failure to recruit the right candidate is always a risk and may result in further costs to recruit should this happen. There are broader operational and delivery implications, particularly with savings targets and other directorate responsibilities.

- 6.3** Comments approved by Allister Bannin, Director of Finance (Deputy s151 Officer), 19/9/23

7. LEGAL IMPLICATIONS

- 7.1** Under section 112 of the Local Government Act 1972, the Council may generally appoint such staff as it considers necessary for the proper discharge of its functions on such reasonable terms and conditions, including remuneration, as the Council thinks fit.
- 7.2** The function of appointment of a member of staff below deputy chief officer level must be discharged by the Head of Paid Service or by an officer nominated by the Head of Paid Service. Appointment decisions concerning more senior officers can be made by officers or Members subject to statutory requirements, Council rules and established practices.
- 7.3** However, under section 40 of the Localism Act 2011, the Council must have regard to guidance issued by the Secretary of State when preparing and approving its pay policy statement. The Guidance entitled "Openness and accountability in local pay; guidance under section 40 of the Localism Act" provides "full council, or a meeting of members should be offered the opportunity to vote before large salary packages are offered in respect of a new appointment. The Secretary of State considers that £100,000 is the right level for that threshold to be set".

- 7.4** Under section 41 of the Localism Act 2011, the Council must comply with its pay policy statement when making certain determinations relating to remuneration. The Council must also comply with its obligations under regulation 10 of the Accounts and Audit Regulations 2015 and the Local Government Transparency Code.
- 7.4** The Council's pay policy statement provides that "The Appointments and Disciplinary Committee has delegated responsibility for approving appointments and decisions about remuneration packages for new appointments of £100,000 or more per year in accordance with the Localism Act 2011."
- 7.5** It provides that "Corporate Directors and Directors are paid salaries aligned to the Croydon Chief Officer grades, as set out in Appendix 1a, with provision for annual incremental progression to the top of the grade. Salaries are reviewed in line with the national awards, as determined by the JNC for Local Authority Chief Executives and Chief Officers.
- 7.6** Staff Employment Procedure Rules at Part 4.J of the Constitution provides for a notification process to ensure that the Mayor and any other Cabinet Members have no material or well-founded objections to the offer of appointment and this process must take place before an offer of appointment can be made.
- 7.7** *Approved by:* Head of Litigation and Corporate Law for and on behalf of Stephen Lawrence-Orumwense the Director Legal Services and Monitoring Officer Date: 20/9/23

8. EQUALITIES IMPLICATIONS

- 8.1** The posts are senior posts within the Council, therefore post holders will have due regard to the Public Sector Equality Duties (PSED) as detailed:
- (i) Eliminate unlawful discrimination, harassment and victimisation
 - (ii) advance equality of opportunity between people who share a protected characteristic and those who don't.
 - (iii) foster or encourage good relations between people who share a protected characteristic and those who don't.
- 8.2** Senior members of staff are also responsible for the deliverables of the Equality Strategy 2020 -2024 within their service area. This includes: ensuring that every strategy, delivery plan and staff appraisal has an equality objective linked to it.
- 8.3** As a member of the management team, the post holder will also have responsibility for the implementation of the Equality Strategy 2020- 2026 which includes the standards of the Chief Executive for London Council's Tackling Racial Injustice programme. This includes ensuring that both equality and race have measurable actions on personal development plans for the post holder.
- 8.4** The post holder will be requested to share equality monitoring data when in post.
- 8.5** Comments approved by: Denise McCausland, Equalities Programme Manager Date: 19/9/23

9. HUMAN RESOURCES IMPLICATIONS

9.1 There are no additional human resources impacts.

9.2 Comments approved by Dean Shoesmith, Chief People Officer Date: 19/9/23

CONTACT OFFICER: Katie Wallace, Head of Recruitment

10. APPENDICES TO THIS REPORT

Appendix 1: Recruitment pack including Role Profile

Exempt/Part B Appendices

BACKGROUND DOCUMENTS: none