

Council

13 November 2025

Appointment of Assistant Director Culture and Community

Report from: Richard Hicks, Chief Executive

Author: Samantha Beck-Farley, Chief Organisational Culture Officer

Summary

This report seeks approval to recruit to the post of Assistant Director Culture and Community.

1. Recommendations

- 1.1. The Council is recommended to approve recruitment to the role of the Assistant Director Culture and Community.

2. Budget and policy framework

- 2.1. Whilst the Appointments Committee is responsible for appointing Assistant Directors and above, the Council's Pay Policy Statement states that any proposal to offer a new Assistant Director or above appointment on terms and conditions which include a total remuneration package of £100,000 or more, including salary, fees or allowances which would routinely be payable to the appointee and any benefits in kind to which the officer would be entitled as a result of their employment (but excluding employer's pension contributions), will be referred to Full Council for approval before any such appointment is advertised or before any such offer is made to a particular candidate.

3. Background

- 3.1. Members will be aware that the current Assistant Director Culture and Community, is leaving the Council's employment in December 2025.
- 3.2. The Council wishes to recruit to this role and given that the remuneration package for Assistant Directors may exceed £100,000, it is necessary to seek full Council approval prior to recruiting to this role.
- 3.3. The Assistant Director Culture and Community role is responsible for leading the establishment of Medway's Local Plan, designing the future for the communities across Medway. This role is also key to supporting Medway's residents with providing high quality housing and the management of the Council's housing stock.

- 3.4. The role is responsible for leading Medway's cultural offer, incorporating refreshed work on tourism and stewardship of Medway's unique heritage assets. This role will also champion increased engagement with Medway's sports and leisure facilities, as well as embed climate response into everything the Council does across Medway.
- 3.5. Therefore, proceeding with recruitment to this role is of paramount importance and Members are recommended to approve recruitment to this role.
- 3.6. Subject to full Council approval, meetings of the Appointments Committee will take place on 28 November 2025 and 12 December 2025 to shortlist and interview candidates respectively.

4. Risk management

- 4.1. Risk management is an integral part of good governance. The Council has a responsibility to identify and manage threats and risks to achieve its strategic objectives and enhance the value of services it provides to the community.

Risk	Description	Action to avoid or mitigate risk	Risk rating
Lack of suitable candidates to make an appointment or successful candidate is subject to a long notice period.	If an appointment is not made initially it can be re-advertised or if the successful candidate is subject to a long notice period, there may be period of time without a postholder in place.	Should there be unsuitable candidates the use of specialist recruitment will maximise success. Re-advertise post, having reviewed the reasons for inability to appoint. Consider acting up opportunity to ensure post is covered in the short term.	CIII

For risk rating, please refer to the following table (please **retain** table in final report):

Likelihood	Impact:
A Very likely B Likely C Unlikely D Rare	I Catastrophic II Major III Moderate IV Minor

5. Financial and legal implications

- 5.1. There is budgetary provision for this post.
- 5.2. The process for the recruitment and appointment of Assistant Directors and above is set out within the Employment Rules in the Council's Constitution.
- 5.3. The Council's Employment Rules reflect and are consistent with the provisions in the Local Authorities (Standing Orders) (England) Regulations 2001.
- 5.4. Section 38(1) of the Localism Act 2011 (the Act) requires English and Welsh local authorities to produce a pay policy statement for each financial year.

Lead officer contact

Samantha Beck-Farley, Chief Organisational Culture Officer
Telephone: 01634 331463
Email: sam.beckfarley@medway.gov.uk

Appendices

None

Background papers

None