
Council

26 February 2009

Report of the Chief Executive

Appointments Committee for the Post of Director of Neighbourhood Services

Summary

1. This report seeks formal approval to establish an Appointments Committee for the post of Director of Neighbourhood Resources and to delegate sufficient powers to that committee to enable it to conduct the recruitment process, select and appoint a candidate, subject to the requirements of the standing orders on appointment.
2. The report is being considered because of the need to plan to fill the vacant substantive post, to enable the Neighbourhood Services Directorate to operate effectively, and to avoid any further delay.

Background

3. The Director of Neighbourhood Services resigned from his post and left the Council on 30 January 2009. An Interim Director has been appointed, until the end of July 2009, to maintain continuity in the post until a permanent appointment has been made.
4. Standing Order 40 (c) (1) of the Council's Constitution requires that an Appointments Committee, including at least one member of the Executive, interviews all qualified applicants for Chief Officer posts or selects a shortlist of such applicants and interviews those on this shortlist.
5. It is requested that for the Director of Neighbourhood Services Appointments Committee, that the Committee be constituted on a 2:2:1 basis. This will mean that there will be two Liberal Democrat members, two Labour members and one Conservative member.

Consultation

6. Consultation has taken place with the Corporate Management Team and outgoing Director of Neighbourhood Services as to the need for this appointment. It is requested that the three largest political groups now nominate members to participate in the Appointments Committee,

Options

7. There are no alternative options for Members to consider, other than simply not proceeding with the recruitment to the post. The failure to create an Appointments Committee at this stage would delay any subsequent appointment to the post.

Corporate Priorities

8. Making an appointment to this post will contribute to delivering the Corporate Strategy by supporting the Council's values and all of the improvement statements.

Implications

9. The following implications have been considered:
 - **Financial** – The Neighbourhood Services Directorate will bear the cost of this post within current resources. There could potentially be some budget pressure in the next financial year dependent upon the duration of the current interim arrangements.
 - **Human Resources (HR)** – The job description for the Director of Neighbourhood Services has been subject to the Council's established job evaluation mechanism and a grade of Director has been confirmed for the post. The Appointments Committee is in line with the constitutional requirements for the recruitment and appointment of Chief Officers. The appointment will be carried out in accordance with the Chief Officer recruitment protocol attached (Annex A).
 - **Equalities** - There are no equalities implications.
 - **Legal** – The Appointments Committee is created pursuant to S.102 (c) of the local Government Act 1972 and its terms of reference are to exercise the functions of the Council in relation to the selection and appointment of the successful applicant in respect of the vacant post Director of Neighbourhood Services. The proceedings of the Appointments Committee are likely to be held mainly in exempt session due to the nature of the information that it will be considering.

In circumstances where the appointing committee agrees, without any member voting against, S.17 of the Local Government & Housing Act 1989 provides that the distribution of seats on a sub-committee need not comply with the political balance requirements contained in Part 1 of that Act.

The process of appointing officers of this level is regulated by the Local Authority (Standing Orders) (England) Regulations 2001. Amongst other things, these regulations require that an appointment committee must include at least one member of the Executive and further, that no formal offer of appointment may be made until all members of the Executive have been informed of the details of the intended appointee, and have raised no objection within the specified period, (usually 5 clear days).

- **Crime and Disorder** – There are not crime and disorder implications.
- **Information Technology (IT)** – There are no IT implications.
- **Property** – There are no property implications.
- **Other** – There are not other implications.

Risk Management

10. There are no known risks associated with the recommendations of this report.

Recommendations

11. It is recommended that Council:
 - i. Establishes an Appointments Committee consisting of five members, two from Liberal Democrat, two from Labour and one Conservative, as follows:

Councillors King and Potter

Councillors Waller and Reid

Councillor Gillies.
 - ii. The Appointments Committee be authorised to conduct the final interviews, select a successful candidate and make an offer of employment subject to the necessary employment procedures.

Reason: To allow appointment to the post of Director of Neighbourhood Services to be made.

Contact Details

Author:

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Chief Executive

Chief Officer Responsible for the report:

Bill McCarthy
Chief Executive

Report Approved

Date *Insert Date*

Specialist Implications Officer(s)

Legal: Quentin Baker, Head of Civic, Democratic & Legal Services
Human Resources: Angela Wilkinson, Head of HR & OD
Finance: Rachel Harrison, Finance Manager

Wards Affected:

All

For further information please contact the author of the report

Background Papers:

None.

Annexes:

Annex A - Chief Officer recruitment protocol