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## ***Staffing Matters & Urgency Committee***

***18<sup>th</sup> April 2008***

Report of the Director of People and Improvement

### ***Appointments Committee for Chief Officer posts***

#### **Summary**

1. This report seeks formal approval:
  - i. to proceed with an appointment process for the Director of Resources, the Head of Human Resources and the Head of Audit;
  - ii. to establish an Appointments Committee for the posts and to delegate sufficient powers to that committee to enable it to conduct the recruitment process and select and appoint candidates, subject to the requirements of the standing orders on appointments;
2. The report is being considered because of the need to plan to fill vacancies for all 3 substantive posts and bring stability to the Resources and Chief Executive's directorates.

#### **Background**

3. 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.
4. It is requested that for the Director of Resources 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. It is requested that for the Head of Human Resources and the Head of Audit that the Committee be constituted on a 1:1:1 basis. This will mean that there will be one Liberal Democrat member, one Labour member and one Conservative member.

#### **Consultation**

5. Consultation has taken place with Group Leaders, the Chief Executive, and the Corporate Management Team as to the need for these appointments. It is requested that the three largest political groups now nominate members to participate in the Appointments Committee.

## Options

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

## Corporate Priorities

7. Making an appointment to these posts will contribute to delivering the Corporate Strategy by supporting the Council's values and all of the improvement statements.

## Implications

8. The following implications have been considered:
  - **Financial** – The Directorate will bear the cost of these posts within current resource.
  - **Human Resources (HR)** – The job description for the proposed Head of Human Resources post has been subject to the Council's established job evaluation mechanism and a grade of Chief Officer 10 has been confirmed for the post. The creation of an Appointments Committee is in line with the constitutional requirements for the recruitment and appointment of Chief Officers.
  - **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 posts Director of Resources, Head of HR and Head of Audit. 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 no crime and disorder implications.

- **Information Technology (IT)** – There are no IT implications.
- **Property** – There are no property implications.
- **Other** – There are no other implications.

## **Risk Management**

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

## **Recommendations**

10. Members are asked to agree:

- i. That Appointments Committees be created for all 3 posts, and that formal approval is given to proceed with the process of appointment for the post of Director of Resources, the Head of Human Resources, and the Head of Audit.

Reason: To allow appointments to the posts to be made and bring stability to the Resources and Chief Executive's directorates

## **Contact Details**

### **Author:**

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### **Chief Officer Responsible for the report:**

Bill McCarthy  
Chief Executive

**Report Approved**  **Date** April 2008

### **Specialist Implications Officer(s)**

Legal: Quentin Baker, Head of Civic, Democratic & Legal Services  
Human Resources: Chris Tissiman, Head of HR Services  
Finance: Patrick Looker, Accountancy Manager

### **Wards Affected:**

**All**

**For further information please contact the author of the report**

### **Background Papers:**

None.

### **Annexes:**

None.