
Staffing Matters & Urgency Committee

9th May 2008

Report of the Director of People and Improvement

Chief Officer Recruitment Protocol

Summary

1. This report seeks formal approval to establish a Chief Officer recruitment protocol.

Background

2. 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 interview those on this shortlist.
3. At present the Council does not operate a protocol for Chief Officer recruitment, which has sometimes created inconsistencies surrounding the role of Officers and Members in the process from appointment to appointment, particularly around the method to source applicants and the use, or otherwise, of recruitment consultants.

Consultation

4. Consultation has taken place with the Chief Executive on this matter and the proposed protocol has been developed by the Head of HR Services.

Options

5. There are no alternative options for Staffing Matters & Urgency Committee to consider, other than to propose revisions to the recruitment protocol as deemed necessary.

Analysis

6. The agreement of a Chief Officer recruitment protocol would ensure all appointments are made on the same basis and that the method to source applicants and the use, or otherwise, of recruitment consultants is formally considered on each occasion.

Corporate Priorities

7. The agreement of a Chief Officer recruitment protocol will contribute to delivering the Corporate Strategy through the recruitment of Chief Officers with the skills, experience and knowledge required by the Council.

Implications

8. The following implications have been considered:
 - **Financial** – The agreement of a Chief Officer recruitment protocol will enable the financial decision surrounding the use of recruitment consultants to be made on a case by case basis, thereby allowing the consideration of available finance and value for money on each occasion.
 - **Human Resources (HR)** – The proposed Chief Officer recruitment protocol will enable the effective recruitment decisions to be made on a consistent basis.
 - **Equalities** – There are no equalities implications.
 - **Legal** – The Local Authority (Standing Orders) Regulations 2001 contain a number of mandatory requirements regarding Chief Officer recruitment processes. However, the regulations do not cover all matters and a protocol would provide useful guidance to ensure consistency of approach in the recruitment of Chief Officers. The status of such a protocol is advisory in nature.
 - **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 other than the risk of inconsistency if a protocol is not agreed.

Recommendations

10. Staffing Matters & Urgency Committee is asked that the proposed Chief Officer Recruitment protocol attached at Annex 1 be approved.
Reason: To ensure consistency of approach and value for money.

Contact Details

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Report Approved Date May 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

Annex 1 - Proposed Chief Officer Recruitment protocol