

<b>Item No.</b> 6.	<b>Classification:</b> Open	<b>Date:</b> 6 October 2021	<b>Meeting Name:</b> Appointments Committee
<b>Report title:</b>		Appointment of the Head of Paid Service: Procedural requirements	
<b>Ward(s) or groups affected:</b>		All	
<b>From:</b>		Director of Law and Governance and Monitoring Officer	

## RECOMMENDATION

1. That the appointments committee note the procedure for taking decisions relating to the appointment of the Head of Paid Service.
2. That the appointments committee consider the level of engagement they see appropriate for the appointment process prior to interview stage.
3. To note all steps relating to the selection and appointment of the recruitment consultants.

## BACKGROUND INFORMATION

4. Eleanor Kelly, the head of paid service and chief executive, announced her retirement formally on 6 September 2021. The responsibility for interviewing for a post of this seniority is reserved to the appointments committee, and to council assembly for final decision-making.
5. Set out below is the process by which the candidates will be selected for interview.

## KEY ISSUES FOR CONSIDERATION

6. The role will be advertised appropriately, and in addition to the advertising, the council will appoint an executive resourcing partner to undertake a search across the public and private sectors. The appointment of the executive resourcing partner will be undertaken in accordance with Contract Standing Orders.
7. This process will be undertaken in accordance with the council's Recruitment Policy. It is recommended that the decision to engage a resourcing executive will be taken in consultation with the Leader.
8. The resourcing executive will lead on all aspects of the recruitment campaign, search, and long and short listing, in consultation with officers.
9. The final interviews, by the appointments committee, will be held around the beginning of February 2022.
10. As this is a chief officer appointment, should at the conclusion of the

appointments committee meeting a resolution be agreed that a provisional offer appointment is to be made (subject to references, medical and all other checks), it may only be made where no well-founded and material objection from any member of the cabinet has been received. This is in accordance with the provisions in the constitution - Officer employment procedure rules paragraph 3b. An objection must also be “material”. This means that the objection must:

- relate to the applicant’s suitability to successfully perform the role
- have a significant impact on the candidate’s suitability – i.e. it should not be minor.

11. The Director of Law and Governance will write at the request of the appointments committee chair, to the cabinet, giving them notice of the proposed offer and asking for any objection within 48 hours.
12. Following this, if there are no objections, the proposed candidate will be nominated to council assembly for agreement. This will be via a closed report to council assembly on 23 February 2022. Council assembly appoints the chief executive on the recommendation of the appointments committee.
13. Under its terms of reference, the appointments committee has no formal role in the proceedings until the final interviews. However, as the appointment of the Head of Paid Service is a significant matter, it may be appropriate for the committee to be able to consider the process before the final interview stage.
14. Options include:
  - a. Regular meetings of the appointments committee on a six or eight weekly cycle.
  - b. Regular written updates to the appointments committee on a four to six weekly cycle, with the chair able to request a meeting within four weeks to consider any specific matters members need to be apprised of.
15. If the committee considers option a, regular meetings, to be appropriate, a suggested draft timetable is set out below:

Meeting 1	9.00am-10.00am, Wednesday 6 October 2021
Meeting 2	9.00am-10.00am, Wednesday 17 November 2021
Meeting 3	9.00am-10.00am, Wednesday 12 January 2022
<b>Final meeting</b>	<b>9.00am-4.00pm, Wednesday 2 February 2022</b>

Note: These dates are subject to change, and will be confirmed at least one month prior to each meeting.

## **Community, equalities (including socio-economic) and health impacts**

### **Community impact statement**

16. There are no specific impacts on the community from this process.

### **Equalities (including socio-economic) impact statement**

17. The management of the executive resourcing partnership and the recruitment process will maintain and support good equalities impacts, including considering methods of recruitment which facilitate strong diverse representation among candidates.

#### **Health impact statement**

18. There are no specific health impacts from this process.

#### **Climate change implications**

19. There are no climate change implications from this process.

#### **Resource implications**

20. The resources for the recruitment process are contained within the appropriate departmental budgets.

#### **Legal concurrent**

##### **Director of Law and Governance**

21. The report details the process to be followed in accordance with the Officer Employment Procedure Rules in the Constitution for the appointment of the Head of the Paid Service.

##### **Recruitment of head of paid service and chief officers**

22. Where the council proposes to appoint the head of paid service, a chief officer, chief finance officer or the monitoring officer and it is not proposed that the appointment be made exclusively from among its existing officers, the council will as a minimum:
  - a) draw up a statement specifying:
    - i) the duties of the officer concerned; and,
    - ii) any qualifications or qualities to be sought in the person to be appointed;
  - b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and,
  - c) make arrangements for a copy of the statement mentioned in paragraph (a) to be sent to any person on request. (Officer employment procedure rules 2.)

##### **Appointment of head of paid service**

23. This process is subject to the Local Authorities (Standing Orders) (England) Regulations 2001.
  - a) Council assembly will approve the appointment of the head of paid service following the recommendation of such an appointment by the

appointments committee of the council. That committee must include at least one member of the cabinet.

- b) Council assembly may only make or approve the appointment of the head of paid service where no well-founded and material objection has been made by any member of the cabinet.

24. The report notes that specialist recruitment consultants will be appointed to support the Leader of the Council through the recruitment and selection process.
25. The recruitment will be undertaken in accordance with our Recruitment Policy, Borough Plan commitments and our equalities duties as detailed in the Equality Act 2010.

## APPENDICES

No.	Title
None	

## AUDIT TRAIL

<b>Lead Officer</b>	Doreen Forrester-Brown, Director of Law and Governance	
<b>Report Author</b>	Chidi Agada, Head of Constitutional Services, Virginia Wynn-Jones, Principal Constitutional Officer	
<b>Version</b>	Final	
<b>Dated</b>	1 October 2021	
<b>Key Decision?</b>	No	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments included</b>
Strategic Director for Finance and Governance	No	No
Director of Employee Experience (Interim)	No	No
<b>Cabinet Member</b>	No	No
<b>Date final report sent to Constitutional Team</b>	1 October 2021	