

General Purposes Committee On 2nd November 2006

Report title: Appointments Panels for Director of Urban Environment & Director of Adults, Culture and Community Services

Report of: Head of Personnel

1. Purpose

To brief Members about the arrangements for recruiting to the Director posts above and seek membership for the appointment panels.

The Chair has requested that further consideration be given to the composition of Panels, in the light of discussions between himself and the Leader of the Council.

This report is the original report considered by General Purposes Committee on 23 October 2006.

2. Recommendations

- To agree the appointment panel
- To note the arrangements for recruitment

Report authorised by:

Stuart Young

Contact officer: Stuart Young, Head of Personnel

Telephone: 3174

3. Policy summary

The policy in relation to Member involvement in officer appointments is contained within the Council Constitution agreed at Council on 27th May 2002. General Purposes Committee agreed a set of principles for the appointment of staff where Members are involved at its meeting on 2nd July 2002.

4. Access to information:

Local Government (Access to Information) Act 1985

Council Constitution

General Purposes Committee 2nd July 2002 - report titled Appointments Process

5. Recruitment Process

The Council Constitution requires that external appointments to chief officer and deputy chief officer posts be a non-Executive Member function carried out via the General Purposes Committee.

Three recruitment consultant companies were considered for the provision of advertising, executive search, assessment, and advisory services connected with the appointment process. Gatenby Sanderson were selected.

A recruitment timetable is suggested as follows:

- Advert appears Municipal Journal 2nd November and Guardian
- Closing date 27th November
- Preliminary interviews held by Gatenby 7&8 December (to include scenario based test, Technical Assessment, and OPQ personality measure)
- Shortlisting meeting to include Members 13-15 December
- Member Appointment Panels week commencing 18 December (plus possible stakeholder engagement)

General Purposes Committee has a protocol for the composition of Appointment Panels. This is:

Leader/delegate

Executive Member/delegate

General Purposes Chair/delegate

Opposition Member(s)

The numbers against each category need to allow for proportionality. It is generally the case that the non-executive membership is at least equal to that of the Executive. It is suggested that Panels of no greater than 7 Members will facilitate an efficient selection process. Accordingly the panels might comprise: three Executive Members, one General purposes Member, and three opposition Members.

6. Recommendation

Members are asked to identify an appointment panel for each of the appointments to the posts of Director of Urban Environment and Director of Adults, Culture and Community Services.