



Report Title: Appointment to vacant post of Head of Legal Services in the Corporate Resources Directorate	
Forward Plan reference number (if applicable): [add reference]	
Report of: Interim Head of Human Resources	
Wards(s) affected: N/A	Report for: Non-Key Decision
<p>1. Purpose</p> <p>1.1 To brief Members about the arrangements for recruiting to the post of Head of Legal Services</p> <p>1.2 To receive the nominations of One Member who will be able to take part in the recruitment process.</p>	
<p>2. Introduction by Cabinet Member (if necessary)</p> <p>2.1 The report seeks nominations for a Member appointment panel for the vacant role of Head of Legal Services/Monitoring Officer in accordance with Section K4 of the Council's Constitution.</p>	
<p>3. Recommendations</p> <p>3.1 To agree the nomination of one Member from this committee for the appointment panel</p> <p>3.2 To note the arrangements for recruitment</p>	
<p>Report Authorised by: Stuart Young Assistant Chief Executive, People and Organisational Development</p> <p><i>Stuart Young</i></p>	

Contact Officer: **Steve Davies, Interim Head of Human Resources (ext. 3172)**

4. Chief Financial Officer Comments

4.1 The Chief Financial Officer has been consulted in the production of this report and notes that all costs associated with the recruitment and advertising for this post (noted in section 8.1) will need to be met from within existing Corporate Resources budgets.

5. Director of Corporate Resources Comments

5.1 The Director of Corporate Resources comments that the process of appointment of the post of Head of Legal Services is a non-executive function which is covered by statutory provisions. These statutory provisions are met by the recommendations set out in this report which mirror Section K4 of the Council's Constitution.

6. Local Government (Access to Information) Act 1985

6.1 No documents that require to be listed were used in preparation of this report.

7. Strategic Implications

7.1 This vacancy, which has a key strategic role in the Corporate Resources Directorate, is being advertised in the Local Government Chronicle and the Haringey recruitment website. The role has a wide remit in providing support to the Council, Members, Chief Executive and Senior Officers on all legal matters. The post-holder will also discharge the functions of Monitoring Officer.

8. Financial Implications

8.1 A decision relating to the type of assessment reports required will be taken later in the process when the associated costs will be defined.

9. Legal Implications

9.1 See section 5.1 above.

10. Equalities Implications

10.1 The executive search agents retained to carry out the assessment centre have been briefed to ensure that these processes take proper account of the need to be inclusive.

11. Background

11.1 The following timetable has been agreed with the Director of Corporate Resources. Member nominations are required for the posts to take part in the short-listing and final interviews.

11.2 The draft timetable will be as follows:

Advertisement closing date	7 December 2007
Long-listing	w/c 10 December 2007
Assessment Centre incl. Technical Assessment	w/c 17 December 2007
Shortlist discussion with member panel	w/c 7 January 2008
Member panel interview	w/c 14 January 2008

12. Conclusion

12.1 The constitution adopted by the Council in May 2002 requires that appointments to chief officer and deputy chief officer posts be a non-Executive function carried out via the General Purposes Committee. One nomination from the committee is therefore required for the recruitment processes outlined above.