

Appointments and Conditions of Service Committee

24 June 2019

Report of the Director of Organisation Development and Policy

Appointments Panel Process for Officers of the Council covered by the Councils Constitution

1. Purpose

This report outlines a process for the formation of an appointments panel for appointments to Executive Director and Director (exc. Director of Public Health) for consideration and approval by the Appointments and Conditions of Service Committee (ACOS).

2. Background Information

As outlined in the Councils Constitution, ACOS is responsible for the appointments of officers as detailed in Appendix 9 of the Constitution.

A Panel formed from ACOS will appoint the following:

- The Head of Paid Service.
- Statutory chief officers within the meaning of section 2(6) of the 1989 Act (politically restricted posts).
- Non-statutory chief officers within the meaning of section 2(7) of the 1989 Act;
- Deputy chief officers within the meaning of section 2(8) of the 1989 Act.
- Any person appointed in pursuance of section 9 of the 1989 Act (assistants for political groups).

This process excludes appointments to the Director of Public Health which is subject to the process set out in the Councils constitution in Appendix 9

The Panel must include at least one member of the Cabinet.

The composition of the Panel will be formed in consultation with the Director of Organisation Development and Policy; or by the Head of Paid Service if the appointment is of the Director of Organisation Development and Policy.

3. Appointment Panel Process

- a. Where the Council proposes to appoint an Executive Director or Director, the Leader of the Council will be requested to form a panel consisting of:
 - i. Two members of the majority political group (at least one member from Cabinet).
 - ii. A member of the minority political group.

- b. Once panel members have been identified, Democratic Services will arrange a sub-committee of ACOS and due process will follow.
- c. For appointments to positions of Executive Director, the Director of Organisation Development and Policy will attend the panel.
- d. For appointments to positions of Director, the respective Executive Director and Director of Organisation Development and Policy (or a nominated representative) will attend the panel.
- e. For appointments to the position of Director Organisation Development and Policy, the Head of Paid Service will attend the panel.
- f. The Director of Organisation Development and Policy will, on conclusion of the interview process, before an appointment is confirmed, notify the Cabinet of the proposed appointment and ask Cabinet Members to respond within 5 working days whether there are any well –founded objections to the appointment.
- g. It is a requirement that Full Council approve the appointment of the Head of Paid Service, Monitoring Officer, Section 151 Officer and Executive Directors following the recommendation of such an appointment by the Panel. The Full Council may only make or approve the appointments where no well-founded objection from any member of the Cabinet has been received. In order to enable the appointment to progress expediently, the confirmation of the appointment may, in certain circumstances, be presented to Council for ratification at a subsequent meeting following the appointment being made.

4. Considerations

In preparing this report the relevance of the following factors has been considered: financial, legal, the Council's Constitution, human resources, social care and equality and diversity.

5. Officer Recommendations

The Appointments and Conditions of Service Committee (ACOS) approves the appointment panel process in accordance with the Constitution.

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