

EMPLOYMENT COMMITTEE

FRIDAY, 16 APRIL 2010

DECISIONS

Set out below is a summary of the decisions taken at the meeting of the Employment Committee held on Friday, 16 April 2010. The wording used does not necessarily reflect the actual wording that will appear in the minutes.

If you have any queries about any matters referred to in this decision sheet please contact Patrick Adams.

1. CONSIDERATION OF TERMS OF DELEGATION TO AND COMPOSITION OF AN EMPLOYMENT PANEL FOR THE PROCESS OF APPOINTING A CHIEF EXECUTIVE/HEAD OF PAID SERVICE

The Committee

RECOMMENDED

- (A) That Council note the following amendments, **in bold**, made by the Employment Committee under its delegated powers to Table One – Responsibility for Council Functions of the Constitution.
- (B) To Council that the paragraph in **bold and underlined** be added to Table One – Responsibility for Council Functions of the Constitution. This is a new addition to the operating rules for the Committee and does not fall within the Committee's powers of delegation.

Committee	Membership	Functions	Delegation of functions
Employment	7 councillors including one (only) from the Executive* who shall be the portfolio holder with responsibility for staffing matter, ex officio. The Standing Orders Regulations require at least one member of the Executive to be on any committee when appointing or dismissing designated senior officers.	Disciplinary and Grievance Procedures; to consider appeals against dismissal, grading appeals (where contractual responsibilities and other contract of service matters are in issue) and grievances by employees of the Council. Disciplinary action against Corporate Managers other than dismissal. ¹ Appoint Corporate Managers and Legal and Democratic	Ad hoc panel of three councillors (Appeals Panel) chosen by the Chairman of the committee (or the Vice-Chairman in the absence of the Chairman) from the members of the Ad hoc panel of three councillors, to include the

¹ Officer Employment Procedure Rules, rule 6(b).

	<p><u>The Committee will oversee the recruitment to the roles of Chief Executive / Head of Paid Service, Executive Directors or Monitoring Officer and when carrying out this role the</u></p>	<p>Services Manager².</p> <p>To be responsible for the selection of the Chief Executive / Head of Paid Service and Executive Directors / Monitoring Officer⁵</p>	<p>Finance and Staffing Portfolio Holder or a relevant portfolio holder and the remaining members chosen from members of the committee by the Chairman of the committee, or the Vice-Chairman in the absence of the Chairman. So far as circumstances allow, the Chairman shall ensure the panel membership complies with Council policy and good practice on equalities and involve relevant group(s) of members in the selection process.</p> <p>Ad hoc panel of at least five councillors, comprising three Members of the</p>
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² Officer Employment Procedure Rules, rule 4

³ Section 4 of the Local Government and Housing Act 1989.

⁴ Local Authority (Standing Orders) Regulations 2001 Schedule 1 Part 2

⁵ Officer Employment Procedure Rules, rule 3(a)

⁶ Officer Employment Procedure Rules, rules 3(a), 4(a) and 6(a), ibid

Committee will include the Leader and the Leader of the Major Opposition Group as ex officio members.

This Committee's responsibilities will include agreeing the Job Description and Person Specification of the above posts and whether the position should be advertised externally and if so how it should be advertised and who should run the external recruitment process.

If necessary the Committee will need to consider the appointment of a temporary Chief Executive / Head of Paid Service until such time as the recruitment is completed³.

These steps should be taken before an Employment Panel is appointed to manage the selection process and appropriate reports made to Council if considered necessary at this stage.

The Committee must make a recommendation to Council on the appointment of a "proper officer" to act as the liaison point for notification between the candidates for appointment and the Employment Panel, the Council and the Cabinet⁴.

Only members who have undertaken recruitment and selection training are eligible to be appointed to a Panel of the Employment Committee

and to make recommendations to Council on their appointments

Employment Committee chosen by the Chairman of the Committee (or the Vice-Chairman in the absence of the Chairman) along with the Leader of Council and the relevant portfolio holder for staffing. So far as circumstances allow, the Chairman shall ensure the panel membership complies with Council policy and good practice on equalities and involve the Cabinet and other relevant group(s) of members in the selection process.

		Suspend Head of Paid Service, Executive Director, Monitoring Officer, Chief Finance Officer and / or Corporate Managers and /or Principal Solicitor and / or recommend to Council dismissal of these officers. ⁶	The Chairman of the Committee (suspension only) otherwise as above.
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(C) That Full Council should note that an Employment Panel with the responsibility for carrying out the recruitment process for a Chief Executive / Head of Paid Service (as set out in amended Table One) will be appointed immediately after the appointment of the Employment Committee at Annual Council on 27 May 2010.

2. CONSIDERATION OF ADVANTAGES AND DISADVANTAGES OF APPOINTING A SHARED CHIEF EXECUTIVE

The Committee

REJECTED the option of appointing a Shared Chief Executive.

3. JOB DESCRIPTION, PERSON SPECIFICATION AND TERMS AND CONDITIONS OF APPOINTMENT

The Committee

AGREED that

(A) The Salary Range should be £105,000 to £120,000 (excluding election fees which average approximately £10,000 per annum).

(B) No lease car should be offered with the post.

(C) The notice period should be three months.

(D) The relocation package of up to a maximum of £7,000 should remain.

(E) The Chief Executive will continue to be the Proper Officer for Elections.

4. CONSIDERATION OF WHETHER THE POST SHOULD BE RESTRICTED TO INTERNAL APPLICANTS

The Committee

AGREED that the post should not be restricted to internal applicants.

5. MANAGEMENT OF APPOINTMENT PROCESS

The Committee

AGREED

- (A) That the recruitment process be managed by external recruitment consultants appointed to support elected members with advertising, candidate management, assessment and interview panel support.
- (B) That the responsibility for the appointment of the recruitment consultants be delegated to the Chairman and the Chief Executive, in consultation with the HR Manager.
- (C) That the HR Manager should be appointed as the “proper officer” to act as the liaison point for notification between the candidates for appointment, the Employment Panel, Full Council and the Cabinet.
- (D) To ask Full Council to approve a supplementary estimate of up to £50,000 for the purposes of appointing external recruitment consultants to support the Employment Committee and its Panel with the process of recruiting a Chief Executive/Head of Paid Service (including advertising, candidate management, assessment and interview panel support).