

TO: COUNCIL
26 APRIL 2017

**ESTABLISHMENT OF AN APPOINTMENT COMMITTEE
Chief Executive**

1 PURPOSE OF DECISION

- 1.1 The Head of Overview and Scrutiny retired in March this year. It is now necessary to agree a recruitment process to fill the vacancy. The Officer Employment Procedure Rules (Part 4, Section 12 of the Council's Constitution) are relevant to such appointments and this report invites the Council to establish an Appointment Committee for the post.

2 RECOMMENDATIONS

- 2.1 **That a Committee of the Council of five members (4:1), including at least one Member of the Executive (plus up to three substitute members per group) be appointed, with the following terms of reference:**

“To interview and appoint on behalf of the Council to the post of Head of Overview and Scrutiny.”

- 2.2 **That nominated Members are appointed in accordance with political group wishes,**
- 2.3 **That three substitute Members are appointed in accordance with political group wishes.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 To ensure that the appointment process is in accordance with the Council's Constitution.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Not applicable.

5 SUPPORTING INFORMATION

Appointment Committee

- 5.1 A close examination of the need for the post has been carried out. The post is important in coordinating overview and scrutiny activities, discharging the council's statutory duties under the Local Government Act 2000, and consolidated in the Localism Act 2011.
- 5.2 The post involves supporting councillors in seeking to improve public services and quality of life for local residents. A principal part of the role is helping members to hold the Council and other service providers to account, rigorously monitor

Unrestricted

performance and influence the actions of the Council and its partners. Overview and scrutiny allows councillors to examine, question and evaluate various functions of the Council and other providers of public services on behalf of the public in an open and effective way.

- 5.2 Therefore there is a clear requirement to recruit to the post to ensure these crucial Council functions are properly resourced and managed.
- 5.3 The Council's Officer Employment Procedure Rules, which form Part 4, Section 12 of the Constitution, deal with the arrangements for the appointment of officers at director and chief officer level, but also cover the appointment of the Head of Overview and Scrutiny. Those rules dictate that if it is proposed that an appointment to a post at this level is not made exclusively from within the Council's existing staff, it must be advertised externally. This is the case with the Head of Overview and Scrutiny.
- 5.4 It is proposed that the Committee should comprise five Members and in order to reflect the political balance on the Council four of these Members should be drawn from the Conservative Group and the fifth seat should be taken by the Labour councillor, Councillor Mrs Temperton. Whilst it is a matter for political groups to make nominations, in this instance it would be appropriate for the Chairman of the Overview and Scrutiny Commission and the Chairman of the Employment Committee to sit on the Committee. In addition the Officer Employment Procedure Rules require that where a committee is to be established for the purposes of making an appointment it should include at least one Member of the Executive. Nominations have been sought from the Conservative Group and will be tabled at the Council meeting.
- 5.5 In accordance with standard practice for posts which requires a member panel, the Committee will be responsible for approving the shortlist of candidates prepared by officers, for interviewing those candidates and for making the final appointment.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Treasurer

- 6.1 There are no financial implications arising from the establishment of the Appointment Committee.

Borough Solicitor

- 6.2 The Appointment Committee process accords with the Council's constitution particularly section 12 part 4 and S151 Local Government Act 1972.

Equalities Impact Assessment

- 6.3 The recruitment process will be conducted in accordance with the Council's employment policies.

Strategic Risk Management

- 6.4 Not to recruit to the post would expose the Council to risk as the functions identified in paragraph 5.1 could not be carried out effectively.

7 CONSULTATION

Principal Groups Consulted

7.1 Group Leaders regarding composition of the Committee.

Method of Consultation

7.2 Discussion and email.

Representations Received

7.3 Not applicable

Background Papers

None

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