

TO: COUNCIL  
29 FEBRUARY 2012

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**ESTABLISHMENT OF APPOINTMENT COMMITTEE  
(Chief Executive)**

**1 PURPOSE OF DECISION**

- 1.1 Following the retirement of the Chief Officer: Customer Services from April 2012, it is necessary to agree a recruitment process to fill the vacancy. The Officer Employment Procedure Rules (Part 4, Section 11 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 RECOMMENDATION(S)**

The Council is asked to agree:

- 2.1 **That a Committee of the Council of five members (4:1), including at least one Member of the Executive (plus up to two 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 Chief Officer: Customer Services.**
- 2.2 **That the nominated members are to be confirmed.**
- 2.3 **Substitute Members are to be confirmed.**

**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 The Council's Officer Employment Procedure Rules, which form Part 4, Section 11 of the Constitution, deal with the particular arrangements for the appointment of officers at chief officer and deputy chief officer level. If it is proposed that as an appointment to this post is not made exclusively from within the Council's existing staff, it must be advertised externally.

## Unrestricted

- 5.2 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. Whilst it is a matter for the political groups to make their own nominations, in this instance it would be appropriate for the Executive Member responsible for Corporate Services to serve on the Committee. It is also suggested that the Chairman of the Employment Committee be included.
- 5.3 In accordance with standard practice for a chief officer post, the Committee will be responsible for approving the shortlist of candidates prepared by officers, for interviewing those candidates and for making the final appointment. It is suggested that the Committee should comprise five Members and in order to reflect the political balance on the Council, four of these members would be from the Conservative Group, with the remaining Member from the Labour Group. Accordingly, nominations have been sought from the Group Leaders, the nominations will be announced at the Council meeting.
- 5.4 The exact timetable for this appointment is yet to be finalised and nominees will be consulted on interview dates in due course. However, the interviews for the post will be scheduled during March.

## 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 11 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 have a Chief Officer: Customer Services would be detrimental to the Council's objectives to:
- Develop appropriate and cost effective ways of accessing council services by implementing the Customer Contact Strategy Action Plan.
  - Engage with local communities in shaping services by using customer and partner feedback to improve customer contact with the Council.
  - Implement an Accommodation Strategy to rationalise the number of buildings used by the Council (Customer Services).

## **7 CONSULTATION**

### Principal Groups Consulted

7.1 Not applicable

### Method of Consultation

7.2 Not applicable

### Representations Received

7.3 Not applicable

### Background Papers

None

### Contact for further information

Timothy Wheadon, Chief Executive - 01344 355601

[timothy.wheadon@bracknell-forest.gov.uk](mailto:timothy.wheadon@bracknell-forest.gov.uk)

Alison Sanders, Director of Corporate Services – 01344 355621

[alison.sanders@bracknell-forest.gov.uk](mailto:alison.sanders@bracknell-forest.gov.uk)