

TO: COUNCIL
22 JANUARY 2014

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

1 PURPOSE OF DECISION

- 1.1 The Chief Officer: Learning & Achievement has announced his retirement so it is 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

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: Learning & Achievement."

- 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 A close examination of the need for the post has been carried out. The posts principal responsibilities centre around the initiation, development, implementation and monitoring of strategies, policies and programmes relating to school improvement and adult learning and to provide timely advice to the Director of Children, Young People and Learning and Councillors on these issues.

Unrestricted

The post promotes educational excellence across all Bracknell Forest schools and is the Council's adviser on curriculum and school standards and lead for services to schools, commissioning/providing support, monitoring, challenge and intervention as appropriate.

Its wide range of responsibilities also include the management of a range of education support services for schools including Targeted Services, Governor Services, the Education Psychology Service and the Council's role of lead Authority, oversee the Education Library Service and the South East Grid for Learning and the Education Centre and the Open Learning Centre.

- 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 11 of the Constitution, deal with the arrangements for the appointment of officers at director and chief officer level. 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 Chief Officer: Learning and Achievement.
- 5.4 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 Children's Services to serve on the Committee. It is also suggested that the Chairman of the Employment Committee be included.
- 5.5 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 a minority group. Accordingly, nominations have been sought from the Group Leaders, the nominations will be announced at the Council meeting.

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 Nothing to add to the report.

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 and 5.2 could not be carried out effectively.

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

Janette Karklins, Director of Children, Young People & Learning – 01344 354182

janette.karklins@bracknell-forest.gov.uk