

TO: **COUNCIL**
20 JANUARY 2016

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

1 PURPOSE OF DECISION

- 1.1 Members will be aware that Glyn Jones, Director of Adult Social Care, Health and Housing retired on the grounds of ill health with effect from 31 December 2015. With the formal retirement, however, it is now necessary to agree a recruitment process to fill the vacancy. Since his condition made it impossible for him to cover the full role the post has been covered on an interim basis. 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 recruitment to this 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 Director of Adult Social Care, Health and Housing”

- 2.2 **That the nominated Members are to be confirmed.**
- 2.3 **That the 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 With the retirement of the previous Director, a close examination of the need for the post has inevitably been carried out. The Director post is responsible for the whole range of functions within Adult Social Care, Health and Housing and for providing strategic leadership on provision of services to adults. These services are essentially strong within the Borough and there is a shared agenda with partners in the NHS and

Unrestricted

other sectors. Public Health and Housing are key to the seamless integration of all services relating to the delivery of adult social care.

- 5.2 Each of these services, along with most others provided by the Council, will be subject to significant sustained change as the organisation moves through a transformation process to live within the reduced level of resources signalled by the Government. Sustained change needs to be strategically directed and effectively lead, if it is to deliver positive results for local residents and that requires sufficient capacity at a senior level. On this basis, there is a clear requirement to recruit to the post to ensure these crucial Council functions continue to be effectively lead 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. 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 Director of Adult Social Care, Health and Housing.
- 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 Adult Services, Health and Housing 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 candidates and for making the final appointment. It is suggested that the Committee should comprise five with four of these members from the Conservative Group, with the remaining Member from Labour. Accordingly, nominations have been sought from the Conservative Group Leader, the nominations will be announced at the Council meeting.
- 5.6 The likely date for interviews will be 11 March 2016.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Treasurer

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

Borough Solicitor

- 6.2 The post incorporates the statutory role of Director of Adult Social Services. It is politically restricted and as such the role may not be discharged by a Member of a local authority. In law the Director of Adult Social Services function is directly accountable to the Chief Executive.

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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