

TO: **COUNCIL**  
**27 APRIL 2016**

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

**1 PURPOSE OF DECISION**

- 1.1 Members will be aware that the Borough Treasurer has decided to retire, effective from 30 November 2016. In the current challenging financial circumstances, this post has a crucial role in providing high quality financial advice to the Council. The post fulfils the statutory role of the Section 151 Officer and is an important member of the Corporate Management Team. 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 to appoint to 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 Borough Treasurer. This post also has the statutory role of Section 151 Officer.”**

- 2.2 **That Councillors Heydon, McLean, Phillips, Leake and Mrs Temperton be confirmed as the nominated members.**
- 2.3 **That Councillors Allen, Dr Barnard, Thompson and Ms Miller be confirmed as the substitute members.**

**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 As is the case when all posts become vacant, a close examination of the ongoing need for the post has been carried out by the Chief Executive and Leading Members. In this case the Borough Treasurer post is responsible for leading the Finance function across the whole organisation; complying with and setting financial

## Unrestricted

standards and ensuring that the organisation operates within a robust financial framework; leading the provision of a high quality finance function across the Council; providing advice and support to Corporate Management Team and Members on matters relating to the Finance service; and acting as the Council's statutory role as the Section 151 Officer.

- 5.2 Each of these functions are essential to the effective performance of the Council and the Borough Treasurer role is pivotal within the Corporate Management Team, reporting directly to the Chief Executive on strategic financial matters. The current transformation review of corporate and support services does provide a potential complication, in that it may lead to changes in the way some of these functions are delivered, but the need for a high calibre individual with direct experience of financial management and strategy will not be affected.
- 5.3 Equally, the main focus of the Section S151/Treasurer role will be financial management. This means that, whatever the outcome of the support services review, the Council will need a Borough Treasurer who is an effective strategic manager with a financial background and qualifications.
- 5.4 It is also important that the recruitment is undertaken in a timely way to allow for an orderly handover in November to ensure that the budget preparations for 2017/18 onwards continue smoothly. On this basis the Council is asked to appoint a committee to interview and select a candidate now.
- 5.5 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 Borough Treasurer post.
- 5.6 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.
- 5.7 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 as detailed in the recommendations above.
- 5.8 The likely date for member interviews will be 1 July, to be confirmed.

## **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

Contact for further information

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