

**COUNCIL
24 SEPTEMBER 2003**

**APPOINTMENT COMMITTEES: ASSISTANT DIRECTOR (HOUSING SERVICES) AND
HEAD OF PERFORMANCE AND IMPROVEMENT
(Acting Director of Corporate Services –Democratic Services)**

1 INTRODUCTION

- 1.1 Following the resignation of the previous Assistant Director (Housing Services) it is now necessary to agree a process for the recruiting a successor. The Department is covering the vacancy in the short term through the employment of a consultant, but there is now a clear requirement to fill this post on a permanent basis. Similarly, following the re-organisation of the Policy Development Unit, it is also necessary to agree the recruitment process for the Head of Performance and Improvement, which is one of the new posts in the approved structure.
- 1.2 The Officer Employment Procedure Rules (Part 4.8 of the Council's Constitution) are relevant to these appointments and this report invites the Council to establish two appointments committee, one for each post. As these are deputy chief officer posts, a committee of four would be sufficient in each case and in accordance with standard practice, the committees would be responsible for making the final appointment from a shortlist of candidates prepared by officers. The proportionality rules apply to these committees and the Constitution also requires each committee to include at least one Member of the Executive.

2 RECOMMENDATION

- 2.1 **That a Committee of the Council of four members (3:1), including at least one Member of the Executive (plus up to two substitute members per group) be appointed on the nomination of the Group Leaders, with the following terms of reference:**

“To interview and appoint on behalf of the Council to the post of Assistant Director (Housing Services).”

- 2.2 **That a Committee of the Council of four members (3:1), including at least one Member of the Executive (plus up to two substitute members per group) be appointed on the nomination of the Group Leaders, with the following terms of reference:**

“To interview and appoint on behalf of the Council to the post of Head of Performance and Improvement.”

3. ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Section 151 Officer

- 3.1 The cost of employees and their associated recruitment costs are met from the relevant Department's Devolved Staffing Budget. The Devolved Staffing Budget is a finite sum for each Department which must not be exceeded without the approval of the full Council. Each Director must manage within this Devolved Staffing Budget to deliver the policies and services required by the Council. Within the Devolved Staffing Budget, the Director retains a degree of flexibility in the exact staff structure so as to ensure the optimum use of resources.

Borough Solicitor

- 3.2 There are no legal implications specific to this report.

Access Implications

- 3.3 There are no direct access implications arising from this report.

4. SUPPORTING INFORMATION

- 4.1 The Council's Officer Employment Procedure Rules, which form Part 4.8 of the Constitution, deal with the particular arrangements for the appointment of officers at chief officer and deputy chief officer level. These rules are subject to a proposed amendment from the Constitution Review Group, which is set out in a report elsewhere on this agenda. However, this amendment is not relevant in these instances as it is proposed that appointments to the two posts are not made exclusively from within the Council's existing staff.
- 4.2 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 for Social and Health Care Services and Housing to serve on the committee dealing with the Assistant Director (Housing Services) appointment. Likewise, the relevant Executive Member should be involved in the Head of Performance and Improvement appointment. It is also suggested that the Chairman of the Employment Committee be included on each committee.
- 4.3 In accordance with standard practice for deputy chief officer posts each committee would be involved in the interview of the final shortlist and have authority to make the appointment of the selected candidate.

Background Papers

None

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