

**COUNCIL
2 MARCH 2005**

**APPOINTMENT COMMITTEE: ASSISTANT DIRECTOR (COMMUNITY CARE)
(Director of Corporate Services & Resources –Democratic Services)**

1 INTRODUCTION

- 1.1 Following the resignation of the previous Assistant Director it is now necessary to agree a process for recruiting a successor as there is a clear requirement to fill this post on a permanent basis.
- 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 an Appointment Committee for the post. As this is a deputy chief officer post, a committee of four would be sufficient and, in accordance with standard practice, the Committee would be responsible for making the final appointment from a shortlist of candidates prepared by officers assisted by Executive Search consultants. 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 (Community Care).”

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. As it is proposed that an appointment to the post is not made exclusively from within the Council's existing staff it will be advertised externally and the services of Executive Search Consultants employed.
- 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. It is also suggested that the Chairman of the Employment Committee be included on the Committee.
- 4.3 In accordance with standard practice for deputy chief officer posts the Committee would be involved in the interview of the final shortlist and have authority to make the appointment of the selected candidate. The interviews will be held on Monday 18 April.

Background Papers

None

Contact for further information

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