

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee **DATE:** 3rd August 2017

CONTACT OFFICER: Catherine Meek (Head of Democratic Services)
(For all Enquiries) (01753) 875011
Surjit Nagra (HR Business Partner)
(01753) 875727

WARD(S): All

PART I **FOR DECISION**

APPOINTMENT OF APPOINTMENTS SUB-COMMITTEE

1. Purpose of Report

This report seeks agreement to the establishment of an Appointments Sub Committee and the appointment of Members to serve on it.

2. Recommendations

The Committee is requested to resolve:-

- a) That the Appointments Sub-Committee be appointed for the 2017/18 Municipal Year.
- b) That the terms of reference of the Sub Committee be as set out in Paragraph 5.10.
- c) That seats be allocated on the Sub-Committee as set out in paragraph 5.8.
- d) That Members be appointed to serve on the Sub-Committee in accordance with the wishes expressed by Political Groups in respect of seats allocated to them (To Follow).

3. The Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan

There are no implications for the Slough Joint Wellbeing Strategy, the JSNA and the Five Year Plan as this report is administrative in nature.

4. Other Implications

(a) Financial

There are no financial implications of the proposed action.

(b) Human Rights Act and other Legal Implications

The recommendations meet the requirements of political proportionality as set out in the Local Government and Housing Act 1989 and associated Regulations. The Appointments Sub-Committee must include at least one Executive Member.

5 Supporting Information

Background

- 5.1 At its meeting on 26th January 2017, the Employment and Appeals Committee was requested, in accordance with the Constitution, to appoint an Appointments Sub Committee for 2016/17 to take part in the Appointment to the vacant post of Chief Executive.
- 5.2 At its meeting on 31st January 2017 the Council resolved that the post of Chief Executive be advertised both internally and externally in order to attract a wide pool of candidates. Since the meeting the Council has taken steps to secure and appoint an external partner to work with the Council on the appointment, as well as taking guidance from the Local Government Association.

Appointments Sub Committee

- 5.3 The Employment and Appeals Committee was reappointed by the Council at the Annual meeting on 18th May 2017 and the Committee is now requested to appoint an Appointments Sub Committee for the 2017/18 municipal year.
- 5.4 The Appointments Sub Committee comprises five members, appointed in accordance with the political proportionality of the Council. All five members are voting members of the sub committee and must have received appropriate training in recruitment and selection activities.
- 5.5 Previously members of the Sub Committee comprised of (subject to availability) the Leaders of the political groups, or their nominees and, where possible, but not as a requirement members serving on the Employment and Appeals Committee.
- 5.6 The Appointments Sub Committee will be supported by the Assistant Director (Organisation Development and Human Resources) or their nominated officer and, where appropriate, an external adviser.
- 5.7 The Council must approve the appointment of the Chief Executive and Head of the Paid Service before an offer of appointment is made.
- 5.8 Seat allocation on the Sub-Committee has been calculated to reflect group membership and statutory proportionality entitlements as follows:

Sub-Committee	Seats	Labour	Conservative
Appointments Sub Committee	5	4	1

5.9 Nominations will be sought from Political Groups and will be reported to the meeting.

5.10 **Terms of Reference**

In accordance with the Officer Employment Procedure Rules to carry out the process for appointment and:

- 1 Recommend to the Council the appointment of the Head of the Paid Service and Chief Executive.
- 2 Appoint chief officers and deputy chief officers.

Recruitment Process and Timelines

5.11 The following is the provisional recruitment process and timelines for the vacant post of Chief Executive and Head of the Paid Service.

Date	Activity
W/c 7 th August 2017	Advert will be appear in external media and a microsite will be set up to host the candidate pack and monitored by the external recruitment agency.
28 th August 2017	Closing date for applications.
29 th August 2017	Following the closing date the external recruitment agency will make initial assessments of the applications and grade these for Members' information.
W/c 4 th September 2017	Appointments Sub Committee to meet to agree a longlist of candidates to bring forward to the initial interviews. The Appointments Sub Committee will be provided with the external recruitment agency's assessment of the applications to review. A Technical Advisor and the external recruitment agency will attend to clarify any questions the Appointments Sub Committee may have.

W/C 11 th September or 18 th September 2017	Initial interviews with the recruitment agency and technical advisor. Informal one to one meeting with the Leader.
W/c 25 th September 2017	Appointments Sub Committee to meet to agree a shortlist of candidates to bring forward to the final assessment and interview programme. Technical advisors to provide feedback on the initial interviews.
	Once shortlisted candidates will complete on line psychometric assessments which will include verbal reasoning and competency based assessments.
	External recruitment agency to collate information from the assessments, take up references and brief candidates in advance of the final interview.
W/c 9 th October 2017	Assessment centre and final interview programme over two days The interview programme will include a range of options including ward visits, member meetings, stakeholder panel and employees' panel. Appointments Sub Committee to interview and recommend to Council (Special meeting to be arranged).

6 Background Papers

None