

<b>COMMITTEE:</b> Human Resources Committee	<b>DATE:</b> 27 <sup>th</sup> March 2013	<b>CLASSIFICATION:</b> Unrestricted	<b>REPORT NO:</b>	<b>AGENDA ITEM:</b> 3.3
<b>REPORT OF:</b> Head of Paid Service  <b>ORIGINATING OFFICER(S):</b> John Williams, Service Head, Democratic Services Angus Taylor Principal Committee Officer		<b>TITLE:</b> Establishment of Appointments Sub-Committee  <b>Wards Affected:</b> All		

## 1. SUMMARY

- 1.1 The terms of reference of the Human Resources Committee include the determination of criteria for the Appointments Sub-Committees established from time to time to consider the appointment of statutory and non statutory Chief Officers and Deputy Chief Officers.
- 1.2 The Committee on 26<sup>th</sup> February 2013 agreed arrangements for appointing to a number of senior management vacancies including the Corporate Director, Education, Social Care and Wellbeing; internal-only recruitment to two Service Head posts in that directorate (the Service Head - Resources and Service Head - Adult Social Care posts); and a further internal-only expression of interest process for the Interim Corporate Director (Resources).
- 1.3 This report recommends the establishment of the Appointments Sub-Committee for the remainder of the current municipal year and criteria for membership of the Sub-Committee in accordance with the Constitution and agreed procedures.

## 2. RECOMMENDATIONS

- 2.1 That the Committee establish the Appointments Sub-Committee for the remainder of the municipal year 2012/13 with terms of reference as set out at paragraph 4.1 below;
- 2.2 That the arrangements for nominating Councillors to serve on the Appointments Sub-Committee be agreed as set out at paragraph 4.2 below and the Service Head, Democratic Services be authorised to agree the dates of Appointments Sub-Committee meetings and the membership of the Sub-Committee for each appointment that is required in accordance with nominations from the Group Leaders and Mayor; and
- 2.3 That the Committee note the process for appointment to Chief Officer and Deputy Chief Officer posts as set out at paragraph 5 below.

### 3. BACKGROUND

- 3.1 Under the Officer Employment Procedure Rules at Part 4.9 of the Council's Constitution, the Appointments Sub-Committee will be established on criteria approved by the Human Resources Committee comprising relevant Councillors to make appointments to Chief Officer and Deputy Chief Officer posts.
- 3.2 The Human Resources Committee has previously agreed these criteria and an appointment process designed to meet the requirements of the Constitution, to be clear and transparent for Councillors and officers, and to follow recruitment best practice resulting in a successful and fair appointments process.
- 3.3 Human Resources Committee on 26<sup>th</sup> February 2013 agreed arrangements for appointing to a number of senior management vacancies. There is a need to progress these appointments without delay, in particular those posts in the new Education, Social Care and Wellbeing Directorate to ensure robust management arrangements are in place upon the retirement of the acting Corporate Director. Officers have already begun liaison with the Mayor and Group Leaders regarding the arrangements for the first of the Appointments Sub-Committees to meet as soon as possible, subject to the Committee's approval of this report.

### 4. APPOINTMENTS SUB-COMMITTEE

#### Terms of reference

- 4.1 It is proposed that in accordance with the Council's Constitution, the Committee establish an Appointments Sub-Committee with the following terms of reference:-  
"To make appointments to Chief Officer and Deputy Chief Officer posts in accordance with the Council's Constitution and the agreed Recruitment and Selection Procedures."

#### Membership

- 4.2 The Human Resources Committee has previously agreed the arrangements for nominating Councillors to serve on the Appointments Sub-Committee. It is proposed that these arrangements, set out below for ease of reference, should continue to apply;
- a) For a **Chief Officer** (Corporate Director level) appointment, the Appointments Sub-Committee shall comprise of **seven Councillors** as follows:-
- § Four Councillors nominated by the Leader of the Majority Group;
  - § One Councillor nominated by the Leader of the largest minority group;
  - § either the Mayor and one other Councillor nominated by the Mayor; or two Councillors nominated by the Mayor at least one of whom must be a member of the Executive.

- b) For a **Deputy Chief Officer** (Service Head level) appointment, the Appointments Sub-Committee shall comprise of **five Councillors** as follows:-
- § Three Councillors nominated by the Leader of the Majority Group;
  - § One Councillor nominated by the Leader of the largest minority group;
  - § either the Mayor or one Councillor nominated by the Mayor who must be a member of the Executive.
- c) The Service Head Democratic Services (or his nominee) to liaise with the Mayor and Group Leaders to receive their nominations, in accordance with the above allocation of places, and to agree the date of the first Sub Committee in each Chief Officer/ Deputy CO appointment cycle.
- d) The Mayor and political groups are expected to assist in achieving a Sub-Committee whose overall composition is diverse in terms of gender and ethnicity wherever possible. In the event that the initial nominations do not produce such a Sub-Committee, the Service Head Democratic Services (or his nominee) after consultation with the Service Head Human Resources and Workforce Development will discuss with the respective group leaders and the Mayor options for amending one or more of those nominations as necessary to achieve sufficient diversity.
- e) Members can only sit on an Appointments Sub-Committee if they have received training at this Council on recruitment and selection.
- f) The quorum for the Appointments Sub-Committee shall be at least three members.

## **5. PROCESS FOR APPOINTMENT OF CHIEF OFFICERS AND DEPUTY CHIEF OFFICERS**

- 5.1 The rules governing the appointment of Chief Officers/Deputy Chief Officers are set out in the Council's Officer Employment Procedure Rules (Part 4.9 of the Constitution), which are in turn substantially derived from statutory provisions (primarily the Local Authorities (Standing Orders) (England) Regulations 2001). In practical terms the following is an outline of the process. This may be abbreviated or some elements of the process may not be required in the case of an internal-only recruitment or interim appointment.

### **Advertisement and longlisting**

- 5.2 The Council may use recruitment consultants to assist with senior appointments. The Service Head Human Resources and Workforce Development will work with the recruitment consultants and the Head of Paid Service or the relevant Corporate Director to establish a timeline for the recruitment process and agree an advertisement in accordance with Council policy.

- 5.3 Following advertisement, the Service Head Human Resources and Workforce Development, the recruitment consultants and the Head of Paid Service or relevant Corporate Director will agree a longlist of candidates and details of the process to follow, including visits, the use of assessment tools such as in-tray and other testing. Longlisted candidates will then undergo an assessment process.

### **Shortlisting and interviews**

- 5.4 If necessary, the Appointments Sub-Committee may then meet to consider the results of the longlist interviews and the recruitment consultants' and officers' recommendations; and agree a shortlist of candidates for interview.
- 5.5 The Appointments Sub-Committee will then meet again to interview the shortlisted candidates. The officers will table suggestions for questions at the start of the meeting. References for candidates will be available for consideration but will only be considered once the ASC has decided who to appoint.

### **Appointment**

- 5.6 If the Appointments Sub-Committee agrees on a candidate suitable for the post of Chief Officer/Deputy Chief Officer, it must inform the Mayor and each member of the Executive of its 'provisional intention to make an offer' to the preferred candidate. The Mayor and Executive members then have a two day period in which they may notify any objection to the making of the appointment. If no such objection is received within that period, a firm offer will be made. Should an objection be received the Appointments Sub-Committee would be required to reconvene to consider any objection and make a determination.

### **Note: Sub-Committee membership throughout the appointment process**

- 5.7 The Committee has previously agreed that the membership of the ASC must remain the same throughout the process for an appointment and there can be no substitutions once the process has commenced for a particular appointment. A member of the ASC who ceases his/her participation after the Sub-Committee has started to meet may not be replaced. Rather the Sub-Committee would continue with a reduced number of members, subject to remaining quorate. Equally, a member of the ASC who does not participate in a stage of the process (e.g. shortlisting) may not then take part in a subsequent stage (e.g. interviews).
- 5.8 These provisions represent good recruitment practice. However, there may be occasions when their strict application could work against other aspects of best practice - for example by reducing the diversity of the Sub-Committee in terms of gender or ethnicity. In such exceptional circumstances the Service Head HR & WD may waive the requirement at 5.7 above in order to ensure a sufficiently diverse membership of the Sub-Committee, provided that consistency is maintained within each distinct stage of the appointment process.

## **6. COMMENTS OF THE CHIEF FINANCIAL OFFICER**

- 6.1 The costs of senior officer recruitment and the associated administering of the Appointments Sub-Committee will be contained within existing budget allocations for Human Resources and Workforce Development and related functions.

## **7. CONCURRENT REPORT OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL SERVICES)**

- 7.1 Under the Council's Constitution it falls with the terms of reference of the Committee to determine criteria for the appointment of statutory and non-statutory Chief Officers and Deputy Chief Officers for Appointments Sub-Committees, which it may establish from time to time to consider such appointments.
- 7.2 The Local Authorities (Standing Orders) (England) Regulations 2001 require that the ASC is politically proportionate and include at least one member of the Executive. The regulations also set out a statutory 'objection' procedure under which an appointment may only be confirmed if there is no well-founded objection to the proposed appointment by the Mayor or a member of the Executive.

## **8. ONE TOWER HAMLETS CONSIDERATIONS**

- 8.1 The recruitment process will follow equalities best practice to ensure a diverse range of potential candidates. Members of the Appointments Sub-Committee will be trained on appointments and on equalities practices.

## **9. ANTI-POVERTY IMPLICATIONS/SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

- 9.1 There are no direct implications for anti-poverty or environmental sustainability.

## **11. RISK MANAGEMENT IMPLICATIONS**

- 11.1 There is a risk that the Council will not be successful in securing the best staff and its reputation will suffer if the recruitment and selection process for senior staff does not operate smoothly and effectively. The recommendations detailed above will ensure the Council complies with the statutory requirements for the appointment of Chief Officers and Deputy Chief Officers.

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**Local Government Act, 1972 Section 100D (As amended)  
List of "Background Papers" used in the preparation of this report**

Brief description of "back ground papers"

Name and telephone number of holder  
and address where open to inspection.

None