

COMMITTEE: Extraordinary Human Resources Committee	DATE: 04 June 2008	CLASSIFICATION: Unrestricted	REPORT NO:	AGENDA ITEM:
REPORT OF: Acting Assistant Chief Executive ORIGINATING OFFICER(S): Angus Taylor, Executive Team Leader, Democratic Services		TITLE: Arrangements for appointment of Chief Officers and Deputy Chief Officers Wards Affected: All		

1. SUMMARY

This report sets out proposed arrangements for the appointment of Chief Officer (Director Level) and Deputy Chief Officer (Service Head), for the Municipal Year 2008/09, which is a matter for the determination of the Human Resources Committee.

2. RECOMMENDATIONS

1. That an Appointment Sub-Committee be established as set out in paragraph 4 of the report.
2. That the process for appointment of Chief Officer (Director Level) and Deputy Chief Officer (Service Head) as set out in paragraph 5 be agreed.

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.

Council constitution
19 March 2008 HR Committee report Arrangements for the
appointment of Chief Officers and Deputy Chief Officers and
associated minutes.
28 September 2006 HR Committee report Arrangements for the
appointment of Chief Officers and Deputy Chief Officers and
associated minutes.

Available on Council website
www.towerhamlets.gov.uk

3. BACKGROUND

- 3.1 Under the Officer Employment Procedure Rules at Part 4.9 of the Council's Constitution, the Chief Executive will set up an Appointments Sub-Committee upon criteria approved by the Human Resources Committee comprising relevant Members to make appointments to Chief Officer and Deputy Chief Officer posts.
- 3.2 On 28 September 2006, the Human Resources Committee agreed the criteria for the Appointments Sub-Committee and a process for appointment of Chief Officers and Deputy Chief Officers designed to meet the requirements of the Constitution, to be easy and transparent for Members and officers, and to follow recruitment best practice resulting in a successful and fair appointments process.
- 3.3 On 19th March 2008, the Human Resources Committee reviewed the arrangements for nominating Members to serve on the Appointments Sub Committee for Chief Officer (Director Level) and Deputy Chief Officer (Service Head) posts, operating in accordance with the criteria previously determined by the Committee, and agreed the following:
- That the membership of the Appointments Sub-Committee for Chief Officer (Director level) posts should remain at seven Members.
 - That the political representation of the Sub-Committee be composed of 4 Majority Group Members, 1 Opposition Member, with the remaining 2 vacancies filled by the Minority Groups on a rotational basis.
 - That there be no change to the membership of the Appointments Sub-Committee for Deputy Chief Officer (Service Head) appointments and that these remain at five Members (3 Majority Group Members and 2 Minority Group Members in rotation).
- 3.4 The political groups are expected to assist in achieving a Sub-Committee which is representative in terms of gender and ethnicity. It is important to note that the membership of the Sub-Committee must remain the same throughout the entire process for an appointment – there can be no substitutions during the process for an individual appointment.
- 3.5 Members can only sit on an Appointment Sub-Committee if they have received training at this Council on recruitment and selection.

4. Appointments Sub Committee

- 4.1 It is proposed therefore that Human Resources Committee establishes a sub-committee with the following terms of reference:

- 4.2 To make appointments of chief officers and deputy chief officers in accordance with the Council's constitution and the Council's Recruitment and Selection Procedures.
- 4.3 It is proposed that the membership of the Sub-Committee should comprise:
- (a) For Chief Officer (Director level) appointments, a panel of seven Members, to be recruited for each appointment in turn from a pool comprising all 51 members of the Authority. The political representation of the Sub-Committee to be composed of 4 Majority Group Members, 1 Opposition Group Member, with the remaining 2 vacancies filled by the other Minority Groups on a rotational basis; with the leader of each political group to provide the Assistant Chief Executive with nominations.
 - (b) For Deputy Chief Officer (Service Head level) appointments, a panel of five Members to be recruited for each appointment in turn from a pool comprising all 51 members of the Authority. The political representation of the Sub-Committee be composed of 3 Majority Group Members and 2 Minority Group Members in rotation with the leader of each political group to provide the Assistant Chief Executive with nominations.
- 4.4 The quorum for the Appointments Sub Committee shall be at least one third of the voting membership.
- 4.5 The political groups are expected to assist in achieving a Sub-Committee which is representative in terms of gender and ethnicity. It is important to note that the membership of the Sub-Committee must remain the same throughout the entire process for an appointment – there can be no substitutions during the process for an individual appointment.
- 4.6 Members can only sit on an Appointment Sub-Committee if they have received training at this Council on recruitment and selection.

5. Process for appointment of chief officers and deputy chief officers

- 5.1 The Council uses recruitment consultants for senior appointments. The appointment of recruitment consultants for individual recruitment exercises is carried out by the Joint Director of Human Resources. The Joint Director of Human Resources will then work with the recruitment consultants and the Chief Executive or relevant Corporate Director to establish a timeline for the recruitment process and agree an advertisement in accordance with Council policy.
- 5.2 Following advertisement, the proposed process is as follows:
- The Joint Director of Human Resources, the recruitment consultants and the Chief Executive or relevant Corporate Director will meet to consider all the applications that have been received, to consider the recommendations of the

recruitment consultants and agree a longlist. At this meeting, details of the process to follow, including visits, the use of assessment tools such as in-tray and other testing, the use of presentations etc will be agreed.

- Longlisted candidates undergo an assessment process which will include an interview with the relevant Corporate Director/Chief Executive and or the Joint Director of Human Resources.
- The Appointment Sub-Committee will meet to consider the results of the longlist interviews, consider the recruitment consultants' and officers' recommendations and agree a shortlist of candidates for interview.
- Suggestions for questions are tabled at the start of the Appointment Sub Committee and the committee decides which questions to ask and who will ask them. The Appointment Sub-Committee will meet to interview the shortlisted candidates. References for candidates will be available for consideration. References are only considered once the Appointment Sub Committee Panel has decided who to appoint. The Appointment Sub-Committee will make its decision on an appointment, subject to the proposed appointment being circulated to all Cabinet Members to give the opportunity for any reasonable objection to be raised as allowed by the Constitution.

6. COMMENTS OF THE CHIEF FINANCIAL OFFICER

- 6.1 The costs of administering the Appointment Sub-Committee and of recruiting chief officers and deputy chief officers will continue to be contained within existing budgets.

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

- 7.1 The legal implications are set out in the body of the report.

8. EQUAL OPPORTUNITIES IMPLICATIONS

- 8.1 It is essential that recruitment and selection follows best practice in terms of equalities. This involves the panels appointing staff being representative in terms of gender and ethnicity. It also involves ensuring that advertisement, search and selection arrangements are designed to encourage a workforce to reflect the community.

9. ANTI-POVERTY IMPLICATIONS

9.1 There are none specific for this report

10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

10.1 There are no specific implications for this report

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.

12. EFFICIENCY STATEMENT

12.1 There are costs associated with the recruitment of staff and it is important that the effectiveness and efficiency of processes is considered and kept under review.