

 Employment Committee 13th March 2014		Agenda Item No. 6
Title	Head of Service Recruitment	
For further information about this report please contact	Elaine Priestley Senior HR Officer 01926 456682	
Wards of the District directly affected		
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	N/A	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality & Sustainability Impact Assessment Undertaken	No (If No state why below)

Officer/Councillor Approval		
Officer Approval	Date	Name
Deputy Chief Executive & Monitoring Officer	18 Feb 14	Andrew Jones
Head of Service		
CMT	18 Feb 14	Chris Elliott, Andrew Jones, Bill Hunt
Section 151 Officer	18 Feb 14	Mike Snow
Portfolio Holder(s)	20 Feb 14	Cllr Grainger
Consultation & Community Engagement		
20 th Feb 14 - Cllrs Boad, Barrott, Mrs Bunker, Mackay and Mobbs		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **SUMMARY**

- 1.1 This report is to consider changing the current recruitment process for Head of Service appointments in line with feedback following the recent recruitment projects.

2. **RECOMMENDATION**

- 2.1 That Employment Committee agrees that the recruitment guidance for Heads of Service is revised as detailed at Appendix 1.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 Following the recruitment processes for the Heads of Neighbourhood and Development Services feedback was received from Members in relation to the two stage process adopted and the clarity of who should participate in recruitment process at which stage.
- 3.2 The proposed revisions make the following changes:
- a. Enable Deputy Chief Executive to substitute for the Chief Executive when appropriate (introduction)
 - b. In the event of a small number (4 or less) of applications being received giving the Chief Executive discretion to go straight to the shortlisting stage, forgoing longlisting. (section 4)
 - c. In the event of a huge number of applications being received limit those longlisted to those who most closely meet the essential and desirable criteria. The long list should not exceed 20 but could be less. Previously all applicants meeting the essential criteria would have been longlisted. (section 4)
 - d. Propose that shortlisting and final interviews are carried out by a Selection Panel comprising the Leader, the Chair of Employment Committee and three other members of the Employment Committee to be appointed by the Chief Executive in consultation with Group Leaders. (section 7)
 - e. To reflect the request of Employment Committee that clarification is given that only those Members who participate in the shortlisting meeting may take part in the final interview process (section 8)
 - f. Propose that the Selection Panel make a recommendation for appointment to a closed meeting of the Employment Committee (section 9)

4. **POLICY FRAMEWORK**

4.1 **Policy Framework**

There would be no change in Policy but there would be supporting guidance should the recommendation be approved.

4.2 **Fit for the Future**

This report fits within the "Leadership, Values and Organisation design" by proposing a leaner and clearer process.

5. **BUDGETARY FRAMEWORK**

5.1 No change to the budgetary framework.

6. **RISKS**

6.1 The risks of not implementing the revisions are that there will still be a lack of clarity regarding certain stages and an additional and unnecessary stages will be continue to form part of the process.

7. **ALTERNATIVE OPTION(S) CONSIDERED**

7.1 None.