

 <b>Employment Committee</b> <b>23 September 2013</b>		<b>Agenda Item No. 7</b>
<b>Title</b>	Head of Service/Deputy Chief Executive Recruitment	
<b>For further information about this report please contact</b>	<a href="mailto:Andrew.jones@warwickdc.gov.uk">Andrew.jones@warwickdc.gov.uk</a> (01926) 456830	
<b>Wards of the District directly affected</b>		
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	N/A	
<b>Background Papers</b>		

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

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Deputy Chief Executive & Monitoring Officer	08.09.13	Author
Head of Service		
CMT	08.09.13	
Section 151 Officer	08.09.13	Mike Snow
Portfolio Holder(s)		
<b>Consultation &amp; Community Engagement</b>		
Trade Unions.		
<b>Final Decision?</b>	Yes	
<b>Suggested next steps (if not final decision please set out below)</b>		

## 1. **SUMMARY**

- 1.1 This report is to consider changing the current recruitment process for Head of Service/Deputy Chief Executive appointments to offer internal candidates the opportunity to apply prior to external advert, in line with our Fit For the Future (FFF) recruitment process.

## 2. **RECOMMENDATION**

- 2.1 That Employment Committee agrees that the recruitment guidance for Senior Managers is revised as detailed at Appendix 1. (The proposed alterations are highlighted).

## 3. **REASONS FOR THE RECOMMENDATION**

- 3.1 Warwick District Council has adopted the Fit For the Future Employment process which among other things provides the opportunity for staff "at risk" and subsequently internal staff to apply for positions prior to external advertising (subject to Leader/Deputy approval). This process is applicable to all grades of staff up to but not including Senior Managers (Heads of Service, Deputy Chief Executive & Chief Executive).
- 3.2 Given the financial context within which the Council currently operates, Members have given a very clear steer to Senior Managers that they want processes and procedures in place that wherever possible support the retention of staff within Warwick District Council. However, when a vacancy at Head of Service or Deputy Chief Executive level occurs, the current guidance is to advertise the opportunity externally.
- 3.3 This approach is not consistent with the approach to posts below Senior Manager level and therefore bringing the posts of Head of Service and Deputy Chief Executive (not Chief Executive) within the FFF Employment process will provide greater opportunity for the Council's staff, thereby providing a further opportunity for staff movement in the organisation which helps to avoid redundancies.

## 4. **POLICY FRAMEWORK**

### 4.1 **Policy Framework**

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

### 4.2 **Fit for the Future**

This report fits within the "Leadership, Values and Organisation design" section of FFF where it states "offering services that people need and value through staff who are trained, know what we're here for and who are motivated and empowered and can work flexibly to ensure we deliver our promises." If the organisation was not treating employees fairly, that objective would be difficult to meet.

5. **BUDGETARY FRAMEWORK**

5.1 No change to the budgetary framework.

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

6.1 None.