

<b>TITLE OF REPORT: To Establish an Appointments Sub-Committee</b>	
<b>APPOINTMENTS COMMITTEE</b> <b>6 September 2019</b>	<b>CLASSIFICATION:</b> <b>Open</b>
<b>WARD(S) AFFECTED</b> <b>Not applicable</b>	
<b>Tim Shields, Chief Executive</b>	

## 1. INTRODUCTION AND PURPOSE

This is a procedural report to establish an Appointments Sub-Committee.

The Council's Constitution states that the Appointments Committee will establish Appointment Sub-Committees (from time to time) to discharge on behalf of the Council all functions relating to the appointment of Chief Officers.

The role of the Group Director, Neighbourhoods & Housing, which is defined as a Chief Officer in the Councils' Constitution is soon to become vacant

Consequently, the purpose of this report is to recommend that the Appointments Committee establish an Appointments Sub-Committee for the municipal year 2019/20 to manage the recruitment to the post of Group Director Neighbourhoods and Housing and any other Chief Officer Post which may become vacant in the year.

## 2. RECOMMENDATION(S)

**The Appointments Committee is recommended to:**

2.1 Establish an Appointments Sub-Committee for the municipal year 2019/20

and

- 2.2 To agree that the membership of the Appointments Sub-Committee is in accordance with the information provided in paragraphs 4. 5 and 4.6 of this report.

### **3. REASONS FOR DECISION**

- 3.1 The Council's Constitution states that Full Council will establish an Appointments Committee at its Annual General Meeting however, it further states that the Appointments Committee will (from time to time) establish a Sub-Committee to appoint to a Chief Officer's post.
- 3.2 Following the resignation of the current Group Director, Neighbourhoods & Housing there will be a vacancy in the senior management structure in October 2019. Accordingly, it has become necessary to establish an Appointments Sub-Committee as the role is defined as a Chief Officer in the Council's Constitution.
- 3.3 An established Appointments Sub-Committee will not be restricted to the appointment of the Group Director, Neighbourhoods & Housing, as it will also be able to appoint any future vacancies of Chief Officers that might arise during the municipal year 2019/20.

### **4. BACKGROUND**

- 4.1 The Council's Constitution states that Full Council will establish an Appointments Committee at its Annual General Meeting.
- 4.2 The Constitution further states that from time to time during the appointment of its Chief Officers it will establish an Appointments Sub-Committee (hereinafter referred to as the Sub-Committee).
- 4.3 The responsibility to establish and agree the membership of the Sub Committee falls to this Appointments Committee. Once established the Sub-Committee will discharge on behalf of the Council all functions relating to the appointment of Chief Officers.
- 4.4 The definition of a Chief Officer is set out in the Officer Employment Procedure Rules (hereinafter referred to as the Rules) contained in part 4 of the Council's Constitution. The Sub-Committee has to follow the procedures as set out in the Rules.
- 4.5 When considering the membership of the Sub-Committee (for the municipal year 2019/20), under the Rules, it must include at least one member of the Cabinet (referred to as the Executive), who has already been appointed by Full Council to sit on the Appointments Committee.
- 4.6 In addition to the above (4.5) in line with previous practice when it has become necessary to appoint Chief Officers it is recommended that the Chair of the Sub-Committee invites the appropriate Cabinet (Executive), portfolio

holder(s), or any other Lead Member that the Chair considers appropriate, to take part in the process. The invited Councillor(s) will be a non-voting member of the Sub-Committee.

**5. POLICY CONTEXT**

N/A

**6 EQUALITY IMPACT ASSESSMENT**

6.1 Not required

**7. SUSTAINABILITY**

N/A

**8. CONSULTATIONS**

N/A

**9. RISK ASSESSMENT**

9.1 The recommendations in this report reduce potential risks to the Council that could arise from carrying out Chief Officers' appointments.

**10. FINANCIAL IMPLICATIONS**

10.1 There are no immediate financial implications arising from the recommendations as set in this report.

**11. LEGAL IMPLICATIONS**

11.1 Under s101 Local Government Act 1972, a Local Authority may arrange for the discharge of any of its functions by a Committee, Sub-Committee or officer of the Authority.

11.2 There are no immediate legal implications arising from this report and all constitutional issues have been addressed within the body of this report.

**APPENDICES**

None

**BACKGROUND PAPERS**

None

<b>Report Author</b>	<b>Tim Shields Chief Executive</b>
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