

**Personnel Committee (PC) – 24 April 2023**

**Recruitment and Selection of Executive Directors and Directors**

**1. Purpose of the report**

- 1.1 To confirm the recruitment process that should be followed when recruiting Executive Directors and Directors. Specifically outlining (for the avoidance of doubt) the responsibilities and detailed process that underpins the Constitution part 4 section 6.

**2. Recommendations**

- 2.1 The contents of the report to be noted.
- 2.2 The revised recruitment and selection process for Executive Directors and Directors, as set out in appendix 1 to the report, be approved.

**3. Background Information**

*Aim*

- 3.1 The aim of this report is to confirm the process to be followed when recruiting Executive Directors (ED) and Directors, ensuring clarity for all involved parties and helping to ensure that the process is quick, efficient and simple.

*Know*

- 3.2 Historical and current practice observes a report be presented to Personnel Committee requesting permission to recruit to ED and Director posts. Whilst elected member involvement is crucial in such appointments particularly those of a permanent nature, the earlier stages of the process, for example deciding to advertise the vacancy or interim shortlisting / appointments could be streamlined with specific elected member involvement to reduce unnecessary bureaucracy, additional delays and costs associated with a having to hold a Personnel Committee for some aspects of the process. To clarify this report continues to support a Personnel Committee decision for all shortlisting and appointment decisions for permanent ED and Director posts.
- 3.3 The Council's constitution, part 4 section 6.2 & 6.4 covers recruitment of Executive Directors and Directors and details the following;

## **2. Recruitment of Chief Executive and Executive Directors**

Where the Council proposes to appoint the Chief Executive or an Executive Director and it is not proposed that the appointment be made exclusively from among their existing officers, the Council will:

- (a) draw up a statement specifying:
  - (i) the duties of the officer concerned; and
  - (ii) any qualifications or qualities to be sought in the person to be appointed;
- (b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and
- (c) make arrangements for a copy of the statement mentioned in paragraph (1) to be sent to any person on request.

Where a post has been advertised as provided for above, the Council shall:

- (a) Interview all qualified applicants for the post, or
- (b) Select a short list of such qualified applicants and interview those included on the short list.

Where no qualified person has applied, the Council shall make further arrangements for advertisement in accordance the above paragraphs.

The steps set out in this section 2 above may be taken by a committee, sub-committee or Chief Officer of the Council.

## **4. Appointment of Directors and Assistant Directors**

- (a) A Committee or Sub-Committee of the Council will appoint Directors and Assistant Directors. That Committee or Sub-Committee must include at least one Member of the Executive.

3.4 As detailed in the constitution, such recruitment decisions/actions can be taken by a committee, sub-committee or Chief Officer of the Council.

3.5 In order to ensure consistency of approach moving forward and for the avoidance of doubt, this report details the permissions and process that should be followed when recruiting to either an ED or Director post, refer to appendix 1 for a process flowchart of process and decision making dependent on whether the post is being recruited to on an interim or permanent basis, it also covers the approval stages for updating job descriptions of these posts. It does not cover structural changes – these would remain a Personnel Committee decision.

- 3.6 To confirm Personnel Committee will remain the decision making forum for all permanent shortlisting and selection (appointment) stages.

*Our Council Plan priorities*

- 3.10 This proposal aligns to the council's strategic priority of internal focus ensuring all council services are customer focussed, effective, efficient and equitable and helps ensure consistency, fairness and transparency.

*Response*

- 3.11 Personnel Committee to note / agree the report (specifically the process flow and decision making outlined in Appendix 1) and for the report to be shared with Chief Officers / Corporate Management Team (CMT) and other relevant stakeholders as appropriate.

**4. Financial Implications**

- 4.1 There are no financial implications arising from this report.

**5. Legal Considerations**

- 5.1 There are no specific legal issues anticipated from this report.

**6. Consultation**

- 6.1 This matter was discussed in a previous Personnel Committee on the 08 February 2023 and subsequently with relevant stakeholders in the business.
- 6.2 This report was presented to Corporate Management Team at their meeting of the 06 April 2023.

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